

The vision of the  
South Orange County Community College District  
is to be an educational leader in a changing world.

# AGENDA

## Meeting of the Board of Trustees



**Monday, August 29, 2011**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

Ronald Reagan Board of Trustees, Room 145  
Health Sciences/District Offices Building  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Any writings relating to open session agenda items and distributed to all or a majority of all Board members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public at: Office of the Chancellor and Trustee Services, Room 334, Health Sciences/District Offices Building, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, California.

When possible, such writings may also be posted on the District's website: <http://www.socccd.edu>

### Board of Trustees

Nancy M. Padberg – President, T.J. Prendergast, III - Vice President, Marcia Milchiker – Clerk  
Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Jordan J. Larson – Student Trustee  
Gary L. Poertner - Chancellor



## Meeting of the Board of Trustees

August 29, 2011

### **CALL TO ORDER: 5:00 P.M.**

#### **1.0 PROCEDURAL MATTERS**

1.1 Call To Order

1.2 Public Comments

*Members of the public may address the Board on items listed to be discussed in **closed session**. **Speakers are limited to two minutes each.***

### **RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Employment (6)
    - a. Public Employee Discipline/Dismissal/Release
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 3. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)  
Westphal v. Wagner'
  - 2. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (1 case)

### **RECONVENE OPEN SESSION: 6:00 P.M.**

## 2.0 PROCEDURAL MATTERS

### 2.1 **Actions Taken in Closed Session**

### 2.2 **Invocation**

Led by Trustee Bill Jay

### 2.3 **Pledge of Allegiance**

Led by Trustee David Lang

### 2.4 **Resolutions / Presentations / Introductions**

Resolution: Irvine Valley College - Model Classified Senate Award 2011

Resolution: Irvine Valley College - Classified Senate Vision Award 2011

Resolution: District Sherpa Technical Development Team

### 2.5 **Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. **Speakers are limited to two minutes each.***

## 3.0 REPORTS

### 3.1 Oral Reports: Speakers are limited to two minutes each.

- A. Board Reports
- B. Chancellor's Report
- C. Board Request(s) for Report(s)

## 4.0 DISCUSSION ITEM

None

## 5.0 CONSENT CALENDAR ITEMS

*All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action.*

### 5.1 **SOCCCD: Board of Trustees Meeting Minutes**

Approve minutes of a regular meeting held on July 25, 2011.

- 5.2 **Irvine Valley College: Donation of Reference Books**  
Approve the donation of Reference Literary materials to the Yorba Linda High School Library.
- 5.3 **Irvine Valley College: Faculty Hiring Addendum for the 2011-12 Academic Year**  
Approve the position announcement and recruitment of new full-time faculty, contingent upon funding.
- 5.4 **Irvine Valley College: Sub-Award Grant Acceptance**  
Approve acceptance of a sub-award grant for \$12,319.00 from the Rancho Santiago Community College District for the Faculty Entrepreneurship Project. These funds will allow development of curriculum and complete the process for a state-approved Entrepreneurship Certificate of Achievement. The project is in effect through June 15, 2012
- 5.5 **Irvine Valley College: Award of Bid: Campus Wide Exterior Way-Finding System**  
Approve agreement with A Good Sign & Graphics Co., in the amount of \$314,180.00.
- 5.6 **Irvine Valley College: Substitution of Subcontractor: Life Sciences Project: Palomar Casework, Inc.**  
Approve the removal of Palomar Casework, Inc. and approve its substitution with Advanced Lab Concepts, Inc.
- 5.7 **Saddleback College: Student Out of State Travel: Orlando, Florida**  
Approve the out-of-state travel request for up to six students and a Saddleback College staff member to attend the October 26, 2011 through October 30, 2011 College Broadcasters/ Associated Collegiate Press/College Media Advisers Conference in Orlando, Florida at a cost not to exceed \$8,522.
- 5.8 **Saddleback College: Sale of Theater Arts Surplus Under \$5,000 Per Year**  
Approve the private sale of surplus theatre items not to exceed a value of \$5,000.00 per fiscal year.
- 5.9 **Saddleback College: Substitution of Subcontractor: James B. Utt Memorial Learning Resource Center Renovation: Darracq Concrete, Inc.**  
Approve removal of Darracq Concrete, Inc. and its substitution by PBC Commercial, Inc.
- 5.10 **Saddleback College: Award of Bid: Main Electrical Room Site Drainage**  
Approve agreement with Atom Engineering Construction, Inc. in the amount of \$223,398.00.
- 5.11 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**

Adopt resolution 11-26 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the July 25, 2011 Meeting of the Board of Trustees.

- 5.12 **SOCCCD: Agreement for Special Services: Atkinson, Andelson, Loya, Ruud & Romo**  
Approve agreement for legal services with an increase of \$5.00 per hour over previous rates.
- 5.13 **SOCCCD: Gifts to the District and Foundations**  
Approve acceptance of gifts.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P11-05135 through P11-05141 amounting to \$23,765.37 and P12-00649 through P12-01183 amounting to \$26,936,365.33. Approve confirming requisitions dated July 6, 2011 through August 9, 2011 totaling \$77,349.15.
- 5.15 **SOCCCD: Payment of Bills**  
Approve check no. 150221 through 151305 processed through the Orange County Department of Education, totaling \$7,860,840.17; and check no. 010183 through 010234, processed through Saddleback College Community Education, totaling \$99,123.49; and check no. 008887 through 008906, processed through Irvine Valley College Community Education, totaling \$160,988.55.
- 5.16 **SOCCCD: July/August 2011 Contracts**  
Ratify contracts as listed.
- 5.17 **SOCCCD: Renewal of Microsoft Agreements for District-wide Software Use**  
Approve the renewal of software licensing agreements for District-wide Microsoft software licensing for the 2011-12 academic year with ComputerLand of Silicon Valley at a cost not to exceed \$130,000.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **Saddleback College and Irvine Valley College: SC ASG and ASIVC Final Budgets**  
Approve Saddleback College and IVC student government budgets.
- 6.2 **SOCCCD: Adoption of the Final Budget for FY 2011-2012**  
Approve the Final Budget as presented.
- 6.3 **Saddleback College: Donation of Saddleback College Memorabilia to the Ronald W. Reagan Library and Museum**

Approve donations as presented by President Tod Burnett. In honor of Ronald Reagan and his long-standing connection to Saddleback College, and to preserve important items of historical significance, Saddleback College will donate various memorabilia to the Ronald W. Reagan Library and Museum on behalf of the college and South Orange County Community College District.

- 6.4 **Saddleback College: Renovate Technology and Applied Sciences Building: Hire Architect**  
Approve agreement with gkkworks to provide architectural and engineering services for a fee equal to \$685,000.
- 6.5 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Change Order Request No. 2**  
Approve change order request increasing the contract amount by \$324,914. The revised contract total amount is \$12,864,289.
- 6.6 **Saddleback College: Pool Deck Replacement: Change Order Request No. 2 and Notice of Completion**  
Approve change order request increasing the contract amount by \$24,852.28 and authorize the filing of the Notice of Completion. The revised total contract amount is \$1,109,586.28.
- 6.7 **Saddleback College: Proposed Division Name**  
Approve the permanent division name change from Liberal Arts and Learning Resources to Liberal Arts.
- 6.8 **Irvine Valley College: Basic Aid Funding Reallocation of \$2.7 million from the Business Sciences and Technology Innovation Project to the Fine Arts Project**  
Approve reallocation of \$2.7 million dollars from the IVC BSTIC project back to the IVC Fine Arts project.
- 6.9 **SOCCCD: Board Policy Revision: BP-3110-Basic Aid Funds Allocation Process, BP-4211-Retirement Benefits for Administrators and Classified Management Personnel, BP-4081-Payroll Deductions, BP-4020-Designated Administrators and Classified Management Personnel, BP-4076-Compensation**  
Discussion/Approval.
- 6.10 **SOCCCD: Board Policy Revision: BP-4054: Political Activities, BP-4020: Designated Administrators and Classified Management Personnel, BP-6150: Study Abroad Programs, BP-5408: Classroom Supervision, BP-4101: Salary Schedules and Annual Step Increments for Administrators and Classified Management Personnel, BP-4102: Salary Schedule Placement for Administrators, Classified Management and Classified Bargaining Unit Employees, BP-4111: Leave for Administrators and Classified Management Personnel, BP-5640: Service Animals**  
Accept for Review and Study

- 6.11 **SOCCCD: Resolution No. 11-25: Authorize Administration for Section 125 Flexible Spending Account Benefits Plan**  
Approve resolution authorizing SISC as the District's Section 125 Plan administrator.
- 6.12 **SOCCCD: Adopt Resolution No. 11-27: Potential Classified Employee Layoff**  
Potential adoption of Resolution 11-27 to reduce four grant funded classified positions pending receipt of NSF monies.
- 6.13 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrative Appointment, Authorization to Eliminate an Academic Administrative Position and/or Position Numbers, Authorization to Establish an Academic Administrative Position, Authorization to Change Organization Reporting Structure and Realignment, Change of Status, Workload Banking, Resignation/Retirement/Conclusion of Employment.
- 6.14 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Reorganize Reporting Structure for a Classified Position, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

## **7.0 REPORTS**

- 7.1 **Irvine Valley College and Saddleback College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College.
- 7.2 **SOCCCD: Confirmation of Dissolution of Nonprofit Corporation.**  
The filing for the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION has been processed and formally completed.
- 7.3 **SOCCCD: Development of District-wide Strategic Plan**  
A draft plan of the short term strategic plan is being provided to the Board of Trustees for the purpose of information and review.
- 7.4 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.6 **SOCCCD: Quarterly Financial Status Report**

Report is as of June 30, 2011 for the 2010-2011 fiscal year.

**7.7 SOCCCD: Quarterly Investment Report**

This report is for the quarter ending on June 30, 2011.

**7.8 Transfer of Appropriations at Close of Fiscal Year 2010-2011**

On August 8, 2011, the OCDE made budgetary transfers as reflected in Exhibit A.

**8.0 WRITTEN REPORTS**

*Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.*

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. President, Irvine Valley College
- F. President, Saddleback College
- G. Vice Chancellor, Technology & Learning Services
- H. Vice Chancellor, Human Resources
- I. Vice Chancellor, Business Services
- J. Irvine Valley College Classified Senate
- K. California School Employees Association
- L. Saddleback College Classified Senate
- M. Police Officers' Association
- N. Associated Student Government of SC
- O. Associated Student Government of IVC

**9.0 ADDITIONAL ITEMS**

**ADJOURNMENT** (or continuation of closed session if required): **9:00 P.M.**

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
AUGUST 29, 2011

## IRVINE VALLEY COLLEGE MODEL CLASSIFIED SENATE AWARD 2011

**W**hereas, the Irvine Valley College Classified Senate was selected as a “Model Classified Senate” and recognized with an award as an exemplary organization at the Classified Leadership Institute in Ventura, California on June 24, 2011; and

**W**hereas, a Model Classified Senate is one that is a participatory governance body elected by its constituents; operates professionally under bylaws and/or a constitution approved by its constituency; has a copy of its current bylaws/constitution on file with 4CS; is recognized by the college administration as a governance participant; encourages a cooperative working and professional relationship with collective bargaining agents and considers input or concerns of such groups; actively engages in the shared governance process; and communicates routinely with 4CS; and

**W**hereas, Model Classified Senates define the standard of staff participation within the learning environment for California community college students, encourage staff leaders to become stronger, and offer reference and experience for novice organizations and those seeking organizational revitalization; therefore,

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate the 2010-2011 Irvine Valley College Classified Senate Board of Officers: Angela Mahaney, Dennis Gordon, Diana Walker, Joe San Juan and Gee Dickson for their outstanding service to and excellent representation of Irvine Valley College classified staff, and their leadership in making the Irvine Valley Classified Senate a model organization within the California Community College system.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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Thomas A. Fuentes, Member

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William O. Jay, Member

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David B. Lang, Member

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Frank M. Meldau, Member

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Jordan Larson, Student Member

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Gary L. Poertner, Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
AUGUST 29, 2011

## IRVINE VALLEY COLLEGE CLASSIFIED SENATE VISION AWARD 2011

*W*hereas, Laura U'Ren, Career Placement Officer at Irvine Valley College, was recognized with a California Community College Classified Senate Vision Award at the Classified Leadership Institute in Ventura, California on June 24, 2011; and

*W*hereas, Laura U'Ren was honored for her exemplary service to Irvine Valley College's Classified Senate beginning in 1989 when she was Classified Senate President and implemented the revision and adoption of a new constitution and by-laws, resulting in the introduction of staff participation to the shared governance process at IVC; and

*W*hereas, Laura U'Ren was also recognized for identifying a need for classified staff to have a representative voice at the state level, as well as at the college level, of parallel importance to the State Academic Senate; and

*W*hereas, Laura U'Ren actively worked to bring the first statewide classified senate to life, with support for her efforts by then State Chancellor David Mertes, former SOCCCD Chancellor Dr. Richard Sneed, and former Trustee Iris Swanson, resulting in what is now known as the State Classified Senate (4CS), a unified voice for classified professionals that consistently advocates at the state level; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Laura U'Ren for her outstanding service to and excellent representation of classified staff at our district and across the California Community College system.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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Thomas A. Fuentes, Member

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William O. Jay, Member

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David B. Lang, Member

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Frank M. Meldau, Member

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Jordan Larson, Student Member

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Gary L. Poertner, Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

AUGUST 29, 2011

## DISTRICT SHERPA TECHNICAL DEVELOPMENT TEAM 2011 BLACKBOARD CATALYST AWARD WINNER

**W**hereas, the District's Information Technology Sherpa Technical Development Team was recognized with a national award at the Blackboard World conference in Las Vegas, Nevada on July 15, 2011; and

**W**hereas, the 2011 Blackboard Catalyst Committee's Choice Award is a prestigious award afforded to a select group of e-learning professionals, system administrators and institutions from the around the world whose work is recognized as significant and exemplary; and

**W**hereas, the Sherpa Technical Development Team was specifically honored for its development of a unique notification system that supports student success via individualized, event-triggered reminders, and communicates with students using email, text messaging, and voice calls; and

**W**hereas, in a letter of congratulations, Ray Henderson, President of Blackboard Learn, commended the Sherpa team for making a difference in enhancing the learning experience at South Orange County Community College District and other institutions across the globe who support online teaching and learning, and

**W**hereas, though the award was for computer programming, the entire Sherpa Product Development Team deserves recognition for their extraordinary initiatives to improve the student learning experience and promote our district's exceptional work at the national level; therefore,

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate the Sherpa Technical Development Team for their achievement and well-deserved recognition as the 2011 Blackboard Catalyst Award Winner.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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Thomas A. Fuentes, Member

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William O. Jay, Member

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David B. Lang, Member

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Frank M. Meldau, Member

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Jordan Larson, Student Member

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Gary L. Poertner, Chancellor



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Minutes of the Board of Trustees Meeting  
**ACTION:** Approval

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Minutes from:

July 25, 2011 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

*Item Submitted by: Gary L. Poertner, Chancellor*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
RONALD REAGAN BOARD OF TRUSTEES ROOM-RM 145  
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
July 25, 2011**

**PRESENT**

Members of the Board of Trustees:

Nancy M. Padberg, President  
T.J. Prendergast, Vice President  
Marcia Milchiker, Clerk  
David B. Lang, Member  
William O. Jay, Member  
Frank M. Meldau, Member  
Jordan J. Larson, Student Member

Administrative Officers:

Gary Poertner, Chancellor  
Debra Fitzsimons, Vice Chancellor, Business Services  
David Bugay, Vice Chancellor, Human Resources  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
Tod Burnett, President Saddleback College  
Glenn Roquemore, President Irvine Valley College  
Don Busche, Acting Vice President, Instruction for Tod Burnett  
Randy Peebles, Associate Vice Chancellor, Economic Development

**ABSENT**

Thomas A. Fuentes, Member

**CALL TO ORDER: 5:00 P.M.**

**1.0 PROCEDURAL MATTERS**

1.1 Call To Order

1.2 Public Comments

*Members of the public may address the Board on items listed to be discussed in **closed session**. **Speakers are limited to two minutes each.***

**RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Employment (2)
    - a. Public Employee Dismissal/Release
  
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  
  - 3. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  
- C. Conference with Real Property Negotiators
  - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
  
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)  
Westphal v. Wagner
  - 2. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (2 cases)

**RECONVENE OPEN SESSION: 6:00 P.M.**

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

**2.2 Invocation**

Led by Trustee T.J. Prendergast

**2.3 Pledge of Allegiance**

Led by Trustee Bill O. Jay

**2.4 Resolutions / Presentations / Introductions**

Recognition: Dr. Glenn Roquemore for his work with U.S. Army Recruiting Battalion of Southern California.

**2.5 Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the*

*Board may also be addressed at this time. **Speakers are limited to two minutes each.***

### **3.0 REPORTS**

#### **3.1 Oral Reports: Speakers are limited to two minutes each.**

- A. Board Reports
- B. Chancellor's Report
- C. Board Request(s) for Report(s)

### **4.0 DISCUSSION ITEM**

### **5.0 CONSENT CALENDAR ITEMS**

*All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action.*

On a motion made by Trustee Jay and seconded by Trustee Prendergast the Consent Calendar was approved on a 6-0 vote with Trustee Fuentes absent.

#### **5.1 SOCCCD: Board of Trustees Meeting Minutes**

Approve minutes of a regular meeting held on June 27, 2011.

This item was approved on a 5-0 vote with Trustee Lang abstaining.

#### **5.2 Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 2 to Geotechnical Engineers Scope of Work**

Approve Amendment No. 2 in the amount of \$60,000 to incorporate required testing and inspection for a revised contract amount of \$229,532.

#### **5.3 Saddleback College: Community Education, Fall 2011**

Approve additional Saddleback College Community Education courses, presenters, and compensation as shown in Exhibit A.

#### **5.4 Saddleback College: Rapid Tech Consultant Agreement Addendum**

Approve an addendum increasing the consultant agreement with Gary Barnak to \$105,000 for assisting RapidTech achieve grant-mandated goals and objectives.

#### **5.5 Irvine Valley College: 2011-12 Faculty Hiring Addendum**

Approve the announcement of positions and recruitment of new full-time faculty for the 2011-12 academic year, contingent on funding.

Original text at the bottom of Exhibit A, "Temporary one-year replacement," was stricken and amended to read as follows:  
"Authorize hiring pursuant to Ed Code #87482.5"

On a motion made by Trustee Jay and seconded by Trustee Milchiker this item was approved on a 6-0 vote.

**5.6 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**

Adopt resolution 11-21 (Exhibit A) authorizing payment to Trustee Lang who was absent from the June 27, 2011 Meeting of the Board of Trustees.

Original text under "status" was re-worded from "previously planned engagement," to read as follows: "due to a conflict with a foreign exchange program opportunity."

On a motion made by Trustee Milchiker and seconded by Trustee Meldau with Trustee Lang abstaining this item was approved on a 5-0 vote.

**5.7 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**

Adopt resolution 11-22 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the June 27, 2011 Meeting of the Board of Trustees.

**5.8 SOCCCD-Saddleback College: Adopt Resolution No. 11-20 for Designation of "Applicant's Agent" for Non-state agencies**

Approve Resolution No. 11-20 to assign John Ozurovich and Louis Sessler to be the authorized agents representing SOCCCD-Saddleback College.

**5.9 SOCCCD: Education and Facilities Master Plan: Amendment No. 1**

Approve Amendment No. 1 in the amount of \$12,400 for a total fee to gkkworks of \$361,400.

**5.10 SOCCCD: State Chancellor Submittal Agreement: Amendment No. 1**

Approve Amendment No. 1 in the amount of \$2,800 for a total fee to gkkworks of \$99,500.

**5.11 SOCCCD: Award of Bid: Janitorial Supplies**

Approve award of bid to the vendors listed on Exhibit A in the amount of \$146,370.45.

**5.12 SOCCCD: Authorization for District Institutional Memberships 2011/12**

Approve memberships and estimated dues for 2011/12.

- 5.13 **SOCCCD: Gifts to the District and Foundations**  
Approve acceptance of gifts.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P11-05090 through P11-05134 amounting to \$852,414.13 and P12-00142 through P12-00648 amounting to \$10,020,608.21. Approve confirming requisitions dated June 8, 2011 through July 5, 2011 totaling \$76,583.50.
- 5.15 **SOCCCD: Payment of Bills**  
Approve checks No. 104189 through 104893 and \*150000 through 150220, processed through the Orange County Department of Education, totaling \$7,023,843.65; and Checks No. 010140 through 010182, processed through Saddleback College Community Education, totaling \$444,354.18; and Checks No. 008873 through 008886, processed through Irvine Valley College Community Education, totaling \$9,599.82.
- 5.16 **SOCCCD: June/July 2011 Contracts**  
Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: Agreement for Special Services: Liebert Cassidy Whitmore**  
Approve Amendment No. 1 to the Agreement for Special Services with Liebert Cassidy Whitmore establishing a new range of rates for professional services effective July 1, 2011.  
  
On a motion made by Trustee Lang and seconded by Trustee Milchiker this item was approved on a 6-0 vote.
- 6.2 **SOCCCD: Board Policy Revision: BP-4000.2-Electronic Communication, BP-4030- Volunteer Assistance, BP-4079 - Bereavement Leave for Administrators and Classified Management, BP-4085-Holidays, BP-4109- Transfer of Sick Leave for Academic and Classified Personnel, BP-5800- Prevention of Identity Theft in Student Financial Transactions, BP-6140- College Speakers**  
Discussion/Approval  
  
On a motion made by Trustee Milchiker and seconded by Trustee Jay this item was approved on a 6-0 vote.
- 6.3 **SOCCCD: Board Policy Revision: BP-3110-Basic Aid Funds Allocation Process, BP-4211-Retirement Benefits for Administrators and Classified Management Personnel, BP-4081-Payroll Deductions, BP-4020-**

**Designated Administrators and Classified Management Personnel, BP-4076-Compensation**

Accept for review and study.

On a motion made by Trustee Milchiker and seconded by Trustee Meldau this item was approved on a 6-0 vote.

- 6.4 **SOCCCD: Adopt Resolution No. 11-23: Classified Employee Layoffs**  
Adopt resolution to approve the reductions and/or discontinuance of classified services.

This item was pulled by administration.

- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Administrative Reassignment, Authorization to Eliminate an Academic Administrative Position and/or Position Numbers, Authorization to Change Organization Reporting Structure and Realignment, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.

On a motion made by Trustee Lang and seconded by Trustee Jay this item was approved on a 6-0 vote.

- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Clarification on Prior Personnel Agenda, Volunteers.

On a motion made by Trustee Prendergast and seconded by Trustee Lang this item was approved on a 6-0 vote.

- 6.7 **SOCCCD: Adoption of Resolution No. 11-24 Authorizing Intra-Budget Transfer of Appropriations at Close of Fiscal Year 2010-2011**  
Approve Resolution No. 08-21 to grant the Orange County Department of Education the authority to make necessary year-end budget transfers.

On a motion made by Trustee Prendergast and seconded by Trustee Milchiker this item was approved on a 6-0 vote.

**7.0 REPORTS**

- 7.1 **SOCCCD: CCCT Student Trustee Member Election - 2011**  
Seven student trustees have been nominated to run for the position of Student Trustee member on the CCCT Board.

- 7.2 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.

**7.3 SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

**7.4 SOCCCD: Retiree (OPEB) Trust Fund**

This report is for the period ending June 30, 2011.

**8.0 WRITTEN REPORTS**

*Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.*

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. President, Irvine Valley College
- F. President, Saddleback College
- G. Vice Chancellor, Technology & Learning Services
- H. Vice Chancellor, Human Resources
- I. Vice Chancellor, Business Services
- J. Irvine Valley College Classified Senate
- K. California School Employees Association
- L. Saddleback College Classified Senate
- M. Police Officers' Association
- N. Associated Student Government of SC
- O. Associated Student Government of IVC

**9.0 ADDITIONAL ITEMS**

**ADJOURNMENT** (or continuation of closed session if required): **9:00 P.M.**

The meeting adjourned at 6:56 p.m.



Gary L. Poertner, Secretary

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Irvine Valley College: Donation of Reference Books  
**ACTION:** Approval

---

**BACKGROUND**

The Irvine Valley College Library has identified three Reference multivolume literary sets, *Dictionary of Literary Biography*, volumes 1-336; *Contemporary Literary Criticism*, volumes 1-239, and *Twentieth Century Criticism*, volumes 1-73 for surplus.

Education Code 81450.5 allows for the provision of donating property if three criteria are met:

- (a) District determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- (b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- (c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

**STATUS**

Yorba Linda High School Library, a local Southern California public high school, has expressed interest in obtaining these multivolume literary sets as shown in Exhibit A. Please see attached request letter from Yorba Linda High School Librarian, Roseann Kosulandich.

All criteria for the donation have been met and staff recommends the donation of these three Reference titles.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the donation of three Reference Literary materials to the Yorba Linda High School Library.



**Yorba Linda High School**  
19900 Bastanchury Road  
Yorba Linda, CA 92886  
Phone 714/986-7500  
Fax 714/779-7094

**Dave Flynn, Principal**  
**Jennifer Graves, Assistant Principal**  
**Jason Kaylor, Activities Director**

July 21, 2011

Dean Karima Feldhus  
Irvine Valley College Library  
5500 Irvine Center Dr.  
Irvine, CA 92618

Dear Dean Karima Feldhus,

I am interested in receiving book donations discarded by the IVC Library for our school library book collection at Yorba Linda High School. This request is for the reference sets Dictionary of Literary Biography, Contemporary Literary Criticism, and Twentieth Century Literary Criticism. Due to drastic budget cuts Yorba Linda High School cannot purchase these materials especially due to their exorbitant costs. However, YLHS Library, as well as many other California Public High School Libraries, seek resource collection donations from other institutions.

These donated materials will benefit and impact our high school students in completing assignments in their literature classes and help our students become successful community or university students in the future.

Thank you for your consideration of this donation.

Respectfully,

Roseann Kosulandich  
Yorba Linda High School Librarian

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Irvine Valley College: 2011-2012 Faculty Hiring Addendum  
**ACTION:** Approval

---

**BACKGROUND**

Irvine Valley College is dedicated to serving the educational needs of our students and communities. The college best serves constituents by providing quality lower-division, transfer, career technical, basic skills, and community education courses. A high priority in advancing the mission of Irvine Valley College is to increase the number of qualified full-time faculty at both colleges.

**STATUS**

Through the collegial consultation processes at Irvine Valley College, a replacement full-time faculty position has been prioritized. The college president has reviewed the recommendation and presents it to the board for approval as Exhibit A.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the replacement full-time faculty position, contingent upon funding, at the Irvine Valley College for the 2011-2012 academic year.

Item Submitted By: *Dr. Glenn R. Roquemore, President*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
 ADDENDUM TO POSITION REQUEST LIST  
 IRVINE VALLEY COLLEGE  
 FACULTY HIRING FOR 2011-2012 ACADEMIC YEAR**

Priority	School	Discipline/Emphasis	Replacement Position	New Position	Tier 1, 2, 3**
	Guidance & Counseling	DSPS Counselor	Lise Telson		1

*Shen Plano*                      8/5/11  
 Vice President of Student Services                      Date

*John R. Ryan*                      8/10/11  
 College President                      Date

*[Signature]*                      8-15-11  
 Academic Senate President                      Date

\_\_\_\_\_  
 Chancellor                      Date

**\*\*Tier 1 – Replacement Positions; Tier 2 – Positions to Address Full-time/Part-time Faculty Ratio;  
 Tier 3 – Positions Identified by Deans for Innovation, Program Need, and New Programs**

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Sub-Award Grant Acceptance, Faculty Entrepreneurship Project

**ACTION:** Approval

---

### **BACKGROUND**

In May 2011 Irvine Valley College submitted a proposal in response to the Rancho Santiago Community College District (RSCCD) Faculty Entrepreneurship Project (FEP) mini-grant request for proposals. This project is funded through an award to RSCCD for the "Entrepreneurship Career Pathways Project" grant from the California Community Colleges Chancellor's Office (CCCCO), the Economic and Workforce Development division. RSCCD mini-grants support the expansion of entrepreneurship credit courses and program-specific certificates and degree programs. A previous award from the Faculty Entrepreneurship Project allowed the IVC School of Business Sciences to develop and offer a low-unit Certificate of Proficiency in Entrepreneurship. This new award will fund development of entrepreneurship curriculum for online delivery and complete the process for a state-approved Entrepreneurship Certificate of Achievement. A "Link Your Passion" marketing campaign will be launched to encourage diverse students in potential entrepreneurial endeavors. Additionally, IVC Business faculty will collaborate with Saddleback College in presenting a regional youth entrepreneurship symposium.

### **STATUS**

On June 1, 2011 Assistant Professor Dan Scott was notified that an FEP mini-grant was awarded to IVC in the amount of \$12,319.00 for the 2011-12 academic year, as presented in Exhibit A. Irvine Valley College Business faculty will prepare existing curriculum for online delivery and complete the process for a state-approved Entrepreneurship Certificate of Achievement.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this sub-award from the Rancho Santiago Community College District for the Faculty Entrepreneurship Project for \$12,319.00.

Item Submitted By: *Dr. Glenn R. Roquemore, President*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
 UNIT APPLYING: IRVINE VALLEY COLLEGE

- ( ) GRANT APPLICATION ABSTRACT
- (X) GRANT ACCEPTANCE ABSTRACT
- ( ) GRANT RENEWAL ACCEPTANCE ABSTRACT
- ( ) REVISIONS TO ACCEPTANCE ABSTRACT

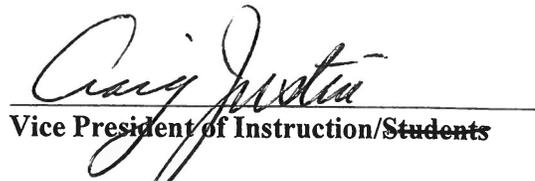
1. **PROJECT TITLE:** Faculty Entrepreneurship Program
2. **PROJECT DIRECTOR:** Dan Scott
3. **PROJECT ADMINISTRATOR:** Roger Owens (Dean, Business); David Gatewood (Dean, CTE)
4. **GRANTOR AGENCY:** Rancho Santiago Community College District, as primary recipient of an Entrepreneurship Career Pathway Project grant from California Community Colleges Chancellor's Office, Economic and Workforce Development CTE Division
5. **FUNDING SOURCE:** Economic and Workforce Development Program
6. **STARTING AND ENDING DATES OF THE PROJECT:** 7/25/11 thru 6/15/12
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**  
 This grant supports expansion of the IVC School of Business Sciences' entrepreneurship program. To achieve this goal, existing curriculum will be prepared for online delivery and complete the process for a state-approved entrepreneurship Certificate of Achievement. A "Link Your Passion" marketing campaign will be launched to encourage potential students in entrepreneurial endeavors. Additionally, IVC Business faculty will collaborate with Saddleback College in presenting a regional youth entrepreneurship symposium.

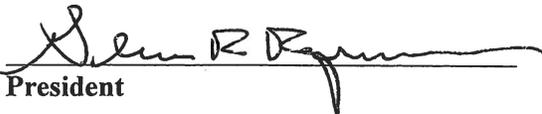
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$11,845.00	\$ N/A	\$474.00	\$12,319.00

9. **APPROVALS**

  
 Division/School Dean

  
 Vice President of Instruction/Students

  
 President

\_\_\_\_\_  
 Vice Chancellor, Technology & Lrng Serv

\_\_\_\_\_  
 Chancellor

**EXPENDITURES SUMMARY**

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	<b>GRANT</b> (Amount)	<b>MATCHING*</b> (In-Kind/Actual)	<b>SOURCE OF MATCH</b> (Partnership/College/Vendor)
<b>1000 Certificated Salaries</b>	\$ <u>6,952.00</u>	\$ _____	_____
<b>2000 Classified Salaries</b>	\$ _____	\$ _____	_____
<b>3000 Benefits</b>	\$ <u>845.00</u>	\$ _____	_____
<b>4000 Supplies</b>	\$ _____	\$ _____	_____
<b>5000 Contracted Services and Other Expenses</b>	\$ <u>4,048.00</u>	\$ _____	_____
<b>6000 Capital Outlay</b>	\$ _____	\$ _____	_____
<b>7000 Other Charges</b> (e.g.: Indirect Costs)	\$ <u>474.00</u>	\$ _____	_____
<b>TOTALS</b>	\$ <u><u>12,319.00</u></u>	\$ <u>_____</u>	

\*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

**PROJECT PERSONNEL** (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Business Faculty	[X]	[ ]	[ ]	[X]
2.	[ ]	[ ]	[ ]	[ ]
3.	[ ]	[ ]	[ ]	[ ]

PARTNERSHIPS (if applicable)

**Partnership Name/Location** \_\_\_\_\_

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit      •Financial

**Partnership Name/Location** \_\_\_\_\_

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit      •Financial

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Irvine Valley College: Award of Bid: Campus Wide Exterior Way-Finding System  
**ACTION:** Approval

---

**BACKGROUND**

There is a need to replace exterior signage at Irvine Valley College due to deterioration, inaccurate information, or missing signage. Replacing these signs will provide adequate way finding, create a safer environment and improve the quality of the students' experience.

**STATUS**

On July 22, 2011, and July 29, 2011, Bid No. 304, Irvine Valley College Campus Wide Exterior Way-finding System was advertised. Ten contracting firms joined the District for the mandatory pre-bid walk on August 1, 2011 and August 2, 2011. Six contractors provided bids on August 15, 2011. The lowest bid meeting all specification requirements was submitted by A Good Sign & Graphics Co., Santa Ana, CA, in the amount of \$314,180.00, Exhibit A.

Staff has reviewed the bids and recommends approval.

Funds for these services are available in the general fund restricted capital outlay budget.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 304 for Irvine Valley College Campus Wide Exterior Way-finding System to A Good Sign & Graphics Co., in the amount of \$314,180.00 and approve the Agreement, Exhibit B.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

**BID NO. 304  
CAMPUS WIDE EXTERIOR WAY-FINDING SYSTEM  
IRVINE VALLEY COLLEGE  
AUGUST 29, 2011**

<b><u>CONTRACTORS</u></b>	<b><u>BID AMOUNT</u></b>
<b>A GOOD SIGN &amp; GRAPHICS CO. Santa Ana, CA</b>	<b>\$ 314,180.00 *</b>
<b>BRAVO SIGN &amp; DESIGN INC. Anaheim, CA</b>	<b>316,400.00</b>
<b>CLEAR SIGN &amp; DESIGN, INC. San Marcos, CA</b>	<b>353,940.00</b>
<b>SIGNS &amp; SERVICES CO. Stanton, CA</b>	<b>379,899.00</b>
<b>CALIFORNIA NEON PRODUCTS San Diego, CA</b>	<b>418,865.15</b>
<b>NATIONAL SIGN &amp; MARKETING CORP. Chino, CA</b>	<b>501,000.00</b>

\* RECOMMENDED AWARD

**AGREEMENT –CAMPUS WIDE EXTERIOR WAY-FINDING SYSTEM, IVC.**

THIS AGREEMENT, dated the 30<sup>th</sup> day of August, 2011, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and A Good Sign & Graphics Co., 2110 South Susan Street, CA 92704, 714/444-4466, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Campus Wide Exterior Way-Finding System, Bid 304 at Irvine Valley College, according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Three Hundred Fourteen Thousand One Hundred Eighty and No/100 Dollars (\$314,180.00).

4. The work shall be commenced on or before the Tenth (10) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within One Hundred Twenty (120) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of

actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Five Hundred Dollars (\$500.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT's convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. Hold Harmless and Indemnification. To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees, Construction Manager, Architect, and all other Agents and Representatives, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;
- (e) any failure to provide notice to any party as required under the Project Documents;

- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT's interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
--	-------------

Subcontractors of every tier	\$1,000,000
------------------------------	-------------

and

Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
--	-------------

Subcontractors of every tier	\$1,000,000
------------------------------	-------------

Property Damage Insurance in an amount not less than	\$2,000,000
--	-------------

Subcontractors of every tier	\$1,000,000
------------------------------	-------------

Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
---	-------------

Excess Liability Insurance (Contractor only)	\$2,000,000
--	-------------

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

### **Waiver Of Subrogation**

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

### **Additional Insured Endorsement Requirements.**

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors adshall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Bobak Richard Abedi, whose title is President, is authorized to act for and bind the corporation.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

CONTRACTOR

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Dr. Debra L. Fitzsimons

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Vice Chancellor, Business Services

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Substitution of Subcontractor: Life Sciences Project: Palomar Casework, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On April 25, 2011, the Board approved the award of bid for the Life Sciences Project at Irvine Valley College.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Government Code Section 4107 include, "when the awarding authority determines that a listed subcontractor is not a responsible contractor."

### **STATUS**

SOCCCD's staff, in review with the construction manager and architect, have determined that Edge Development, Inc.'s listed subcontractor, Palomar Casework, Inc., does not meet the casework specification requirements. Edge Development, Inc. recommends that Advanced Lab Concepts, Inc. be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying Palomar Casework, Inc. of this request was sent on August 2, 2011, EXHIBIT B.

This substitution will have no impact on the cost of the project.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the removal of Palomar Casework, Inc. and its substitution with Advanced Lab Concepts, Inc., as subcontractor on the Life Sciences project at Irvine Valley College.



General Contracting ♦ Engineering ♦ Construction Management ♦ Design/Build

July 21, 2011

South Orange County Community College District  
28000 Marguerite Pkwy.  
Mission Viejo, CA 92692

Serial No. 11005 - 00337  
Via FAX & Certified Mail  
#7010 1060 0000 4898 1977  
Fax: (949) 364-2726

RE: Project No. 11005  
Life Sciences Building at Irvine Valley College  
5500 Irvine Center Dr.  
Irvine, CA 92618

Dear Brandy:

Pursuant to California Public Contract code section 4107, EDGE Development Inc. requests written authorization from South Orange County Community College District to substitute Advanced Lab Concepts, Inc., California Licence number: 834344, in place of Palomar Casework, Inc.

The reason for this request is, as set forth in Public Contract Code section 4107, subdivision (a), (8):

(a), (8): The awarding authority determines that the listed subcontractor is not responsible (as relates to his inability to procure proprietary material and components);

Enclosed is a copy of California Public Contract Code section 4107.

If you are not the representative of the District authorized to receive substitution requests, please immediately forward this request to the authorized representative and inform us of the same. Pursuant to California Public Contract Code section 4107, subdivision (a), please "give notice in writing to the listed subcontractor of [this] request to substitute and of the reasons for the request." Your notice is to be served by registered or certified mail to the last known address of 799 North Avenue, Vista, CA 92083. The last known address we have is 799 North Avenue, Vista, CA 92083.

Palomar Casework, Inc. shall have five (5) working days from receipt of the District's letter within which to submit written objections to the substitution request. If written objections are timely received, you are required to schedule a hearing of the objections. If written objections are not timely received, please send written consent to the substitution. These statutory requirements mandate immediate attention to this matter. Thank you for your attention to this matter.

Should you have any questions, please contact our office at (951) 296-0776.

Sincerely,

EDGE Development, Inc.

Steve Rogers  
Executive Vice President

SR/mj

Enclosure

pc: Ben Menasherov, Construction Manager, EDGE Development, Inc.  
Joe Chapin, Project Manager, EDGE Development, Inc.  
Jim Flath, Vice President Contracts & Procurement, EDGE Development, Inc.  
File  
Accounting  
Contract Administrator, EDGE

11 JUL 25 P1:30



EXHIBIT B  
Page 1 of 1

August 1, 2011

Palomar Casework, Inc.  
799 North Avenue  
Suite D  
Vista, CA 92083

We have received from Edge Development, Inc. a request for substitution of the casework subcontractor for the Irvine Valley College Life Sciences Building. (See attached)

In compliance with Article 4107 of the California Contract Code, this is your notification of said request. You have five working days to submit a written objection to the substitution. Failure to file a written objection will constitute your consent to the substitution.

Sincerely,

Brandy K. D'Lena  
Director of Facilities Planning and Purchasing

**TO:** Board of Trustees  
**FROM:** Gary Poertner, Chancellor  
**RE:** Saddleback College: Student Out of State Travel  
**ACTION:** Approval

---

### **BACKGROUND**

The Saddleback College Fine Arts and Media Technology Division is committed to offering high quality educational opportunities to its students. Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

### **STATUS**

The Cinema/TV/Radio Department intends to send up to six students and a Saddleback College staff member to the College Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Orlando, Florida. Dates of the conference, including travel, are from Wednesday October 26, 2011 through Sunday October 30, 2011. Expenses for the conference are estimated to be \$8,522, which will be paid through a \$3,440 appropriation from ASG, and \$5,082 from the KSBR Foundation Account (Exhibit A). There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out of state travel request for up to six students and a Saddleback College staff member to attend the October 26, 2011 through October 30, 2011 College Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Orlando, Florida at a cost not to exceed \$8,522.

Item Submitted By: *Dr. Tod A. Burnett, President*

South Orange County Community College District

SADDLEBACK COLLEGE

COLLEGE BROADCASTERS/ASSOCIATED COLLEGIATE PRESS/COLLEGE  
MEDIA ADVISERS CONFERENCE

LOCATION: Orlando, Florida

DATES: Oct. 26- 30, 2011

Co-sponsored by the Associated Collegiate Press and College Media Advisers in partnership with College Broadcasters Inc., the CBI/CMA/ACP annual fall conference is the largest college student media convention in the world. The event is expected to draw more than 2,300 students and advisers. The conference features more than 400 practical and professional learning sessions and discussion groups.

Up to 6 Cinema/TV/Radio students will be chosen to attend the event, based on applications that will be judged by the Cinema/TV/Radio faculty. The students will be expected to make presentations on their experiences to their respective classes. In addition, it is anticipated that through interaction with student media leaders at other colleges, our students will be inspired to take leadership roles in radio and television production at Saddleback College.

Anticipated Expenses:

Per student

Registration	90
Airfare (including fees)	470
Lodging \$202 per night /2 per room X 4	404
Meals (student rate) \$25 x 5 days	125
Ground Transportation	50
Total	\$1,139 x 6 students = \$6,834

Faculty/Staff member

Registration	110
Airfare	470
Lodging \$202 per night x 4 nights	808
Meals (at employee rate) \$50 x 5	250
Ground Transportation	50
Total faculty/staff	\$1,688
Total	\$8,522

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: Sale of Theater Arts Surplus Under \$5,000 Per Year

**ACTION:** Approval

---

**BACKGROUND**

Theatre Arts staff periodically reviews the collection of costumes, props and sets to dispose of those items that are no longer necessary or cannot reasonably be stored.

According to Education Code 81452: (a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

**STATUS**

Sale of surplus theatre items is expected to generate revenue to supplement theater arts funding, increase sustainable practices through recycling and reduce storage needs. In addition, we expect to establish reciprocal relationships with other theatres, leading to increased sharing of inventories. Theater Arts surplus will not exceed a value of \$5,000 per fiscal year.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the private sale of surplus theatre items not to exceed a value of \$5,000 per fiscal year by the Dean of Fine Arts and Media Technology or designee.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: Substitution of Subcontractor: James B. Utt Memorial Learning Resource Center Renovation: Darracq Concrete, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On April 26, 2010, the Board approved the award of bid for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Government Code Section 4107 include, "when the listed subcontractor fails to execute a written contract."

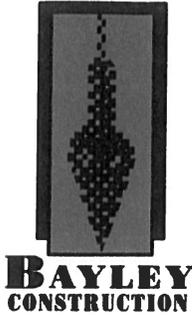
### **STATUS**

Bayley Construction, the general contractor for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College has informed the District that the listed site concrete subcontractor, Darracq Concrete, Inc., is unable to perform the work and has asked to be released of its obligation. Bayley Construction recommends that PBC Commercial, Inc. be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying Darracq Concrete, Inc. of this request was sent on July 27, 2011, EXHIBIT B.

This substitution will have no impact on the cost of the project.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the removal of Darracq Concrete, Inc. and its substitution by PBC Commercial, Inc., as subcontractor on the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.



California Office  
3730 S. Susan St.  
Suite 200  
Santa Ana, CA  
92704-3456  
Tel 714-540-8863  
Fax 714-556-1484

July 14, 2011

Attn: Steve Baker  
**MC CARTHY BUILDING COMPANIES**  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**RE: JAMES B. UTT LEARNING RESOURCE CENTER at SADDLEBACK COLLEGE  
Subcontractor Substitution / Delisting Job #10058**

Washington Office  
8005 SE 28th Street  
P.O. Box 9004  
Mercer Island, WA  
98040-9004  
Tel 206-621-8884  
Fax 206-343-7728

Dear Steve:

Pursuant to Public Contract Code Article 4107 Bayley Construction is hereby requesting that Darracq Concrete be de-listed from the site concrete scope of work for the above referenced project. We will be substituting PBC Commercial Inc. for Darracq Concrete per their statement in the attached letter, they are unable to comply with Bayley Construction's contract general terms and conditions and are therefore we are terminating their subcontract (reference 4107,item # 1).

**State Licenses**

Arizona

124221

California

734880

Colorado

1520912

Idaho

RCE-20059

Nevada

49114

Oregon

127881

Utah

50771325501

Washington

BAYLECG034JC

If you have any additional questions please contact me to discuss.

Sincerely,

**BAYLEY CONSTRUCTION**

Mark Freeman  
Project Manager

File: 4024 Mark Florer, Tom Dutcher

DARRACQ CONCRETE INC.  
420 N. MCKINLEY # 111-610  
CORONA CA, 92879  
T. (951) 280-3383 F. (951) 280-3393

EXHIBIT A  
Page 2 of 2

---

**DATE:** 7/13/2011

**TO:** BAYLEY CONSTRUCTION  
3730 S. SUSAN ST., SUITE 200  
SANTA ANA, CA 92704

**ATTN:** MARK FREEMAN, PROJECT MANAGER

**RE:** JAMESB. UTT RENOVATION - SADDLEBACK COLLEGE  
28000 MARGUERITE PARKWAY  
MISSION VIEJO, CA 92692

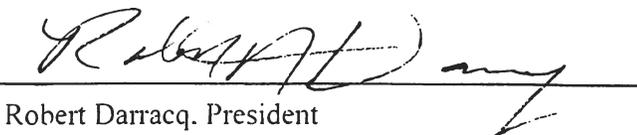
Dear Sir:

To follow up on our earlier conversation, Darracq Concrete, Inc. is unable to comply with Bayley Construction's contract's general terms & conditions for this project. Thus this letter is to notify Bayley Construction that Darracq Concrete, Inc. is requesting to be delisted from this project.

If you should have any further questions, please don't hesitate to contact me.

Respectfully,

DARRACQ CONCRETE, INC.

  
Robert Darracq, President



July 27, 2011

Mr. Robert Darracq  
Darracq Concrete Inc.  
420 N. McKinley #111-610  
Corona, CA 92879

Subject: Substitution of Subcontractor

Dear Mr. Darracq:

We have received from Bayley Contractors a request for substitution of the site concrete subcontractor for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College (please see attached copy).

In compliance with Article 4107 of the California Contract Code, this is your notification of said request. You have five working days to submit a written objection to the substitution. Failure to file a written objection will constitute your consent to the substitution.

Sincerely,

Walter R. Rice  
Assistant Director of Facilities Planning

WRR/lh

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: Award of Bid: Main Electrical Room Site Drainage  
**ACTION:** Approval

---

**BACKGROUND**

Saddleback College staff determined a need for a site drainage repair at the existing main electrical room located at the Village. This work is scheduled maintenance.

**STATUS**

On July 13, 2011, eight bidders attended a mandatory job walk held at Saddleback College for Bid No. 2002, the Main Electrical Room Site Drainage project. Three bids were received and opened on August 4, 2011. The lowest bid meeting all specifications was submitted by Atom Engineering Construction Inc., of Hemet, CA, in the amount of \$223,398.00, EXHIBIT A.

Staff has reviewed the bid and recommends award.

Funds are available in the approved basic aid scheduled maintenance budget.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 2002, and approve the agreement (EXHIBIT B) to construct the Main Electrical Room Site Drainage Project at Saddleback College to Atom Engineering Construction, Inc., in the amount of \$223,398.00.

**BID NO. 2002**  
**MAIN ELECTRICAL ROOM SITE DRAINAGE PROJECT**  
**SADDLEBACK COLLEGE**  
**AUGUST 29, 2011**

**CONTRACTORS**

**AMOUNT**

**ATOM ENGINEERING CONSTR., INC.**  
Hemet, CA

**\*\*\$223,398.00**

**BOB PARRETT CONSTR., INC.**  
Orange, CA

**\$248,895.00**

**ATLAS ALLIED, INC.**  
Lake Forest, CA

**\$312,000.00**

**\*\*RECOMMENDED AWARD**

AGREEMENT- MAIN ELECTRICAL RM. SITE DRAINAGE, BID NO. 2002, SC

THIS AGREEMENT, dated the 30th day of August, 2011, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Atom Engineering Construction, Inc., 40410 Vista Road, Hemet, CA, 92544, 951/766-2806 (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as SOCCCD - Saddleback College Main electrical Room Site Drainage Project District Bid No. 2002, according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Two Hundred Twenty Three Thousand Three Hundred Ninety Eight and No/100 Dollars (\$223,398.00).

4. The work shall be commenced on or before the Fifth (5th) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within seventy five (75) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand Dollars (\$1,000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. **Termination for Cause or Non-appropriation.** In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

**Termination for Convenience.** DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT's convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. **Hold Harmless and Indemnification.** To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees, Construction Manager, Architect, and all other Agents and Representatives, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;

- (e) any failure to provide notice to any party as required under the Project Documents;
- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT's interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
Excess Liability Insurance (Contractor only)	\$2,000,000

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

### **Waiver Of Subrogation**

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

### **Additional Insured Endorsement Requirements.**

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that, Larry Boyer, whose title is President, is authorized to act for and bind the corporation.

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

if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

CONTRACTOR

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Dr. Debra L. Fitzsimons  
Print Name

\_\_\_\_\_  
Print Name

Vice Chancellor of Business Services  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

**ACTION:** Approval

---

**BACKGROUND**

Education Code Section 72425 (c) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

**STATUS**

Trustee Thomas Fuentes was absent from the July 25, 2011 board meeting due to illness.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 11-26 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the July 25, 2011 meeting of the Board of Trustees.

*Item Submitted By: Gary L. Poertner, Chancellor*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT  
FROM BOARD MEETING**

**RESOLUTION 11-26**

Section 72425 (c) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district;" and

WHEREAS, on July 25, 2011, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Thomas Fuentes could not be present at the meeting;  
and

WHEREAS, it was determined that Trustee Fuentes' absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Thomas Fuentes shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, July 25, 2011.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Agreement for Special Services: Atkinson, Andelson, Loya, Ruud & Romo

**ACTION:** Approval

---

### **BACKGROUND**

The District has used the services of the legal firm Atkinson, Andelson, Loya, Ruud & Romo since December 7, 1999. The agreement provides specialized legal services pertaining labor relations, labor negotiations, and other community college legal matters.

### **STATUS**

The current agreement ended effective June 30, 2011. The new agreement is effective July 1, 2011 through June 30, 2012, with hourly rate changes as follows: Senior Partners \$265.00, Partners \$255.00, Senior Associates \$250.00, Associates \$220.00, Senior Paralegals \$140.00, Paralegals and Legal Assistants \$135.00. The new rates are an increase of \$5.00 per hour over previous rates. The law firm shall bill in tenth-hour increments.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the retainer agreement (Exhibit A) with Atkinson, Andelson, Loya, Ruud & Romo, effective July 1, 2011 through June 30, 2012.

## **AGREEMENT FOR SPECIAL SERVICES**

### **I. PARTIES**

This Agreement for Special Services (the "Agreement") is made this 1st day of July, 2011, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as "Attorney" or the "Law Firm" and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

### **II. RECITALS; PURPOSE; MATTERS**

The District desires to retain and engage the Law Firm to perform legal services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. Attorney agrees to provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

### **III. TERMS AND CONDITIONS**

A. The term of this Agreement shall be July 1, 2011, through June 30, 2012. For the period July 1, 2011, through June 30, 2012, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Sixty-Five Dollars (\$265.00) for Senior Partners, Two Hundred Fifty-Five Dollars (\$255.00) for Partners, Two Hundred Fifty Dollars (\$250.00) for Senior Associates, Two Hundred Twenty Dollars (\$220.00) for Associates, One Hundred Forty Dollars (\$140.00) for Senior Paralegals, and One Hundred Thirty-Five Dollars (\$135.00) for Paralegals and Legal Assistants. The Law Firm shall bill in tenth-hour increments.

B. Agreements for legal fees at other than the hourly rates set forth above may be made by written mutual agreement for special projects or particular scopes of work. In the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges, copying charges, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts

or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;
2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;
3. Upon the failure of the District to perform any of the District's obligations hereunder as respects the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder as respects cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

#### **IV. CONSENT TO LAW FIRM COMMUNICATION**

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right of unsubscribe at any time.

#### **V. ARBITRATION**

The parties agree that all disputes which arise between the District and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

#### **VI. DURATION**

This Agreement shall be effective July 1, 2011, through June 30, 2012, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

**VII. EXECUTION DATE**

This Agreement is entered into this \_\_\_\_\_.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD &  
ROMO

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
WARREN S. KINSLER

“District”

SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT

Dated: \_\_\_\_\_

By: \_\_\_\_\_

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Gifts to the District and Foundations  
**ACTION:** Approval

---

**BACKGROUND**

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees “receives and administers gifts to the District.” The division/school or office within the college receiving the donated item reviews all gifts.

**STATUS**

The gifts listed on EXHIBIT A have been reviewed by the appropriate district and college officials and have been determined to be of benefit to the receiving location.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the donation(s) to the District and/or the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

**DONATIONS**  
**August 29, 2011**

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Fabric Samples	Judy's Custom Workroom 31 Brookline Aliso Viejo, CA 92656
Art Books	FISCUS 963 A Calle Aragon Laguna Woods, CA 92637
Swiss Army Watch	Katherine Meyer-Canales 158 Morning Glory Rancho Santa Margarita, CA 92688
3 Rolling Racks	Jun Qies 26442 Del Prado, 1A Dana Point, CA
45 Sylvania Halogen Light Bulbs	Michelle Walsh 2903 Calle Guadalajara San Clemente, CA 92673
2010 KIA Forte Hybrid	Kia Motors America Inc. 111 Peters Canyon Rd. Irvine, CA 92606
2011 KIA Optima Hybrid	Kia Motors America Inc. 111 Peters Canyon Rd. Irvine, CA 92606
2011 KIA Forte 5	Kia Motors America Inc. 111 Peters Canyon Rd. Irvine, CA 92606
Tiles/Fabric/Leather Books	Arielle Hall 34 Three Vines Court Ladera Ranch, CA 92694
Printmaking Paper	Jonde Northcutt 2422 Poinsettia St. Santa Ana, CA 92706
Design/Architectural Magazines	Yvonne Young-Fernau 168 Valley View Terrace Mission Viejo, CA
Fabrics & Materials	Design Options Interiors 177 Riverside Ave., F1030 Newport Beach, CA 92663
27 Hardback & 108 Paperback Books	Peter Espinoza 34531 Camino El Molino Capistrano Beach, CA 92624
32 Hardback & 21 Paperback Books, 5 Software	Dennis Hada 5337 Bahia Blanca, Unit C Laguna Woods, CA 92637

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Purchase Orders/Confirming Requisitions  
**ACTION:** Approval

---

**BACKGROUND**

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders/confirming requisitions, and purchase change listings are submitted for approval of the Board of Trustees.

**STATUS**

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P11-05135 through P11-05141 amounting to \$23,765.37 and P12-00649 through P12-01183 amounting to \$26,936,365.33 are submitted to the Board of Trustees for approval. Confirming requisitions dated July 6, 2011 through August 9, 2011 totaling \$77,349.15 are also submitted.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the purchase orders/confirming requisitions listed in EXHIBIT A.

ReqPay11b

Board Report

Includes P11-05135 - P11-05141

PO Number	Vendor Name	Site	Description	Account Amount
P11-05135	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		PRELIMINARY MICROBIAL ASSESSMENT OF FA-111H & 113	725.00
P11-05136	MARCIVE, INC.		Pay for book data clean-up	144.43
P11-05137	MARK IV COMMUNICATIONS, INC.		Network Cabling Construction Trailers	5,170.94
P11-05138	RED STONE, INC		INSPECTION SERVICE FOR POOL DECK	10,000.00
P11-05139	PHOENIX BUSINESS MACHINES, INC	SC WAREHOUSE	COPIER MAINTENANCE	350.00
P11-05140	PJHM ARCHITECTS		POOL DECK ARCHITECTS SERVICES	5,000.00
P11-05141	LEE ARMSTRONG CO., INC.		POOL OFFICE FLOORS	2,375.00
			<b>Total</b>	<b>7</b>
				<b>23,765.37</b>

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	3	1,219.43
40	Capital Outlay Fund	4	22,545.94
<b>Total</b>		<b>7</b>	<b>23,765.37</b>

PO Changes	
New PO Amount	Change Amount
<b>Total PO Changes</b>	

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00649	NAT'L ASSO OF COLL/EMPLOYEES		Instit. Membership NACE 2011/12	400.00
P12-00650	MILLENNIUM BUSINESS SERVICES Marty Cohn		* Bus. Cards for Sharon Louie, Extend Ed.	50.03
P12-00651	YABLA, INC.		LoMas TV Subscription (French and Spanish)	598.00
P12-00652	VOICETHREAD		VoiceThread Pro Accounts Manager	599.00
P12-00653	VIDEO SERVICE OF AMERICA		Filming/Video Supplies for Football	339.41
P12-00654	CISCO WEBEX LLC		Cisco WebEx Remote Assistance Services	2,160.00
P12-00655	WOLFRAM RESEARCH		Comprehensive site license program for Math	3,854.55
P12-00656	DISPENSING SOLUTIONS, INC.		MEDICATION	353.00
P12-00657	BESAFE TECHNOLOGIES, INC.		CONSULT SUBSCRIPTION CONTRACT SERVICES	6,643.35
P12-00658	PACIFIC NATIONAL GROUP		TAS AUTO SHOP	5,304.00
P12-00659	BOB PARRETT CONSTRUCTION		REPAIR GLASS DOORS & WINDOWS AT SM BLDG	9,507.00
P12-00660	APPLE COMPUTER, INC.		Please order equipment VC Business	899.25
P12-00661	TELERIK INC. BOSTON OFFICE		Developer Software	1,798.20
P12-00662	DYNTEK SERVICES INC.		Microsoft Exchange Migration Project	38,480.00
P12-00663	IRVINE PIPE & SUPPLY		BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES	1,000.00
P12-00664	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business cards for IVC Equipment specialist	49.57
P12-00666	AMERICAN VOLLEYBALL COACHES ASSOCIATION		AVCA Membership/IVC Volleyball coach/T.Pestolesi	145.00
P12-00667	CONSORTIUM OF SO. CALIFORNIA COLLEGES & UNIVERSITIES		CSCCU Membership 2011-12	250.00
P12-00668	CONDE NAST PUBLICATIONS		Dept Resource	49.00
P12-00669	CONSUMER REPORTS		Dept. Resource	26.00
P12-00670	NUTRITION ACTION HEALTHLETTER		Dept. Resource	20.00
P12-00671	NUTRITION PERSPECTIVES DEPARTMENT OF NUTRITION		Dept. Resource	20.00
P12-00672	COOKING LIGHT		Dept. Resource	24.00
P12-00673	FINE COOKING		Dept. Resource	29.95
P12-00674	VEGETARIAN TIMES		Dept. Resource	14.95
P12-00675	BON APPETIT		Dept. Resource	14.97
P12-00676	LA CUCINA ITALIANA		Dept. Resource	24.00
P12-00677	THE FOOD MAGAZINE		Dept. Resource	12.00
P12-00678	COOK'S ILLUSTRATED AMERICA'S TEST KITCHEN		Dept. Resource	28.95
P12-00679	SAVEUR		Dept. Resource	19.97
P12-00680	CULINARY TRENDS		Dept. Resource	35.00
P12-00681	ART CULINAIRE		Dept. Resource	68.00
P12-00682	ARCHITECTURAL DIGEST EXEC. & PROFESSIONAL SVCS.		Dept. Resource	20.00

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ESCAPE ONLINE

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00683	ELLE DECOR ATTN: INTERIOR DESIGN		Dept. Resource	14.95
P12-00684	INTERIOR DESIGN		Dept. Resource	27.00
P12-00685	VERANDA c/o HEARST MAGAZINE		Dept. Resource	24.00
P12-00686	KINOKUNIYA BOOKSTORE		Live From Tokyo Textbook/CD-ROM	225.28
P12-00687	TRANSPARENT LANGUAGE		French Byki v. 4.0	449.60
P12-00688	DELL MARKETING		Service Renewal-Dell PowerEdge M100e Blade Server	5,864.00
P12-00689	CENGAGE LEARNING		Atajo 4.0 CD-ROM Writing Assistant for Spanish	568.45
P12-00690	CDW GOVERNMENT, INC.		WhatsConnected add-ons for WhatsUp Gold Software	3,411.54
P12-00691	GOPHER SPORTS EQUIPMENT		Yoga Class Supplies	50.38
P12-00692	PROAIR CONSTRUCTION SVCS. INC.		SSC A/C HANDLER #3	11,424.00
P12-00694	SIMPLICITY PATTERN CO., INC.		Dept. Resource	34.91
P12-00695	QUEST DIAGNOSTICS		Quest Diagnostics - for lab payment	7,000.00
P12-00696	ISI TELEMAGEMENT SOLUTIONS		Infotel Select Desktop 2500 Support Renewal	4,185.82
P12-00697	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE		SISC (PPO)-Benefits FY 2011-12 Fund 01	7,444,120.00
P12-00698	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE		SISC (PPO)-Benefits FY 2011-12 Fund 01	7,444,120.00
P12-00699	NATION'S RESTAURANT NEWS		Dept. Resource	24.95
P12-00700	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE		Blue Shield (Retiree) Benefits FY 2011-12	4,374,590.00
P12-00701	ACSIG/EDGE		Delta Dental FY 2011-12	1,638,935.00
P12-00702	HOUSE BEAUTIFUL		Dept. Resource	15.00
P12-00703	ACSIG/EDGE		Delta Dental FY 2011-12	274,818.50
P12-00704	SHOPSMART		Dept. Resource	22.95
P12-00705	INDUSTRIAL METAL SUPPLY CO.		BLANKET FOR METAL SUPPLIES	100.00
P12-00706	SUNNY SLOPE TREES		BLANKET PURCHASE ORDER FOR SUPPLIES	1,000.00
P12-00707	R2A ARCHITECTURE		ADDITIONAL NEW RELOCATABLES	500.00
P12-00708	PACIFICARE BEHAVIORAL HEALTH		Pacificare Behavioral FY 2011-12	39,448.50
P12-00709	PRUDENTIAL INSURANCE COMPANY OF AMERICA		Long-Term Disability Benefits for FY 2011-12	181,487.35
P12-00710	PRUDENTIAL INSURANCE COMPANY OF AMERICA		Life Insurance Benefits FY 2011-12	327,969.54
P12-00711	UNUM LIFE INSURANCE COMPANY		UNUM Long-Term Care FY 2011-12	76,644.00
P12-00712	ACSIG/EDGE		Vision Services FY 2011-12	543,567.50
P12-00713	ACSIG/EDGE		Vision Services FY 2011-12	77,316.88
P12-00714	SCANTRON CORPORATION		Scantron forms for division use	218.15
P12-00715	PERFECT INTERVIEW LLC		Perfect Interview Online License 11-12	799.95
P12-00716	CAL PRO SPORTS		BASKETBALLS FOR MEN'S AND WOMEN'S TEAM	1,268.09

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ESCAPE ONLINE

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00717	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES		BlackBoard Academic Suite Renewal FY2011/12	176,027.00
P12-00718	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES		Blackboard Helpdesk Services	93,460.67
P12-00719	BLACKBOARD CONNECT, INC.		Bb Messaging Service	70,500.00
P12-00720	BLACKBOARD INC.		Bb Service Level Upgrade - Yr 2 of 2	180,300.00
P12-00721	UNIVERSITY PRODUCTS		Photography supplies	2,146.76
P12-00722	B & H PHOTO		Photography paper	11,841.73
P12-00723	DELL MARKETING		Dell Extended Service Renewals for Servers	5,663.33
P12-00724	SANOFI PASTEUR		IMMUNIZATIONS	982.50
P12-00725	DATAMAX O'NEIL PRINTER SUPPLIES		PERMIT MACHINE PERMITS	1,198.33
P12-00726	BARRETT ROBINSON Co., INC.		FMO SUPPLIES - SKATE DETERRENTS	820.88
P12-00727	PEARSON LONGMAN EDUCATION ORDER DEPT.		Longman English Interactive Software	13,860.92
P12-00728	WORLD LANGUAGE RESOURCES		Instant Immersion for the Japanese Language	258.75
P12-00729	MANDARIN RECOURCES		IQ Chinese Go CD-ROM	915.10
P12-00730	DELL MARKETING		Serv. Renewal-Dell PowerEdge M100e Blade Enclosure	17,360.71
P12-00731	BANNERSANDSIGNS.NET		Name plates for faculty office doorS	43.71
P12-00732	EXOTIC FISH AND CORALS		TO PURCHASE ITEMS FOR MARINE AQUARIUMS	350.00
P12-00733	PETCO ANIMAL SUPPLIES		TO PURCHASE ITEMS FOR BIOLOGY CLASSES	450.00
P12-00734	CDW GOVERNMENT, INC.		WASP Barcode Scanner/Inventory Software	5,532.35
P12-00735	TREE OF LIFE NURSERY		TO PURCHASE ITEMS FOR BIOLOGY	700.00
P12-00736	INVITROGEN CORPORATION		TO PURCHASE ITEMS FOR BIOLOGY	150.00
P12-00737	SODEXHO AMERICA, LLC SAN RAMON VALLEY CONF. CENTER		Prof. Dev. Activity for Categorical Proj. 253	16,000.00
P12-00738	SHERATON CERRITOS HOTEL		Prof. Dev. Activity for Categorical Proj. 253	14,500.00
P12-00739	SMART LEVELS MEDIA		Event postcard printing services	1,000.00
P12-00740	SMART LEVELS MEDIA		Gliadkovsky concert postcard printing	129.53
P12-00741	ORKIN EXTERMINATING, INC. ACURID		Annual Maintenance: Bug Control	11,000.00
P12-00742	HANDLESS MAN THEATRICS		Prop rentals for Oklahoma!	500.00
P12-00743	SARS SOFTWARE PRODUCTS, INC.		RENEWAL OF SARS SUPPORT	7,290.00
P12-00744	IRVINE ATHLETIC BOOSTERS IRVINE H.S. FOOTBALL		Banner ad at Irvine High School	400.00
P12-00745	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		2011-12 CCLC MEMBERSHIP DUES	14,637.50

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00746	SCANTRON CORPORATION		Renewal Software Agreement for ParScore	1,203.00
P12-00747	CATHERINE BERES		Reimbursement for prop purchases Oklahoma!	500.00
P12-00748	INFINITY MICRO COMPUTER		CHEETAH HARD DRIVE	170.95
P12-00749	WARD'S NATURAL SCIENCE		TO PURCHASE REAGENTS FOR BIO.10	180.00
P12-00750	McKESSON GENERAL MEDICAL CORP		INJECTABLES	2,304.00
P12-00751	DEMCO INC.		Purchase instructional supplies	45.26
P12-00752	SO. COAST FIRE PROTECTION		Annual Maintenance: Fire Inspections	3,700.00
P12-00753	HITT MARKING DEVICES, INC.		Stamp	18.96
P12-00754	PROAIR CONSTRUCTION SVCS. INC.		DECOMMISSION BGS 1ST FLOOR A/C UNITS	3,740.00
P12-00755	ORKIN EXTERMINATING, INC. ACURID		GOPHER TREATMENT	10,500.00
P12-00756	VFS FIRE & SECURITY SERVICES		INSPECTION/TESTING & MAINT FIRE SPRINKLER SYSTEM	15,000.00
P12-00758	HYATT LEGAL		Hyatt Legal Benefits	91,507.50
P12-00759	HARLAND TECHNOLOGY SERVICES - A DIVISION OF SCANTRON		Renewal of Maintenance Agrmnt	13,371.00
P12-00760	KEN'S SPORTING GOODS		Football Equipment Reconditioning	3,604.22
P12-00761	RIDDELL AMERICAN SPORTS CORP		Football Equipment Reconditioning	2,418.44
P12-00762	CDW-G COMPUTER CENTERS		WIRELESS KEYBOARD	35.44
P12-00763	MARLYS GRODT & ASSOCIATES		Grant Project Director	500.00
P12-00764	BANNERSANDSIGNS.NET		Name plate for faculty office door	24.86
P12-00765	LEE ARMSTRONG CO., INC.		2ND FLOOR CP OFFICE FLOORS	2,187.00
P12-00766	SIEMENS WATER TECHNOLOGIES		Annual Service & Deionized Water System	900.00
P12-00767	AMERICAN AIR BALANCE CO. INC.		REPLACING FLEX DUCTS AT AGB	4,285.00
P12-00768	CACCRAO CHRISTOPHER WILSON		CACCRAO Membership 2011-12	200.00
P12-00769	MOORE WALLACE AN RR DONNELLEY COMPANY		Annual Maintenance -- LM 7 Pressure Sealer	1,700.00
P12-00770	XEROX CORPORATION ATTN: ARDIE HOOD		PO for Xerox Services 7/1/10-6/30-11	550.00
P12-00771	MUNICIPAL FINANCE CORP.		Viron mechanical retrofit and energy mgt. program	226,821.20
P12-00772	SchoolOutfitters.com		Glass display cases for posters	905.43
P12-00773	NU AGE DEVELOPMENT, INC.		REPLACEMENT OF CEILING TILE A100 & MINOR WALL WORK	6,800.00
P12-00774	WALTERS WHOLESALE ELECTRIC		OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES	2,000.00
P12-00775	SHRED-IT CAMPO ENTERPRISES, INC.		Shredding Services	50.00
P12-00776	UCS, LTD.		Track and Field Hammer Cage	31,394.23
P12-00777	VIDEO SERVICE OF AMERICA		Audio Supplies for PE600	218.73

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00778	DUNN-EDWARDS CORPORATION		BLANKET PURCHASE ORDER FOR SUPPLIES	1,500.00
P12-00779	ORANGE CO. FARM SUPPLY		BLANKET P.O. FOR SUPPLIES	1,000.00
P12-00780	MARY T. JONES		STUDENT SERVICES RETREAT	1,000.00
P12-00781	SCANTRON CORPORATION		Software Agrmnt for Class Climate	7,782.00
P12-00782	SOUTHERN COUNTIES OIL CO. DBA/SC FUELS		BLANKET PURCHASE ORDER FOR DIESEL FUEL	2,400.00
P12-00783	UNISOURCE WORLDWIDE		JANITORIAL OPEN REQUISITION	1,000.00
P12-00784	YALE CHASE MATERIALS HANDLING		Blanket P.O. for Supplies	1,500.00
P12-00785	EBERHARD EQUIPMENT		BLANKET PURCHASE ORDER FOR PARTS	1,000.00
P12-00786	PRAXAIR		Annual Maintenance: Nitrogen Cylinders	200.00
P12-00787	DIANE LEWIS		Reimbursement for Costuming supplies for SCLO	1,000.00
P12-00788	HOME DEPOT MISSION VIEJO STORE #614		Set building materials for Oklahoma!	870.00
P12-00789	CHUCK ROGERS THEATRE ARTS		Reimbursements for set materials for Oklahoma!	1,750.00
P12-00790	ROYAL PLYWOOD CO., LLC		set building supplies for Oklahoma!	662.46
P12-00791	THE TRANE COMPANY SO. CA L.A. TRANE PARTS, SALES & SVC.		OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES	200.00
P12-00792	TURF TIRE DISTRIBUTORS		BLANKET P.O. FOR PARTS	1,000.00
P12-00793	SADDLEBACK GOLF CARS, INC.		BLANKET PURCHASE ORDER FOR SUPPLIES	1,000.00
P12-00794	OC CONCRETE CORING & CUTTING		concrete coring	350.00
P12-00795	EXPERIAN ACCOUNTING, C/O DAVE		Experian	924.00
P12-00796	HARVARD BUSINESS REVIEW		Subscription/Harvard Business Review	79.00
P12-00797	HERCULES PORTABLE POWER, INC.		GENERATOR REPAIRS	2,339.92
P12-00798	WIRED		Subscription/Wired	13.00
P12-00799	KENNY'S AUTO UPHOLSTERY, INC.		UPHOLSTERY SERVICES	3,000.00
P12-00800	SOURCE GRAPHICS		Supplies for Publications-Please RUSH	2,138.37
P12-00801	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Dept. Resource	350.19
P12-00802	LIEBERT CASSIDY WHITMORE		Employment Relations Consortium	2,500.00
P12-00803	RIDDELL AMERICAN SPORTS CORP		Football Team Supplies	1,270.63
P12-00804	CULLIGAN WATER CONDITIONING		Sept. Supply	605.40
P12-00805	PENN CORPORATE RELOCATION SERVICES, INC.		Relocation of Reagan Bust	523.55
P12-00806	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		Updated Community College Directory for 2012	21.20

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00807	SOUTH COAST DIST. CO.		BIOLOGY CLEANING SUPPLIES	151.10
P12-00808	ENVIRONMENTAL SYSTEM PRODUCTS		EMISSIONS MACHINE UPDATE	964.36
P12-00809	IRVINE CHAMBER OF COMMERCE		Membership - Irv. Chamber of Commerce	600.00
P12-00810	STAR MAINTENANCE SUPPLY		BIOLOGY CLEANING SUPPLIES	166.69
P12-00811	KYLE SEITZ		Contract Services	560.00
P12-00812	ORANGE EMPIRE CONFERENCE C/O T.MARK JOHNSON,COMMIS.		Annual Membership Dues 2011/2012	5,000.00
P12-00813	GRANICUS, INC.		Board Meeting Streaming Video Monthly Support	12,900.00
P12-00814	OCE'		FX 2081 FAX MAINTENANCE AGREEMENT	600.00
P12-00815	NU AGE DEVELOPMENT, INC.		REPLACEMENT OF TEN DOORS IN A100	13,776.00
P12-00816	R.M. SYSTEMS, INC.		RECONNECT DISCONNECT FIBER TERMINALS	255.00
P12-00817	PBS VIDEO/SHOP PBS PBS EDUCATIONAL VIDEO		Library videos per Elizabeth Horan	45.13
P12-00818	MAXIMUM SECURITY SAFES		SAFE FOR PARKING OFFICE	2,315.55
P12-00819	NEWPORT COMPUTER SOLUTIONS,INC		Broadcom Ports for ATEP Servers at IVC	3,857.45
P12-00820	HITT MARKING DEVICES, INC.		Rubber Stamps	56.78
P12-00821	GUEST ARTISTS		Labor for SCLO	13,500.00
P12-00822	HOME DEPOT MISSION VIEJO STORE #614		Misc IT Server Room Hardware	1,000.00
P12-00823	MELISSA DATA CORPORATION D.B.A. MAILERS SOFTWARE		Data Quality WebSmart renewal	5,490.00
P12-00824	AFFILIATED COMPUTER SERVICES		Affiliated Computer Services	2,175.00
P12-00825	AMEC GEOMATRIX, INC.		GREENHOUSE GAS EMISSION DATA REPORT	950.00
P12-00826	THE PILATES GUY MIKAEL SALAZAR		Contract Services	417.78
P12-00827	CITRIX SYSTEMS, INC.		GoToMyPC Access Services	6,962.40
P12-00828	DR. CRAIG JUSTICE		Conference Pre-payment for Craig Justice	135.00
P12-00829	DAY & NIGHT DOOR SERVICE, INC		ROLL-UP DOORS REPAIRS	2,988.00
P12-00830	TUTTLE CLICK MITSUBISHI		REPAIR 2005 FORD RANGER	1,527.91
P12-00831	IBM		IBM Software Subscription and Support Renewal	3,326.78
P12-00832	JANE L. COLLIER		Trainer	900.00
P12-00833	LILIANN PEREZ-STROUD		Workshop Trainer	1,620.00
P12-00834	SHRED-IT CAMPO ENTERPRISES, INC.		PARYOLL - Document Destruction Service	600.00
P12-00835	CA DEPT OF TOXIC SUBSTANCES CONTROL		CA ENVIRONMENTAL PROTECTION AGENCY	392.50
P12-00836	APPLE COMPUTER, INC.		iPad for Coun/Career division	1,410.49
P12-00837	COLORADO TIME SYSTEMS		SPORTS TIMING	19,245.00
P12-00838	BOB PARRETT CONSTRUCTION		REPAIR & REPLACE SWIMMING OFFICE DOORS	12,819.00

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00839	MEDCO SUPPLY COMPANY		Athletic Training Supplies 11/12	1,087.61
P12-00840	ALERT SERVICES, INC.		Athletic training supplies	11,969.23
P12-00843	STEDMAN COMPUTER SYSTEMS		Renewal of MSDN Subscription Services	995.00
P12-00844	WELLS FARGO #2078		Talk Corporation - Employment Verification	200.00
P12-00845	ARTSEARCH		Annual subscription to ARTSEARCH for Kate Realista	150.00
P12-00846	GOLDEN RAIN FOUNDATION LAGUNA WOODS VILLAGE		Clubhouse 3, LWV use for DGL Series ENG 52X	1,539.00
P12-00847	TIM SWISS		Sound/lighting supplies for Oklahoma!	150.00
P12-00848	BONDED WET-DRY CLEANERS		Blanket PO for dry cleaning services	250.00
P12-00849	GARY I. KUSUNOKI		HEARING EXAMINER SERVICES	1,200.00
P12-00850	LEXIPOL LLC		POLICY MANUAL UPDATE SUBSCRIPTION	2,450.00
P12-00851	McKESSON GENERAL MEDICAL CORP		SUPPLIES FOR NURSING	53.47
P12-00852	GAUMARD SCIENTIFIC COMPANY		SUPPLIES FOR NURSING	71.64
P12-00853	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business cards for Angie Riedel in DSPS office	49.57
P12-00854	GOVPLACE		DOCUMENT MANAGEMENT SOLUTIONS PROJECT	4,573.82
P12-00855	HOME DEPOT MISSION VIEJO STORE #614		RAPIDTECH - HOME DEPOT BLANKET PO	1,000.00
P12-00856	McKESSON GENERAL MEDICAL CORP		MEDICAL SUPPLIES	1,412.86
P12-00857	ISA MEDIA, LTD.		Payment for ISC advertising	5,940.00
P12-00858	DELL MARKETING		PRINTER TONER	1,013.36
P12-00859	SEHI PROCOMP COMPUTER PRODUCTS		Replacement printer for administrative assistant	228.59
P12-00860	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student Supplies	133.07
P12-00861	NASCO WEST INDUSTRIES, INC.		Dept. Supplies	262.25
P12-00862	ATLANTA THREAD & SUPPLY CO.		Student Supply	110.30
P12-00863	SchoolOutfitters.com		Dept. Supply	46.85
P12-00864	CHANNING L. BETE CO., INC.		CPR Class Supplies	281.88
P12-00865	TUSTIN TOUCHDOWN CLUB ATTN: MARGIE SEPULVEDA		IVC ADVERTISING	200.00
P12-00866	XEROX CORPORATION ATTN: ARDIE HOOD		MAINTENANCE FOR MA COPIER	414.36
P12-00867	XEROX CORPORATION ATTN: ARDIE HOOD		MAINTENANCE AGREEMENT FOR EMT COPIER	537.75
P12-00868	SHRED-IT CAMPO ENTERPRISES, INC.		DOCUMENT DESTRUCTION SERVICE	600.00
P12-00869	PB AMERICAS, INC.		ATEP DEMOLITION PHASE II	3,430.00
P12-00870	EBERHARD EQUIPMENT		REPAIR FORD TRACTOR 3415	566.45
P12-00871	ACDFA		ACDFA Membership	250.00
P12-00872	THOMSON WEST ATTN: MICHAEL LOONAN		Pay for annual subscription.	250.56

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-00873	MINN. MINING & MFG. CENTER CUSTOMER SERVICE	.	Service agreement renewal	879.95
P12-00874	LASER SOURCE		Exchange Dell for HP Toner	86.20
P12-00875	NCM DEMO. AND REMEDIATION, LP	.	ATEP SITE UTILITY SEVERANCE & DEMO	600,000.00
P12-00876	TUSTIN CHAMBER OF COMMERCE		Membership Renewal to Tustin Chamber of Commerce	186.00
P12-00877	PLATFORMQ, LLC.		Online Advertising for Int'l Student Prog.	3,400.00
P12-00878	TOMARK SPORTS EQUIPMENT		ITEMS FOR LIFE FITNESS CENTER	734.26
P12-00879	DELL MARKETING L.P. C/O DELL USA L.P.		Workstations for District Services	10,102.32
P12-00880	AMER. TECH. PUBLISHERS INC.		Dept. Resource	94.45
P12-00881	MEADOWLARK GOLF CLUB		WOMEN'S GOLF GEAR	1,378.39
P12-00882	GRIFFITH CO.	SC Bridge Ren	CONTRACTOR FOR E. BRIDGE REPLCMENT	576,386.00
P12-00883	RICHARD SNEED		Reimburse Medicare Premiums	2,000.00
P12-00884	OFFICE MAX A BOISE COMPANY		Office Max Supplies	5,500.00
P12-00885	CLARK SECURITY PRODUCTS		SECURITY CABLE/LOCKS	66.39
P12-00886	CLARK SECURITY PRODUCTS INC. ATTEN: JOAN EMRICK		ELECTRONIC LOCKS	33.41
P12-00887	MOUSER ELECTRONICS INC.		CHEMISTRY SUPPLIES	64.57
P12-00888	W. W. GRAINGER		BIOLOGY SUPPLIES	83.78
P12-00889	AMER. EDUCATIONAL PRODUCTS LLC		PHYSICS SUPPLIES	67.21
P12-00890	ARBOR SCIENTIFIC		PHYSICS SUPPLIES	349.08
P12-00891	NASCO WEST INDUSTRIES, INC.		PHYSICS SUPPLIES	113.29
P12-00892	PRESQUE ISLE CULTURES		MICROBIOLOGY SUPPLIES	314.33
P12-00893	LESTER ELECTRICAL		FOUNDATION CART CHARGER	502.02
P12-00894	INDUSTRIAL METAL SUPPLY CO.		Tools for CNC & Mastercam Not-ForCredit Classes	3,000.00
P12-00895	MARLA'S MANIA		Name Badges	1,190.64
P12-00896	McMASTER CARR SUPPLY COMPANY		PHYSICS SUPPLIES	133.57
P12-00897	PASCO SCIENTIFIC		PHYSICS SUPPLIES	263.91
P12-00898	GOVPLACE		DOCUMENT MANAGEMENT SOLUTIONS PROJECT	34,529.74
P12-00899	DICK BLICK COMPANY		Dept. Supplies	93.26
P12-00900	GOVPLACE		DOCUMENT MANAGEMENT SOLUTIONS PROJECT	7,273.67
P12-00901	POWERTRON BATTERY CO.		BATTERIES	1,171.72
P12-00902	ALLIED ELECTRONICS		COMPUTER PARTS	37.02
P12-00903	MEDCO SUPPLY COMPANY		MEN'S BASKETBALL ANKLE BRACES	1,274.68
P12-00904	MILLENNIUM BUSINESS SERVICES Marty Cohn		RETURN ADDRESS PRINTING	96.98
P12-00905	U.S. GREEN BUILDING COUNCIL		Membership	750.00
P12-00906	DAVE SMITH ENTERPRISE dba HOSPITAL ASSOCIATES		MICROBIOLOGY SUPPLIES	278.83
P12-00907	JACK PLICET	SC Lib Renov	UTT LIB RENOVATION	1,800.00

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PO Number	Vendor Name	Site	Description	Account Amount
P12-00908	SOURCE GRAPHICS	.	SERVICE AGREEMENT FOR KIP 3000 PRINTER	1,458.00
P12-00909	STAR MAINTENANCE SUPPLY		JANITORIAL SUPPLIES	299.81
P12-00910	EMPIRE CLEANING SUPPLY		JANITORIAL SUPPLIES	19,418.65
P12-00911	CHAMPION CHEMICAL CO.		JANITORIAL SUPPLIES	7,762.00
P12-00912	GORM, INC.		JANITORIAL SUPPLIES	366.03
P12-00913	PYRAMID SCHOOL PRODUCTS		JANITORIAL SUPPLIES	1,396.87
P12-00914	MAINTEX		JANITORIAL SUPPLIES	470.07
P12-00915	CONTINENTAL CHEM & SANITARY SUPPLY		JANITORIAL SUPPLIES	8,467.47
P12-00916	KATHCO PRODUCTS		JANITORIAL SUPPLIES	9,470.15
P12-00917	STAR MAINTENANCE SUPPLY		JANITORIAL SUPPLIES	1,947.04
P12-00918	UNISOURCE WORLDWIDE		JANITORIAL SUPPLIES	15,938.75
P12-00919	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES	1,020.56
P12-00920	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES	1,458.78
P12-00921	EMPIRE CLEANING SUPPLY		JANITORIAL SUPPLIES	829.04
P12-00922	GALE SUPPLY COMPANY		JANITORIAL SUPPLIES	2,484.77
P12-00923	GALE SUPPLY COMPANY		JANITORIAL SUPPLIES	26,862.61
P12-00924	CONTINENTAL CHEM & SANITARY SUPPLY		JANITORIAL SUPPLIES	963.13
P12-00925	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES	2,068.91
P12-00926	W. W. GRAINGER		JANITORIAL SUPPLIES	2,482.26
P12-00927	MAINTEX		JANITORIAL SUPPLIES	428.48
P12-00928	P & R PAPER SUPPLY COMPANY		JANITORIAL SUPPLIES	269.85
P12-00929	GORM, INC.		JANITORIAL SUPPLIES	914.29
P12-00930	CLEAN SOURCE		JANITORIAL SUPPLIES	133.93
P12-00931	CLEAN SOURCE		JANITORIAL SUPPLIES	299.10
P12-00932	CLEAN SOURCE		JANITORIAL SUPPLIES	1,206.80
P12-00933	W. W. GRAINGER		JANITORIAL SUPPLIES	234.68
P12-00934	CHAMPION CHEMICAL CO.		JANITORIAL SUPPLIES	977.29
P12-00935	KATHCO PRODUCTS		JANITORIAL SUPPLIES	111.41
P12-00936	KATHCO PRODUCTS		JANITORIAL SUPPLIES	3,676.65
P12-00937	UNISOURCE CORPORATION FACILITIES SUPPLY		JANITORIAL SUPPLIES	3,444.16
P12-00938	GALE SUPPLY COMPANY		JANITORIAL SUPPLIES	26,666.51
P12-00939	PYRAMID SCHOOL PRODUCTS		JANITORIAL SUPPLIES	128.89
P12-00940	CONTINENTAL CHEM & SANITARY SUPPLY		JANITORIAL SUPPLIES	3,759.09
P12-00941	PYRAMID SCHOOL PRODUCTS		JANITORIAL SUPPLIES	502.74
P12-00942	CLAYTON ASSOCIATES		AUTOMOTIVE SUPPLIES	175.09
P12-00943	TEST TOOLS INC.		AUTOMOTIVE SUPPLIES	53.59
P12-00944	NEXGEN		TRANSPORTATION ANNUAL SUPPLIES	714.88
P12-00945	ARROWHEAD/NESTLE ATTN: TERRIS BARRON		RENTAL OF ROHC Water Filtration System	550.00
P12-00946	INSTA GRAPHIC SYSTEMS		Parts to repair heat press; Insta Model 414	140.36
P12-00947	AT&T		DATA LINES AT ATEP	550.00
P12-00948	SECURITAS SECURITY SVCS, USA		SECURITY SERVICES	48,000.00

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PO Number	Vendor Name	Site	Description	Account Amount
P12-00949	COX COMMUNICATIONS, INC.		COX COMMUN. INTERCAMPUS WAN SRVC	50,427.00
P12-00950	SADDLEBACK GOLF DRIVING RANGE		Men's & Women's Golf Team Supplies	4,194.50
P12-00951	MUIR-CHASE PLUMBING CO., INC.		INSTALL OVERHEAD FULL PORT ISOLATION BALL VALVE	995.00
P12-00952	TNR TECHNICAL, INC.		PHYSICS / GEOLOGY SUPPLIES	367.02
P12-00953	WELLS FARGO #1598		Bursar's Credit Card Fee	45.00
P12-00954	WELLS FARGO #1606		Bursar's Credit Card Fee	45.00
P12-00955	ROSE PRINTING SERVICES, INC.		Blanket PO for Contract Printing	5,000.00
P12-00956	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Promo supplies	1,096.50
P12-00957	G/M BUSINESS INTERIORS		FURNITURE/PRES OFFICE ASSISTANTS & CONFERENCE ROOM	44,768.42
P12-00958	LEE ARMSTRONG CO., INC.		FINE ARTS FLOORS	53,122.00
P12-00959	SPECTRUM LABORATORY PRODUCTS		MARINE SCIENCE SUPPLIES	624.43
P12-00960	GRACE TRAINING SUPPLY		SUPPLIES FOR NURSING	889.86
P12-00961	MARK IV COMMUNICATIONS, INC.		REMOVE ANALOG CABINET FROM A126 TO PREP REBUILD	4,563.12
P12-00962	NORTHWOOD HIGH SCHOOL FOOTBALL		Ad in Northwood HS Football program	250.00
P12-00963	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES	613.40
P12-00964	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS		EQUIPMENT MAINT. AGREEMENT SERIAL # K2158500056	354.81
P12-00965	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES	306.70
P12-00966	SAN JUAN COMPANY		Transmitter Site Lease	12,100.00
P12-00967	MACALESTER COLLEGE		CHEMICAL FOR STUDENT USE	431.00
P12-00968	NORTHERN TOOL & EQUIPMENT CO.		TRANSPORTATION EQUIPMENT	517.19
P12-00969	DUNN-EDWARDS CORPORATION		GROUNDS ANNUAL SUPPLIES	17,065.01
P12-00970	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES	1,312.33
P12-00971	MC DOWELL-CRAIG OFFICE FURNITURE		Risk Management- June Millovich	232.76
P12-00972	AMERICAN INDUSTRIAL DIRECT DBA AUTO BODY TOOLMART		AUTOMOTIVE SUPPLIES	208.35
P12-00973	DUNN-EDWARDS CORPORATION		PAINT SUPPLIES	12,859.46
P12-00974	GRACE TRAINING SUPPLY		SUPPLIES FOR NURSING	18,219.46
P12-00975	SCHOOL KIDS HEALTHCARE		SUPPLIES FOR NURSING	5.33
P12-00976	FISHER SCIENTIFIC		MICROBIOLOGY SUPPLIES	1,080.05
P12-00977	SO. COAST FIRE PROTECTION		Annual Maintenance: Hazardous Storage Facility	450.00
P12-00978	POSTMASTER		Postage for Fall Perf. Arts brochures	1,500.00
P12-00979	OUTDOOR FABRIC CENTRAL		Black privacy fabric	155.27
P12-00980	COMPLETE OFFICE SOLUTIONS, INC		Dept. Supplies	196.80
P12-00981	CHANNING L. BETE CO., INC.		CPR Class Supplies	467.45
P12-00982	SMART LEVELS MEDIA		Fall Performing Arts brochure	6,000.00
P12-00983	DABCO, INC.		CP CHILL WATER PIPE REPAIRS	7,221.00

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PO Number	Vendor Name	Site	Description	Account Amount
P12-00984	DABCO, INC.		FIXTURE REPLACEMENT AT SM #20	14,422.00
P12-00985	BUDDY'S ALL STARS		VB Fall '11	1,377.40
P12-00986	BARCLAYS LAW PUBLISHERS		Barclays Official California Code Subscription	150.00
P12-00987	OCLC, INC.		Library bibliographic subscription service	8,903.10
P12-00988	EMED COMPANY, INC.		Restricted Area Signs	111.31
P12-00989	UNITED SITE SERVICES OF CALIFORNIA, INC.		Fence rental and maintenance	12,000.00
P12-00990	DELL MARKETING		Monitor 27"	960.94
P12-00991	DELL MARKETING		Dell Laptop Batteries	151.27
P12-00992	WELLS FARGO #2078		SHIFT 4, MO.CHARGES	10,000.00
P12-00993	SPECTRUM LABORATORY PRODUCTS		CHEMICALS FOR STUDENT USE IN CHEMISTRY	1,759.23
P12-00994	SO. ORANGE CO. COMM. COL. DIST		Reimburse SOCCCD Checking	100,000.00
P12-00995	SO. ORANGE CO. COMM. COL. DIST WORKERS COMPENSATION		Reimburse Checking Account Workers' Comp Claims	39,000.00
P12-00996	GEMINI COMPUTERS INC.		VEHICLE COMPUTER MOUNT	160.74
P12-00997	DA CAPO MUSIC		Sheet music for vocal/choral music classes	1,500.00
P12-00998	J.W. PEPPER & SON, INC.		Sheet music for vocal/choral music classes	250.00
P12-00999	SHATTINGER MUSIC		Sheet music for music classes	2,000.00
P12-01000	J.W. PEPPER & SON, INC.		Sheet music for music classes	1,000.00
P12-01001	DA CAPO MUSIC		Sheet music for music classes	1,000.00
P12-01002	EDUCATIONAL MUSIC SERVICE		Sheet music for music classes	1,500.00
P12-01003	CITY OF IRVINE		Ad and Booth at Irvine Global Village Festival	1,000.00
P12-01004	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards	49.57
P12-01005	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		CCLC League Dues Formula/Spec Assessmt	34,618.00
P12-01006	ERIK JENSEN WIRED PLANET		Contract District/Website Main - 2011-2012	10,000.00
P12-01008	ROTH CARNEY APC		INVESTIGATIVE SERVICES	40,000.00
P12-01009	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX COPIER	2,578.81
P12-01010	LEE ARMSTRONG CO., INC.		SM #248 & 364 FLOORING	1,243.00
P12-01011	LEE ARMSTRONG CO., INC.		BGS 2ND FLOOR LOBBY FLOORING	4,350.00
P12-01012	BRAVO SIGN & DESIGN		FLAG SIGNS	2,056.14
P12-01013	LEE ARMSTRONG CO., INC.		CP 2ND FLOOR FLOORING	1,395.00
P12-01014	HAITBRINK ASPHALT PAVING, INC.		VIL 4 ASPHALT & HANDRAIL	4,750.00
P12-01015	MUSCO LIGHTING		SOFTBALL & BASEBALL FIELD LIGHTS	3,150.00
P12-01016	BOB PARRETT CONSTRUCTION		BGS CABINET ENCLOSURE FOR COMPUTER LAB	4,496.00
P12-01017	SCANTRON CORPORATION		Testing Forms	85.34
P12-01018	GUEST ARTISTS		Sit Down with Stand Up	5,450.00

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-01019	TRICIA TINER		Trainer	300.00
P12-01020	U S SHOP TOOLS		Misc Tools for CNC Fee Bases Classes	3,179.25
P12-01021	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		PHYSICS SUPPLIES	369.52
P12-01022	SCIENCE KIT, INC.		PHYSICS SUPPLIES	60.24
P12-01023	FISHER SCIENTIFIC		PHYSICS SUPPLIES	1,071.35
P12-01024	COLLEGE SOURCE, INC.		CollegeSource/TES - Site licence subscr 11-12	5,498.00
P12-01025	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES/GLASSWARE	2,636.99
P12-01026	APPLE COMPUTER, INC.		iPad 2	1,112.32
P12-01027	STUDENT INSURANCE COMPANY		2011/12 ACCIDENT/CATASTROPHIC/STUD ENT/ATHLETE INS.	80,909.00
P12-01028	RELAX THE BACK		Lumbar support for ergonomic issues	50.60
P12-01029	BRAND ATHLETICS		VB Game Shorts F'11	491.81
P12-01030	BRAND ATHLETICS		Brand VB F'11	1,068.81
P12-01031	INGARDIA BROTHERS PRODUCE, INC.		Student Supplies	7,000.00
P12-01032	SAFEWAY, INC. % PAVILIONS, STORE #210		Student Supplies	7,000.00
P12-01033	SMART & FINAL IRIS CO.		Student Supplies	7,000.00
P12-01034	BRAND ATHLETICS		BACKPACKS/SOCKS FOR MEN'S BASKETBALL	1,070.98
P12-01035	IRVINE RANCH WATER DIST.		Annual Water Service	120,000.00
P12-01036	SALLIE MILLER		Workshop Trainer	515.00
P12-01037	YALE CHASE MATERIALS HANDLING	SC WAREHOUSE	FORKLIFT/DELIVERY VEHICLE REPAIRS	7,500.00
P12-01038	HOME DEPOT MISSION VIEJO STORE #614	SC WAREHOUSE	WAREHOUSE SUPPLIES	1,000.00
P12-01039	ORCHARD SUPPLY HARDWARE	SC WAREHOUSE	WAREHOUSE SUPPLIES	1,000.00
P12-01040	BRAND ATHLETICS		Women's Team Sport Bags F'11	3,864.73
P12-01041	GKKWORKS		COMMUNICATION ARTS BUILDING DESIGN & RENDERING	8,450.00
P12-01042	OC IRON WORK		HANDRAIL	8,600.00
P12-01043	JOHNSON FLOORING, INC.		GYM FLOORING	7,500.00
P12-01044	SEHI PROCOMP COMPUTER PRODUCTS		Printer for Dean Patricia Flanigan	700.41
P12-01045	HAITBRINK ASPHALT PAVING, INC.		PARKING STRIPING	550.00
P12-01046	MISSION PRINTING COMPANY	SC WAREHOUSE	New Stores Item	758.56
P12-01047	SWACC % KEENAN & ASSOCIATES		2011/2012 SWACC Member Risk Management Fund	14,700.00
P12-01048	QORPAK DIVISION OF ALL-PAK		CHEMISTRY SUPPLIES/GLASSWARE	215.50
P12-01049	FREY SCIENTIFIC		CHEMISTRY SUPPLIES/GLASSWARE	266.72
P12-01050	APPLE SCIENTIFIC, INC.		CHEMISTRY SUPPLIES/GLASSWARE	1,925.49

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-01051	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		CHEMISTRY SUPPLIES/GLASSWARE	1,330.07
P12-01052	WARD'S NATURAL SCIENCE		BIOLOGY LAB SUPPLIES	2,876.85
P12-01053	CAROLINA BIOLOGICAL SUPPLY		BIOLOGY LAB SUPPLIES	1,310.82
P12-01054	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		BIOLOGY LAB SUPPLIES	942.84
P12-01055	SCIENCE KIT, INC.		BIOLOGY LAB SUPPLIES	878.99
P12-01056	FISHER SCIENTIFIC		BIOLOGY SUPPLIES	4,377.21
P12-01057	QORPAK DIVISION OF ALL-PAK		BIOLOGY SUPPLIES	87.28
P12-01058	FREY SCIENTIFIC		BIOLOGY SUPPLIES	3,503.20
P12-01059	RAININ INSTRUMENTS LLC		BIOLOGY SUPPLIES	691.32
P12-01060	DRS. FOSTER & SMITH		BIOLOGY SUPPLIES	280.65
P12-01061	CHEMSEARCH		TRANSPORTATION SUPPLIES	1,628.66
P12-01062	VWR INTERNATIONAL, INC.		BIOLOGY SUPPLIES	623.50
P12-01063	MOBILE MODULAR MGMT. CORP.		Annual Maintenance: Comm Ed Bldgs CEC 5-6	12,936.00
P12-01064	DRILLSPOT.COM		PHYSICS SUPPLIES	967.31
P12-01065	OXFORD UNIVERSITY PRESS ORDER DEPT.		Oxford: Picture Dictionary Network Version CD-ROM	2,680.34
P12-01066	ORANGE COUNTY REGISTER		AD FOR BID 2002	1,760.00
P12-01067	MILLENNIUM BUSINESS SERVICES Marty Cohn		BID ENVELOPES	199.34
P12-01068	MILLENNIUM BUSINESS SERVICES Marty Cohn		ENVELOPES FOR BIDS	533.36
P12-01069	IMPACT IMAGES CLEAR IMAGE, INC.		Clear bags for Photography classes	125.65
P12-01070	LINKYO CORP dba supermediastore.com		Kara Mahotka Patterson-Fall 2011	840.31
P12-01071	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Communications Supplies for student productions	363.11
P12-01072	MATERIAL FLOW & CONVEYOR SYSTEMS, INC.		Shelf labels	101.56
P12-01073	ORANGE COUNTY REGISTER		Online Advertising	10,000.00
P12-01074	ORANGE CO TRAIN MGR ASSN C/O ORANGE POLICE DEPT.		OCTMA Annual Dues	70.00
P12-01075	XEROX CORPORATION ATTN: MICHAEL FEENEY		Annual Maintenance: Xerox copier/A-100	4,117.00
P12-01076	XEROX CORPORATION ATTN: MICHAEL FEENEY		Annual Maintenance & Purchase: Xerox copier B-200	4,117.00
P12-01077	STUDIO TWO BLACK DIAMOND PRINTING		Student Handbooks	13,657.31
P12-01078	TIGER DIRECT		QNAP AND SEAGATE DRIVES	2,348.07
P12-01079	INTERSTATE ELECTRIC		Signage Supplies	255.86
P12-01080	VERSCOLOR INC.		Banner	504.92
P12-01081	BANG PRINTING		2011-2012 IVC Catalog Printing	13,250.00
P12-01082	LAB SAFETY SUPPLY INC.		BIOLOGY SAFETY SUPPLIES	159.95
P12-01083	SHRED-IT CAMPO ENTERPRISES, INC.		Document Destruction Service	240.00
P12-01084	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		Library e-books per Ana Maria Cobos request	10,171.00
P12-01085	LIEBERT CASSIDY WHITMORE		Attorney Services FY 2011-12	100,000.00

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-01086	VWR INTERNATIONAL, INC.		MICROBIOLOGY EQUIPMENT	539.85
P12-01087	DELL MARKETING		Anti-spam/Anti-virus Email Security Renewal	15,285.93
P12-01088	CPP, INC. DAVIES BLACK PUBLISHING		Strong College Profile Software, 1994 Ed	4,350.00
P12-01089	CPP, INC. DAVIES BLACK PUBLISHING		Scantron Strong In-House Scoring test Materials	243.02
P12-01090	NU AGE DEVELOPMENT, INC.		A100 CONFERENCE ROOM DEMOLITION OF INTERIOR WALL	1,975.00
P12-01091	AK CONSTRUCTORS INC.		REPAIR DRAINAGE IN AND AROUND B100 AREA	13,660.00
P12-01092	LEE ARMSTRONG CO., INC.		BGS #254 FLOORING	16,987.00
P12-01093	CSI ELECTRICAL CONTRACTORS, INC		ELECTRICAL PM WORK	39,349.00
P12-01094	DIRECT PAINTING & DECORATING INC.		SSC EXTERIOR PAINTING	78,069.00
P12-01095	DELL MARKETING		APC PDUs for Disaster Recovery Plan	2,820.85
P12-01096	GLB ENTERPRISES		TRANSPORTATION SUPPLIES	75.90
P12-01097	CHEFS' TOYS		New Ice Machine	4,316.59
P12-01098	EMISSION COMPLIANT CONTROLS CORPORATION		EMERGENCY GENERATOR PART REPLACEMENT	14,725.55
P12-01099	SO COAST HIGHER EDUCAT. COUN. % SHANNON CROGAN		SCHEC Membership	50.00
P12-01100	K 5600 LIGHTING, INC.	Bldg W/Com Arts	Replacement Bulbs for lighting fixture	447.47
P12-01101	VERIZON WIRELESS GOVERNMENT ACCOUNTS		Verizon Wireless Broadband back up system/Email	66.47
P12-01102	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business cards	198.26
P12-01103	NACUBO		Institution Membership	2,885.00
P12-01104	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE		Actuarial Testing Costs	2,240.00
P12-01105	SIMS TREE HEALTH SPEC., INC.		FIELD SOIL SAMPLES	2,000.00
P12-01106	MSC INDUSTRIAL SUPPLY CO.		Misc Tools & Supplies - EWD Not for Credit Classes	2,000.00
P12-01107	WELLS FARGO #2078		GreenFax/Meixler (Recruitment)	400.00
P12-01108	OPTICS PLANET, INC.		MICROBIOLOGY SUPPLIES	541.83
P12-01109	ADCLUB ADVERTISING SERVICE		Recruitment/Advertising for SOCCCD	74,000.00
P12-01110	MONSTER WORLDWIDE, INC.		Recruitment/Advertising for SOCCCD	7,000.00
P12-01111	THE POWER TO PASS		Dept. Resources	144.15
P12-01112	PORTA PHONE CO.		Equipment Repair	393.73
P12-01113	C & H DISTRIBUTORS, INC.		ELECTRICAL SUPPLIES	1,242.56
P12-01114	FISHER SCIENTIFIC		MICROBIOLOGY SUPPLIES	78.57
P12-01115	FORESTRY SUPPLIERS, INC.		GEOLOGY LAB SUPPLIES	186.68
P12-01116	HITT MARKING DEVICES, INC.		Personalized Stamps	64.06
P12-01117	DICK BLICK COMPANY		Lyndell Stonick-Fall 2011 Fee Based Supplies	348.89
P12-01118	ASW EXPRESS		R. Rogers Cloud Fall 2011 Fee Based Supplies	211.01

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-01119	SMARDAN SUPPLY - EL MONTE		PLUMBING STOCK	388.82
P12-01120	ALLIED ELECTRONICS		PHYSICS SUPPLIES	1,260.05
P12-01121	W. W. GRAINGER		MICROBIOLOGY SUPPLIES	357.08
P12-01122	JIM'S MUSIC CENTER, INC.		Football Stadium Wireless Microphone System	3,029.59
P12-01123	REPRO XPRESS		POWERHOUSE DRAINAGE EXPENSE	97.93
P12-01124	CALIFORNIA POWER PARTNERS, INC.		EMERGENCY CO-GEN WORK	4,482.55
P12-01125	THOMSON WEST ATTN: MICHAEL LOONAN		Law Books	227.20
P12-01126	HORIZON		GROUNDS ANNUAL SUPPLIES	6,788.25
P12-01127	STOVER SEED COMPANY		GROUNDS ANNUAL SUPPLIES	3,394.13
P12-01128	WALTERS WHOLESALE ELECTRIC		ELECTRICAL SUPPLIES	2,985.68
P12-01129	OFFICE MAX A BOISE COMPANY		BINDERS	1,116.09
P12-01130	AMSTERDAM PRINTING & LITHO Attn: RICH O'BRIEN		GNU Academic Planners	789.29
P12-01131	MILLENNIUM BUSINESS SERVICES Marty Cohn		Receipt Books	2,392.05
P12-01132	SEHI PROCOMP COMPUTER PRODUCTS		Computer Supplies	2,202.18
P12-01133	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING		Fingerprinting - HR	4,000.00
P12-01134	NEWBEGINNINGS, INC.		HR Community Relations	500.00
P12-01135	SO COAST HIGHER EDUCAT. COUN. % SHANNON CROGAN		Membership Fee	50.00
P12-01136	RELIAPOLE INSPECTION		POLE INSPECTION SERVICES	17,320.25
P12-01137	T C S CONSULTING, INC.		WATERPROOFING STAIRS AT TAS BUILDING	17,700.00
P12-01138	WARE DISPOSAL CO., INC.		Annual Maintenance- Trash Removal	24,500.00
P12-01139	EEDEC % DANIELLE HEINBUCH		Annual District Dues 2011-2012	250.00
P12-01140	ROYLEEN WHITE		Consultant for Management Retreat - Royleen White	8,275.00
P12-01141	S & B FOODS CATERING DIVISION		HR COMMUNITY RELATIONS	400.00
P12-01142	IMODULES SOFTWARE, INC.		iModules Invoice	24,750.00
P12-01143	AVENTURA SAILING ASSOC.		Sailboat Repairs	293.79
P12-01144	NACCE		Institutional Membership	750.00
P12-01145	INDUSTRIAL HYGIENE MGMT., INC.		HS 3RD FLOOR MOLD ABATEMENT	2,950.00
P12-01146	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH		HAZARDOUS MATERIALS BILLING - FIRE AUTHORITY	1,124.00
P12-01147	PACIFIC CLIPPINGS		Clipping service	59.00
P12-01148	PITNEY BOWES		3RD YR OF 5-YR LEASE	9,500.00
P12-01149	LAURA'S INT PLANTSCAPE SERV		Contract service for plants in the PAC	2,400.00
P12-01150	DAY & NIGHT DOOR SERVICE, INC		CP DOORS	1,924.00

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-01151	IRVINE CHAMBER OF COMMERCE		Irvine Chamber Business Connection Ad	500.00
P12-01152	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		CCLC Policy & Procedure Services	1,500.00
P12-01153	GALE GROUP		Reference Material for Career Center	503.05
P12-01154	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Sticky Note Pads	492.94
P12-01155	DELL MARKETING		Laptop for Trustee Milchiker	1,685.50
P12-01156	POCKET NURSE ENTERPRISES, INC.		SUPPLIES FOR NURSING	830.79
P12-01157	POCKET NURSE ENTERPRISES, INC.		SUPPIES FOR MEDICAL ASSISTING	1,729.62
P12-01158	MARLYS GRODT & ASSOCIATES		Administrative and Classified Management Study	10,500.00
P12-01159	SECURE LIVE SCAN		Rolling Fees	500.00
P12-01160	B & H PHOTO	Bldg W/Com Arts	Digital camera for documenting events	840.34
P12-01161	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.		Football Stadium Bleacher Rental	15,800.00
P12-01162	ALLIED REFRIGERATION, INC.		REPLACE A/C UNIT IN AUTO MECH OFFICE	1,023.63
P12-01163	KNORR SYSTEMS, INC.		Swimming Pool Equipment Supplies	33,981.94
P12-01164	DICK BLICK COMPANY		Regina Hurley - Fall 2011 - Fee Based Supplies	115.78
P12-01165	HAUSER & MILLER		C. Sivets - Fall 2011 - Fee Based Supplies	620.60
P12-01166	REACTIVE METALS STUDIO INC.		C. Sivets - Fall 2011 - Fee Based Materials	228.46
P12-01167	KELLY GRIMES		Workshop Trainer	2,640.00
P12-01168	ARNETTE EDWARDS		Workshop Trainer	1,080.00
P12-01169	MICHELE DUGAN		Workshop Trainer	900.00
P12-01170	SHARON LANDIS		Workshop Trainer	1,440.00
P12-01171	MARGI MC NELLY		Workshop Presenter	1,440.00
P12-01172	NU AGE DEVELOPMENT, INC.		A100 NEW T GRID AND CEILING IN A126	3,997.00
P12-01173	IPSWITCH, INC.		WhatsUp WhatsConnected software licenses	2,695.50
P12-01174	JACKSTIN JACKSON KELLY		Website templates, revise and update	3,000.00
P12-01175	STATE OF CALIFORNIA/PARKS AND RECREATION		Facility Fee for volleyball class	475.00
P12-01176	U.S. OLYMPIC TRAINING CENTER CHULA VISTA		Facility fee for Hammer Throw	80.00
P12-01177	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		ATEP DEMO PHASE II	71,050.00
P12-01178	ORANGE CO. DEPT. OF EDUCATION COURIER SERVICE/CHRIS KRIEBEL		COURIER SERVICES	3,700.00
P12-01179	GREEN THUMB INTERNATIONAL		Supplies	500.00

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Includes P12-00649 - P12-01183

PO Number	Vendor Name	Site	Description	Account Amount
P12-01180	COAST FITNESS REPAIR SHOP		Athletic Equipment Maintenance	2,000.00
P12-01181	ALENA STRICKLAND		Monitor	945.00
P12-01182	C.W. DRIVER CONTRACTORS, INC.		CONSTRUCTION MGMT FOR MAIN ELECTRICAL ROOM	22,896.00
P12-01183	UNLIMITED ENVIRONMENTAL, INC.		FINE ART CUSTODIAL CLOSET MOLD ABATEMENT	3,692.00
			<b>Total</b>	<b>529</b>
				<b>26,936,365.33</b>

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	495	20,607,568.45
12	Child Development Fund	1	550.00
40	Capital Outlay Fund	26	1,458,281.50
68	Self-Insurance Fund	2	139,000.00
71	Retiree Benefit Fund	5	4,730,965.38
<b>Total</b>		<b>529</b>	<b>26,936,365.33</b>

PO Changes	
New PO Amount	Change Amount
<b>Total PO Changes</b>	

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Includes 07/06/2011 - 08/09/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ11-07856	MIROSLAVA MANCHIK	Reimbursement for equipment (technology)	875.99
RQ11-07859	NARGES M. RABII	Conference Reimbursement	500.00
RQ11-07863	SHERRI J. BANES	BANES REIMBURSEMENT	384.99
RQ11-07864	BEN DOLAN	DOLAN REIMBURSEMENT	541.58
RQ11-07865	MICHELLE LIVOTE	Conference Reimbursement	96.21
RQ11-07869	ROY MCCORD	Conference Reimbursement	638.88
RQ11-07870	JUNE MC LAUGHLIN	Conference Reimbursement	650.00
RQ11-07871	RACHEL MANDERS	Reimbursemet for grant mailing	19.43
RQ11-07872	MATT SUAREZ	paper towels for staff area- receipt attached	54.33
RQ11-07873	KATHLEEN WERLE	reimbursement for postage	8.40
RQ11-07879	NOTHING BUT AIR	HD Film Festival	150.00
RQ11-07881	PATRIC TAYLOR	Reimbursement PAC	216.93
RQ11-07885	PROAIR CONSTRUCTION SVCS. INC.	A/C WORK FOR CP 1ST FLOOR	3,328.00
RQ11-07886	REGENTS OF UNIVERSITY OF CALIFORNIA IRVINE	CADAVER LAB FOR PARAMEDIC STUDENTS	1,838.00
RQ12-00774	WELLS FARGO #1598	Praxis Pass 5 Lanuages in 1: ChinesePod.com	837.20
RQ12-00780	WELLS FARGO #3317 (DISTRICT)	Supplies	51.66
RQ12-00923	JORDAN J. LARSON	Jordan Larson to attend Student Trustee Workshop	1,017.26
RQ12-00929	WILLIAM (BEAU) ARBUTHNOT	Conference	560.27
RQ12-00975	XIN-RAN DUAN	Candidate Reimbursement - Duan	1,328.41
RQ12-00976	LESLIE ANN WASSON	Candidate Reimbursement - Wasson	836.97
RQ12-00977	BRUCE R. KINGHORN	Candidate Reimbursement - Kinghorn	540.49
RQ12-00979	REGENTS OF UNIVERSITY OF CALIFORNIA IRVINE	CADAVER LAB FOR PARAMEDIC STUDENTS	1,838.00
RQ12-00982	SPORTS UNLIMITED	MEN'S BASKETBALL PRACTICE JERSEYS	484.88
RQ12-00991	STEPHEN D. SCHMID TRU-BILT CONSTRUCTION	REPAIR TO EXISTING CDC EQUIPMENT	400.00
RQ12-00992	CHAMPION CHEMICAL CO.	CUSTODIAL FLOOR SUPPLIES	125.16
RQ12-01007	NEWBEGINNINGS, INC.	Accreditation - July 8, 2011 at SC	70.58
RQ12-01040	CAROL HILTON	Fall ACBO Conference for Carol Hilton	732.80
RQ12-01041	CASEY MOIR	*Conference Casey Moir/CTE Collaborative Grant	1,200.00
RQ12-01042	NOTHING BUT AIR	HD Film Festival	150.00
RQ12-01048	RAJBIR SINGH	Employee Enrollment Fee Reimbursement Request	78.00
RQ12-01050	NEWBEGINNINGS, INC.	Chancellor's Opening Session 8-16-11	751.29
RQ12-01054	JULIA JENNER	Reimbursement for instructor film purchase	38.99
RQ12-01055	JERRY HANNULA	Conference Expense Reimbursement	150.00
RQ12-01056	JERRY HANNULA	Conference Expense Reimbursement	200.00
RQ12-01063	WELLS FARGO #3317 (DISTRICT)	ClassApps Survey Software Renewal-ClassApps.com	210.99
RQ12-01070	WELLS FARGO #3317 (DISTRICT)	STACKING SHELF - HOME DEPOT	64.63
RQ12-01086	WELLS FARGO #3317 (DISTRICT)	cablesondemand.com	717.75
RQ12-01087	PATRIC TAYLOR	Reimbursement PAC	216.93
RQ12-01123	ANNE AKERS	***Conference for Anne Akers	1,547.38
RQ12-01125	JESS PEREZ	Expense Reimbursement for Dept. Supplies	147.44
RQ12-01129	WELLS FARGO #4198	DOMAIN NAME RENEWAL	40.00
RQ12-01138	WELLS FARGO #4198	MICROBIOLOGY SUPPLIES-AcrylicHomeDesign.net	135.77

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Includes 07/06/2011 - 08/09/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-01141	YOSEMITE COMMUNITY COL. DIST. BUSINESS SERVICES	Contribution to Registry for Web Development	1,025.00
RQ12-01145	LASER SOURCE	Printer Cleaning and Part Replacement	90.17
RQ12-01147	DAVIT S. KHACHATRYAN	Conference Travel	110.00
RQ12-01153	MISSION AUTO EQUIP & LIFTS,INC	air compressor repair	170.00
RQ12-01166	BEN LATIGO	Candidate Reimbursement - Latigo	1,020.32
RQ12-01170	S & B FOODS	Accreditation - August 11, 2011 at IVC	24.67
RQ12-01181	TRACY DALY	LAEDC Conference	453.79
RQ12-01185	ARLENE THOMAS	Reimbursement to Faculty	105.45
RQ12-01188	WELLS FARGO BANK #3317	* VENDOR: THE MAP SHOP	23.81
RQ12-01189	ARUN GOYAL	Candidate Reimbursement - Goyal	1,336.63
RQ12-01193	BRUCE R. KINGHORN	Candidate Reimbursement - Kinghorn	493.88
RQ12-01203	TECHNOFIT	Fitness Equipment Repair	252.35
RQ12-01207	SUN-PAC	Storage Unit Rental	105.00
RQ12-01211	WELLS FARGO #4198	Classified Senate Retreat lunch	178.87
RQ12-01217	WELLS FARGO #1598	SUPPLIES FOR BIO. 94-RALPHS	33.42
RQ12-01219	BAKER & TAYLOR	Library books per Ana Maria Cobos	563.59
RQ12-01220	WHITAKER BROS. BUSINESS MACH.	Inspection and Cleaning of Intimus Shredder	340.00
RQ12-01221	WELLS FARGO #3317 (DISTRICT)	ISSA-Information Systems Security Association Inc	110.00
RQ12-01227		* posting magnets for white board	18.83
RQ12-01232	JEANISE BARTIROMO	Employee Enrollment Fee Reimbursement Request	78.00
RQ12-01233	A LASER PRINTER SERVICE	Repair to Printers in Bus. Svcs	937.18
RQ12-01242	GLENN ROQUEMORE	**Travel for Glenn Roquemore Aug 30, 2011	440.00
RQ12-01243	WELLS FARGO #3317	Amazon.com, wireless keyboard and mouse.	50.66
RQ12-01264	DR. CRAIG JUSTICE	Conference Pre-payment for Craig Justice	135.00
RQ12-01287	REPRO XPRESS	EAST BRIDGE RENOVATION	80.10
RQ12-01291	CHARLES C. STILL SECURE LIVE SCAN	Rolling Fees	62.00
RQ12-01318	SKILL CRAFT BODY SHOP	* Repair Police Car	2,087.68
RQ12-01332	KEN PATTON	NCPN CONFERENCE 2011	1,767.88
RQ12-01338	WELLS FARGO #1598	Purchase of geological sciences supplies	300.00
RQ12-01339	WELLS FARGO #1598	Sciences Supplies: RALPHS #154	200.00
RQ12-01345	JOHN ROBINSON	Power supplies for monitors	61.07
RQ12-01349	WELLS FARGO #1598	Purch of specialty batteries credit card purchase	160.00
RQ12-01358	WELLS FARGO #3317	amazon.com	70.37
RQ12-01375	NEWBEGINNINGS, INC.	Catering for District Accreditation Meeting	135.77
RQ12-01391	MONICA NELSON	Reimburse	404.06
RQ12-01392	DISPENSING SOLUTIONS, INC.	STUDENT HLTH CTR SUPPLIES	557.90
RQ12-01397	DISPENSING SOLUTIONS, INC.	STUDENT HLTH CTR SUPPLIES	331.65
RQ12-01406	MARK ZANDONELLA	CONF FOR ZANDONELLA	2,133.00
RQ12-01411	MATT BRODET	Reimburse Staff Member for purchase of lights	39.75
RQ12-01413	CREAFORM	* RAPIDTECH EQUIP REPAIR	510.00
RQ12-01415	WELLS FARGO #1598	Morrow State Park Credit card request for Geology	450.00
RQ12-01423	JEFFREY W. HSU	Reimbursement Conference	15.00
RQ12-01425	JUAN AVALOS	12/3 -12/9 VPSS TO EXECUTIVE LEADERSHIP INSTITUTE	3,920.60
RQ12-01426	LAGUNA BALLET, INC.	Ticket Revenue	11,260.00
RQ12-01427	S & B FOODS CATERING DIVISION	Food to support all-day workshop	380.14

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Includes 07/06/2011 - 08/09/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-01442	AMY L. STINSON	Field trip reimbursement	49.36
RQ12-01443	BEN DOLAN	SFF SYMPOSIUM	2,237.24
RQ12-01446	JENNIFER ABRAHAMS	REIMBURSEMENT FOR FUEL COSTS FOR BIO 109	58.99
RQ12-01471	WELLS FARGO #4198	BIRD SPIKES FOR HS BUILDING-BIRDBGONE.COM	200.00
RQ12-01480	PENN CORPORATE RELOCATION SERVICES, INC.	FMO SUPPLIES	322.39
RQ12-01486	GWEN PLANO	2011 Strengthening Student Success Conference	1,083.26
RQ12-01488	ROBERT STANLEY	Reimbursement for SharePoint Books	159.44
RQ12-01490	WELLS FARGO BANK #1598	Supplies for Vets BSI Program-Under Armour.com	300.00
RQ12-01492	JESS PEREZ	Expense Reimbursement for Dept. Supplies	101.15
RQ12-01500	DR. WILLIAM ROLEY	Reimbursement for Bill Roley	1,216.14
RQ12-01502	DR. WILLIAM ROLEY	Reimbursement Conference for Bill Roley	277.07
RQ12-01504	KIMBERLY KEYTON	Reimbursement- CRRR Conference	1,220.02
RQ12-01505	KIMBERLY KEYTON	Reimbursement--GRRN Conference	290.32
RQ12-01507	JENNA MC CARTY	Reimbursement--CRRR Conference	1,239.00
RQ12-01531	UNITED FABRICARE SUPPLY, INC.	Laundry Supplies	347.82
RQ12-01542	LARRY RADDEN	Reimbursement	170.06
RQ12-01549	NEWBEGINNINGS, INC. CATERING DIVISION	Catering for 2 "Flex Week Events"	5,055.09
RQ12-01567	WELLS FARGO #3317 (DISTRICT)	Keyboard for iPad for D. Fitzsimons-Brookstone	107.74
RQ12-01575	MELANIE HAERI	Cross Discipline Norming Workshop	200.00
RQ12-01580	JUAN AVALOS	VPSS attend STUDENT SUCCESS CONF; 10/12-14,2011	1,270.00
RQ12-01585	NEWBEGINNINGS, INC.	INT'L STUDENT OFFICE ORIENTATION	648.00
RQ12-01587	RICHARD DAHLIN	MST - Mooring Fees at Catalina Island	96.00
RQ12-01589	BAKER & TAYLOR	Library books per Ana Maria Cobos	186.42
RQ12-01590	WELLS FARGO #1598	BIO 94 LAB EXERCISE SUPPLIES-GELSON'S	3.38
RQ12-01597	J.W. PEPPER & SON, INC.	Music ordered and received	783.50
RQ12-01599	ELLE DUBOIS	Elle DuBois - LA Workshop, Landmark	290.00
RQ12-01602	BARBARA HUGGINS	REIMBURSEMENT FOR SUPPLIES	85.90
RQ12-01623	DEBRA L. FITZSIMONS	ATTEND CHANCELLOR'S OFFICE STATE BUDGET WORKSHOP	185.00
RQ12-01628	IVC BOOKSTORE No. 895 MA 63	Student Planners for Vets Symposium	242.44
RQ12-01640	DEBRA L. FITZSIMONS	ATTEND 2011 ACBO FALL CONFERENCE	1,176.70
RQ12-01647	LASER SOURCE	Printer Repair	125.90
RQ12-01661	EmbroidMe Irvine	EMBRODIERY ON WOMEN'S GOLF BAGS	21.64
RQ12-01676	BROOKE CHILDERS	Food for IVC & SC Health Fair	500.00
RQ12-01682	WELLS FARGO #4198	ADDITIONAL GROUND GATES OPENER-ALARM CENTRAL, INC	300.00
		<b>Total</b>	<b>121</b>
			<b>77,349.15</b>

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	117	75,531.85
12	Child Development Fund	1	400.00
40	Capital Outlay Fund	2	917.30
68	Self-Insurance Fund	1	500.00
		<b>Total</b>	<b>121</b>
			<b>77,349.15</b>

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.15**

**DATE: 8/29/11**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Payment of Bills  
**ACTION:** Approval

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### **BACKGROUND**

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, Sections 85230-36, inclusive, vendor check listings are submitted at each meeting for the approval of the Board of Trustees.

### **STATUS**

Checks No. 150221 through 151305 processed through the Orange County Department of Education, totaling \$7,860,840.17; and Checks No. 010183 through 010234, processed through Saddleback College Community Education, totaling \$99,123.49; and Checks No. 008887 through 008906, processed through Irvine Valley College Community Education, totaling \$160,988.55 are submitted for the approval of the Board of Trustees.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the payment of bills as Listed in EXHIBIT A.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

## ReqPay12b

## Board Report

Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150221	07/06/2011	AT & T	54.39
150222	07/06/2011	AT & T	54.39
150223	07/06/2011	AT & T	41.87
150224	07/06/2011	AT & T	325.90
150225	07/06/2011	AT & T	54.39
150226	07/06/2011	PACIFIC CLIPPINGS	59.00
150227	07/06/2011	J.W. PEPPER & SON, INC.	446.97
150228	07/06/2011	R2A ARCHITECTURE	21.71
150229	07/06/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	69.29
150230	07/06/2011	S & B FOODS CATERING DIVISION	155.40
150231	07/06/2011	S & B FOODS CATERING DIVISION	129.41
150232	07/06/2011	SAFEWAY INC/PAVILIONS	1,025.80
150233	07/06/2011	SALLY BEAUTY SUPPLY	492.05
150234	07/06/2011	SAMY'S CAMERA	130.50
150235	07/06/2011	SCHOOL MEDIA ASSOCIATES	750.00
		Unpaid Sales Tax	65.63
		Expensed Amount	815.63
150236	07/06/2011	GUISELLE SCOTT	630.00
150237	07/06/2011	SEHI PROCOMP COMPUTER PRODUCTS	674.60
150238	07/06/2011	JOYCE SEMANIK	73.22
150239	07/06/2011	KEITH SHACKLEFORD	90.10
150240	07/06/2011	SHRED-IT CAMPO ENTERPRISES, INC.	120.00
150241	07/06/2011	SIGMA ALDRICH CHEMICAL CO.	213.56
150242	07/06/2011	SIMS-ORANGE WELDING SUPPLY	471.82
150243	07/06/2011	SMART LEVELS MEDIA	1,685.63
150244	07/06/2011	DANIEL SMITH, INC.	35.85
		Unpaid Sales Tax	3.14
		Expensed Amount	38.99
150245	07/06/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	1,016.01
150246	07/06/2011	SO. ORANGE CO. COMM. COL.DIST	11.00
150247	07/06/2011	SPORTS FIELD INSTALLATION	39,480.00
150248	07/06/2011	TIM SWISS	191.86
150249	07/06/2011	SYSTEMS SOURCE, INC.	18,975.98
150250	07/06/2011	TECHNIC BUSINESS SOLUTIONS	582.34
150251	07/06/2011	THEATRE COMPANY	2,168.12
150252	07/06/2011	TREE OF LIFE NURSERY	436.90
150253	07/06/2011	TRECO ARBORIST INC. MAINTENANCE SERVICES	5,550.00
150254	07/06/2011	TROXELL COMMUNICATIONS, INC.	1,001.59
150255	07/06/2011	TUSTIN UNIFIED SCHOOL DISTRICT	7,531.00
150256	07/06/2011	VISTA PAINT CORPORATE OFFICE	148.38
150257	07/06/2011	WEST COAST NETTING, INC.	3,445.63
150258	07/06/2011	WHITE CAP INDUSTRIES	386.75
150259	07/06/2011	XEROX CORP.	870.66
150260	07/06/2011	SAFEWAY INC/PAVILIONS	288.36
150261	07/06/2011	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS	49.49
		Unpaid Sales Tax	4.33
		Expensed Amount	53.82

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150262	07/06/2011	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	3,129.20
150263	07/06/2011	LAURA DILL	500.00
150264	07/06/2011	MARY SUSAN HOMMA	600.00
150265	07/06/2011	JANE HORLINGS	163.55
150266	07/06/2011	KIMBERLY STANKOVICH	131.26
150267	07/06/2011	LAURA VIDAL-PRUDHOLME	700.00
150268	07/06/2011	DAN WALSH	180.00
150269	07/06/2011	WELLS FARGO #2078	1,768.05
150270	07/06/2011	WELLS FARGO #4198	1,220.71
		Unpaid Sales Tax	77.10
		Expensed Amount	1,297.81
150271	07/06/2011	WELLS FARGO #2078	29.40
150272	07/06/2011	WELLS FARGO #1606	770.38
		Unpaid Sales Tax	12.58
		Expensed Amount	782.96
150273	07/06/2011	ADVANCE COMPUTER & NETWORKING TECH.	537.02
150274	07/06/2011	BLICK ART MATERIALS	45.14
150275	07/06/2011	BOOK WHOLESALERS, INC. BWI	338.27
150276	07/06/2011	CLARK SECURITY PRODUCTS INC.	526.36
150277	07/06/2011	TRACY DALY	222.58
150278	07/06/2011	DANA POINT YACHT MAINTENANCE	104.05
150279	07/06/2011	DANA WHARF SPORTFISHING	2,400.00
150280	07/06/2011	DELL MARKETING L.P. C/O DELL USA L.P.	1,473.41
150281	07/06/2011	CANDIE DICKINSON	617.03 *
	Reissued on 07/06/2011	Cancel Register # AP07062011D	
150282	07/06/2011	DIRECT PAINTING & DECORATING INC.	18,950.00
150283	07/06/2011	DIVERSIFIED PRINTERS, INC.	18,312.50
150284	07/06/2011	DIVERSIFIED BUSINESS SERVICES	923.66
150285	07/06/2011	JEFF DORSZ	575.88
150286	07/06/2011	STEPHEN DUBAY	305.88
150287	07/06/2011	DUNN-EDWARDS CORPORATION	574.14
150288	07/06/2011	E-Z UP DIRECT	599.60
150289	07/06/2011	EBSCO SUBSCRIPTION SERVICE	38.48
150290	07/06/2011	EDMONDS COMMUNITY COLLEGE	5,619.50
150291	07/06/2011	ELSEVIER INC.	1,225.00
		Unpaid Sales Tax	107.19
		Expensed Amount	1,332.19
150292	07/06/2011	ENTERPRISE RENT-A-CAR	1,010.50
150293	07/06/2011	YVETTE ESTRADA	50.00
150294	07/06/2011	EXCELSIOR ELEVATOR CORPORATION	975.00
150295	07/06/2011	FEDERAL EXPRESS	139.39
150296	07/06/2011	FIBERGLASS SUPPLY	912.99
		Unpaid Sales Tax	75.79
		Expensed Amount	988.78
150297	07/06/2011	FIRE MOUNTAIN GEMS & BEADS INC	4.10
150298	07/06/2011	LISA FITCHNER	50.00
150299	07/06/2011	FLOOR TECH GROUP	12,869.00
150300	07/06/2011	FREEWAY AUTO SUPPLY	43.11
150301	07/06/2011	DAVID FRETZ	160.00

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150302	07/06/2011	FRY'S ELECTRONICS	503.95
150303	07/06/2011	FULL COMPASS SYSTEMS	59.40
		Unpaid Sales Tax	4.73
		Expensed Amount	64.13
150304	07/06/2011	DAIRY DEPOT	53.19
150305	07/06/2011	DISCOUNT SCHOOL SUPPLY	3,522.22
150306	07/06/2011	AT&T	11.42
150307	07/06/2011	SOUTHERN CALIFORNIA EDISON CO.	3,034.24
150308	07/06/2011	SOUTHERN CALIFORNIA EDISON CO.	191.08
150309	07/06/2011	XAP CORPORATION ATTN: ALLY GIGGANS	27,428.00
150310	07/06/2011	XEROX CORP.	216.00
150311	07/06/2011	J.W. PEPPER & SON, INC.	96.21
150312	07/06/2011	QUEST DIAGNOSTICS	92.08
150313	07/06/2011	SAPSIS RIGGING, INC.	44,426.00
150314	07/06/2011	ERIK JENSEN WIRED PLANET	300.00
150315	07/06/2011	XEROX CORP.	6,288.90
150316	07/06/2011	XEROX CORP.	86.81
150317	07/06/2011	RPM CONSULTANT GROUP	2,370.00
150318	07/06/2011	ARC AMER. REPROGRAPHICS CO.	104.57
150319	07/06/2011	ARC AMER. REPROGRAPHICS CO.	215.74
150320	07/06/2011	CHERYL CLAVEL	12.75
150321	07/06/2011	JIM GASTON	563.88
150322	07/06/2011	W. W. GRAINGER	1,026.67
150323	07/06/2011	KELLY GRIMES	180.00
150324	07/06/2011	MARLYS GRODT & ASSOCIATES	500.00
150325	07/06/2011	HAITBRINK ASPHALT PAVING, INC.	9,380.00
150326	07/06/2011	HD SUPPLY WATERWORKS BRANCH #594	864.56
150327	07/06/2011	INDUSTRIAL METAL SUPPLY CO.	135.81
150328	07/06/2011	IRVINE RANCH WATER DIST.	6,982.14
150329	07/06/2011	IRVINE VALLEY COLLEGE BOOKSTORE	1,990.97
150330	07/06/2011	BILL JAY	373.22
150331	07/06/2011	JOHNSTONE SUPPLY	152.17
150332	07/06/2011	TAMARA KING	135.00
150333	07/06/2011	XPEDX/Kirk	97.74
150334	07/06/2011	KWIK KOPY PRINTING	140.29
150335	07/06/2011	LAURA'S INT PLANTSCAPE SERV	125.93
150336	07/06/2011	LIEBERT CASSIDY WHITMORE	8,281.80
150337	07/06/2011	MIROSLAVA MANCHIK	281.37
150338	07/06/2011	MC CALLUM GROUP, INC.	3,500.00
150339	07/06/2011	MARY MC DONOUGH	220.00
150340	07/06/2011	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	317.50
150341	07/06/2011	JENNIFER MC GEE	100.00
150342	07/06/2011	MC GRAW-HILL COMPANIES	72.45
150343	07/06/2011	MC KESSON MEDICAL SURGICAL	845.54
150344	07/06/2011	MEDCO SUPPLY COMPANY	650.00
150345	07/06/2011	MICRO CENTER A/R	1,660.71
150346	07/06/2011	MARCIA MILCHIKER	49.90
150347	07/06/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	93.53
150348	07/06/2011	SALLIE MILLER	420.00

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150349	07/06/2011	MISSION HOSPITAL REG.MED.CTR. SOCFRC	281.16
150350	07/06/2011	MOORE MEDICAL, LLC	346.04
150351	07/06/2011	MOULTON-NIGUEL WATER DIST.	11,889.57
150352	07/06/2011	MUSIC THEATRE INTERNATIONAL	282.01
150353	07/06/2011	NAFSA MEMBERSHIP	370.00
150354	07/06/2011	NASFAA MEMBERSHIP RENEWALS	2,501.00
150355	07/06/2011	NAT'L ASSOC. OF BROADCASTERS	360.00
150356	07/06/2011	NELCO PRODUCTS INC.	655.95
150357	07/06/2011	NEWBEGINNINGS, INC. CATERING DIVISION	547.08
150358	07/06/2011	NEXUS IS, INC.	10,584.86
150359	07/06/2011	HALEY NGUYEN	199.65
150360	07/06/2011	NIELSEN, MERKSAMER, PARRINELLOGROSS & LEONI, LLP	1,500.00
150361	07/06/2011	NUVENTIVE	3,906.00
150362	07/06/2011	O'REILLY AUTO PARTS	543.73
150363	07/06/2011	OC Treasurer-Tax Collector	12,808.50
150364	07/06/2011	ORANGE COUNTY BUSINESS COUNCIL	5,000.00
150365	07/06/2011	ORANGE CO. FARM SUPPLY	1,499.97
150366	07/06/2011	GREKEL ENTERPRISES dba OCBUZZ.COM	150.00
150367	07/06/2011	OCE-IMAGISTICS	213.93
150368	07/06/2011	OFFICEPLANIT	2,033.57
150369	07/06/2011	ORKIN EXTERMINATING	1,755.50
150370	07/06/2011	NANCY PADBERG	439.61
150371	07/06/2011	ELEONORE K. GORWIN	100.00
150372	07/06/2011	JONES DAY	44,910.55
150373	07/07/2011	EASTMAN KODAK COMPANY C/O IKON OFFICE SOLUTIONS	189,458.68
150374	07/07/2011	RICOH AMERICAS CORPORATION C/O IKON OFFICE SOLUTIONS	40,607.18
150375	07/07/2011	TOD A. BURNETT	332.00
150376	07/07/2011	ESTER GRAHAM	465.12
150377	07/07/2011	LA NELL PEEBLES	29.54
150378	07/07/2011	WELLS FARGO BANK #3317	3,671.97
		Unpaid Sales Tax	121.39
		Expensed Amount	3,793.36
150379	07/07/2011	WELLS FARGO BANK #1598	571.61
		Unpaid Sales Tax	20.46
		Expensed Amount	592.07
150380	07/07/2011	PACIFIC PARKING SYSTEMS, INC.	8,426.00
150381	07/07/2011	PEOPLE ADMIN, INC.	8,440.00
150382	07/07/2011	PRONEXUS, INC.	2,195.00
150383	07/07/2011	REGENTS - UC SAN DIEGO MATHEMATICS DEPT.	800.00
150384	07/07/2011	SCHILLER AMERICA	1,145.00
		Unpaid Sales Tax	86.80
		Expensed Amount	1,231.80
150385	07/07/2011	SCHOOLS EXCESS LIABILITY FUND	51,874.56
150386	07/07/2011	SCHOOLS FIRST FEDERAL CREDIT UNION	4,686.00
150387	07/07/2011	KYLE SEITZ	560.00 *
	Cancelled on 07/15/2011	Cancel Register # AP07152011B	
150388	07/07/2011	SWACC % KEENAN & ASSOCIATES	560,178.00

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150389	07/07/2011	SYMANTEC CORPORATION	8,274.00
150390	07/07/2011	TALLEGA SOFTWARE	4,002.00
150391	07/07/2011	TELEMANAGEMENT TECHNOLOGIES INC.	5,215.00
150392	07/07/2011	VENTEK INTERNATIONAL	675.00
150393	07/07/2011	WBCA MEMBERSHIP DEPT.	130.00
150394	07/07/2011	WESTMINSTER PRESS, INC.	1,502.93
150395	07/07/2011	XEROX CORP.	4,099.53
150396	07/07/2011	XEROX CORP.	230.95
150397	07/07/2011	JUDITH RAMIREZ VALDEZ	75.00
150398	07/07/2011	AT & T MOBILITY	13.08
150399	07/07/2011	ADVANCE TEK	7,200.00
150400	07/07/2011	CATALYST CONSULTING	15,255.00
150401	07/07/2011	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	3,975.00
150402	07/07/2011	DATALINK CORPORATION	16,848.00
150403	07/07/2011	ENAMIX, INC.	2,975.00
150404	07/07/2011	RECRUITER SUPPORT SERVICES	5,740.00
150405	07/07/2011	ENVIRON	5,442.31
150406	07/07/2011	GKKWORKS	44,623.60
150407	07/07/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	2,950.00
150408	07/07/2011	HAITBRINK ASPHALT PAVING, INC.	13,850.00
150409	07/07/2011	JOYCE INSPECTION & TESTING	25,888.00
150410	07/07/2011	LYNDE-ORDWAY CO., INC.	3,922.75
150411	07/07/2011	MC CARTHY BUILDING COMPANIES	61,714.00
150412	07/07/2011	MC KENNA LONG & ALDRIDGE, LLP	9,860.36
150413	07/07/2011	NEUDESIC, LLC	147,561.50
150414	07/07/2011	NIMBLE CONSULTING	7,000.00
150415	07/07/2011	PUBLIC ECONOMICS, INC.	2,686.78
150416	07/07/2011	R2A ARCHITECTURE	9,927.12
150417	07/07/2011	RR SYSTEMS, INC.	962.00
150418	07/07/2011	SWRCB STORM WATER SECTION	346.00
150419	07/07/2011	SUNNY SLOPE TREES	563.33
150420	07/07/2011	TMP SERVICES, INC.	3,982.25
150421	07/07/2011	A-1 AWARDS	30.45
150422	07/07/2011	A-1 INTERNATIONAL VIDEO & TV INC.	250.00
150423	07/07/2011	AACRAO MEMBERSHIP	1,421.00
150424	07/07/2011	ADVANTA ENERGY CORP	800.00
150425	07/07/2011	AIRGAS WEST	216.85
150426	07/07/2011	AMTECH ELEVATOR SERVICES	1,800.55
150427	07/07/2011	JULIE ANDERSON	3.98
150428	07/07/2011	APPA	1,280.00
150429	07/07/2011	ARROWHEAD DRINKING WATER	43.49
150430	07/07/2011	ARTSCENE	525.00
150431	07/07/2011	B & P SERVICES, INC.	1,190.00
150432	07/07/2011	SHERRI J. BANES	384.99
150433	07/07/2011	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	150.00
150434	07/07/2011	BLACKBOARD INC.	1,972.00
150435	07/07/2011	BRAND ATHLETICS	7,506.23
150436	07/07/2011	BRIDGES TRANSITIONS, CO. BANK OF AMERICA	950.00

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150437	07/07/2011	CALIFORNIA POWER PARTNERS,INC.	84,191.49
150438	07/07/2011	CAMPUS CAREER COUNSELOR SUBSCRIPTIONS	69.00
150439	07/07/2011	CAPISTRANO UNIFIED SCHOOL DISTRICT	3,132.20
150440	07/07/2011	CAPT BUSINESS OFFICE	38.72
150441	07/07/2011	CAREER CRUISING	495.00
150442	07/07/2011	CCCTCA	25.00
150443	07/07/2011	CCCTCA	25.00
150444	07/07/2011	CDW GOVERNMENT, INC.	24,423.75
150445	07/07/2011	CENTRAL UNIFORMS, INC.	172.00
		Unpaid Sales Tax	13.48
		Expensed Amount	185.48
150446	07/07/2011	CERAMICS MONTHLY	34.95
150447	07/07/2011	COASTLINE ROP	700.00
150448	07/07/2011	CODESP	1,850.00
150449	07/07/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	24,330.97
150450	07/07/2011	CONSOLIDATED ELECTRICAL DIST.	56.92
150451	07/07/2011	CULLIGAN	101.87
150452	07/07/2011	CANDIE DICKINSON	617.03
150453	07/07/2011	GREGORY DICKINSON	150.00
150454	07/07/2011	BEN DOLAN	541.58
150455	07/07/2011	DRAMATISTS PLAY SERVICE, INC.	750.00
150456	07/07/2011	MICHELE DUGAN	180.00
150457	07/07/2011	EDUCAUSE LOCKBOX	2,967.50
150458	07/07/2011	ESCAPE TECHNOLOGY, INC.	70,000.00
150459	07/07/2011	EUROPRINT, INC.	462.19
150460	07/07/2011	FACILITIES PLANNING & PROGRAM SERVICES, INC	1,200.00
150461	07/07/2011	FULLERTON COLLEGE PRINTING	100.00
150462	07/07/2011	OFFICEMAX CONTRACT INC.	28,038.30
150463	07/07/2011	OFFICEMAX CONTRACT INC.	551.78
150464	07/08/2011	KATE ALDER	24.48
150465	07/08/2011	KAREN BRONSON	52.82
150466	07/08/2011	DAVID D. GATEWOOD	241.74
150467	07/08/2011	BEVERLY JOHNSON	45.49
150468	07/08/2011	CANDACE KINCAID	49.39
150469	07/08/2011	TONI LAKOW	55.08
150470	07/08/2011	JORDAN J. LARSON	58.29
150471	07/08/2011	LORI MANGELS	151.47
150472	07/08/2011	JENNA MC CARTY	222.46
150473	07/08/2011	ANITA MC DONALD	41.31
150474	07/08/2011	JAKE MUNNS	52.02
150475	07/08/2011	ORKIN EXTERMINATING	240.00
150476	07/08/2011	PRISCILLA ROSS	57.63
150477	07/08/2011	SOKHA SONG	52.60
150478	07/08/2011	MODULAR SPACE CORPORATION MODSPACE	102,981.70
150479	07/11/2011	BOB PARRETT CONSTRUCTION	16,092.00
150480	07/11/2011	J.W. PEPPER & SON, INC.	731.96
150481	07/11/2011	QUEST DIAGNOSTICS	3,388.42
150482	07/11/2011	QUEZADA PRO LANDSCAPE, INC.	24,045.00
150483	07/11/2011	R2A ARCHITECTURE	1,865.00

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Check Number	Check Date	Pay to the Order of	Check Amount
150484	07/11/2011	REFRIGERATION SUPPLIES DIST.	178.03
150485	07/11/2011	SEHI PROCOMP COMPUTER PRODUCTS	1,681.98
150486	07/11/2011	SHRED-IT CAMPO ENTERPRISES, INC.	104.00
150487	07/11/2011	SIXTEN, INC. dba SIXTEN & ASSOC.	311.00
150488	07/11/2011	SMART & FINAL IRIS CO.	726.74
150489	07/11/2011	MATT SUAREZ	54.33
150490	07/11/2011	AMY SUPINGER dba SUPINGER STRATEGIES	1,650.00
150491	07/11/2011	SUPPORT PRODUCT SERVICES	950.41
150492	07/11/2011	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,232.68
150493	07/11/2011	CDW GOVERNMENT, INC.	3,747.52
150494	07/11/2011	CLARK SECURITY PRODUCTS INC.	1,805.70
150495	07/11/2011	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	15,189.77
150496	07/11/2011	ESCAPE TECHNOLOGY, INC.	250.00
150497	07/11/2011	GKKWORKS	11,274.85
150498	07/11/2011	HCTD, LLC c/o HUDSON CAPITAL, LLC	22,750.00
150499	07/11/2011	JOYCE INSPECTION & TESTING	6,720.00
150500	07/11/2011	NAT'L CONSTRUCTION & MAINT.	7,650.00
150501	07/11/2011	PB AMERICAS, INC.	746.43
150502	07/11/2011	R2A ARCHITECTURE	12,942.69
150503	07/11/2011	XEROX CORP.	344.30
150504	07/11/2011	YABLA, INC.	598.00
150505	07/12/2011	AT & T	65.39
150506	07/12/2011	AT & T	25.91
150507	07/12/2011	AT & T	34.94
150508	07/12/2011	RICOH AMERICAS CORPORATION	58.54
150509	07/12/2011	SAFEWAY INC/PAVILIONS	31.62
150510	07/12/2011	SAN DIEGO GAS & ELECTRIC	1,254.14
150511	07/12/2011	XEROX CORP.	778.42
150512	07/12/2011	G/M BUSINESS INTERIORS	2,652.43
150513	07/12/2011	THE GALE GROUP	518.85
150514	07/12/2011	GALLS INC. %GALLS RETAIL CA LOCK BOX	1,666.26
150515	07/12/2011	MCGRAW-HILL COMPANIES	617.61
150516	07/12/2011	GLORY (USA) INC. W502030	286.13
150517	07/12/2011	GOLF VENTURES WEST	862.02
150518	07/12/2011	GRACE TRAINING SUPPLY	190.85
150519	07/12/2011	W. W. GRAINGER	456.39
150520	07/12/2011	GRILLO'S FILTER SALES	214.02
150521	07/12/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	725.00
150522	07/12/2011	HARDY DIAGNOSTICS	83.07
150523	07/12/2011	HD SUPPLY WATERWORKS BRANCH #594	1,087.50
150524	07/12/2011	HIGHER ONE INC.	120.00
150525	07/12/2011	HITT MARKING DEVICES, INC.	267.20
150526	07/12/2011	HORIZON	730.80
150527	07/12/2011	INDUSTRIAL METAL SUPPLY CO.	81.23
150528	07/12/2011	INGARDIA BROTHERS PRODUCE, INC.	938.33
150529	07/12/2011	LISA INLOW	15.34
150530	07/12/2011	IRVINE PIPE & SUPPLY	476.92
150531	07/12/2011	IRVINE VALLEY COLLEGE BOOKSTORE	947.76

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Check Number	Check Date	Pay to the Order of	Check Amount
150532	07/12/2011	JIM'S MUSIC CENTER, INC.	2,146.81
150533	07/12/2011	GARY I. KUSUNOKI	150.00
150534	07/12/2011	LASER SOURCE	119.81
150535	07/12/2011	LAURA'S INT PLANTSCAPE SERV	200.00
150536	07/12/2011	LAWNMOWERS ETC., LLC	551.94
150537	07/12/2011	LESLIE'S POOLMART, INC.	331.30
150538	07/12/2011	DIANE LEWIS	287.02
150539	07/12/2011	INSTITUTE FOR PROFESSIONAL DEVdba LOVE AND LOGIC, INC.	730.00
		Unpaid Sales Tax	61.25
		Expensed Amount	791.25
150540	07/12/2011	LOZANO, EDITH	480.00
150541	07/12/2011	RACHEL MANDERS	19.43
150542	07/12/2011	McMASTER CARR SUPPLY CO.	336.81
150543	07/12/2011	MINE SAFETY APPLIANCE CO.	9,953.88
150544	07/12/2011	MISSION VIEJO GLASS	585.00
150545	07/12/2011	NANCY'S NOTIONS TACONY CORPORATION	209.85
		Unpaid Sales Tax	16.88
		Expensed Amount	226.73
150546	07/12/2011	NEWBEGINNINGS, INC. CATERING DIVISION	66.34
150547	07/12/2011	NEWPORT COMPUTER SOLUTIONS	7,714.90
150548	07/12/2011	NEXUS IS, INC.	24,962.19
150549	07/12/2011	NORTH STATE ENVIRONMENTAL	16,084.01
150550	07/12/2011	ROTH CARNEY APC	5,165.00
150551	07/12/2011	GROUNDS FOR PLAY	6,101.79
150552	07/12/2011	DAVID E. ANDERSON, JR.	70.69
150553	07/12/2011	JULIE ANDERSON	46.72
150554	07/12/2011	CAROL HILTON	45.08
150555	07/12/2011	JORDAN J. LARSON	16.63
150556	07/12/2011	TEDDI LORCH	47.38
150557	07/12/2011	ELIZABETH WEISS	37.29
150558	07/12/2011	RICHARD HANNON	255.48
150559	07/12/2011	TROXELL COMMUNICATIONS, INC.	1,421.00
150560	07/12/2011	VANTAGE VEHICLE INT'L, INC.	11,034.53
150561	07/12/2011	WALTERS WHOLESALE ELECTRIC	1,280.48
150562	07/12/2011	XEROX CORP.	335.00
150563	07/12/2011	ACBO ASSOCIATION OF CHIEF	85.00
150564	07/12/2011	ACBO ASSOCIATION OF CHIEF	85.00
150565	07/12/2011	ACBO ASSOCIATION OF CHIEF	285.00
150566	07/12/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	255.00
150567	07/12/2011	ERIC D. GARCIA	169.40
150568	07/12/2011	MICHAEL HOGGATT	110.00
150569	07/12/2011	ELIZABETH HORAN	675.00
150570	07/12/2011	HYATT REGENCY SAN FRANCISCO AIRPORT	313.86
150571	07/12/2011	HYATT REGENCY - SAN FRANCISCO	431.18
150572	07/12/2011	PHILLIS KUCHARSKI	1,000.00
150573	07/12/2011	MICHELLE LIVOTE	96.21
150574	07/12/2011	MARIA LOPEZ	324.41
150575	07/12/2011	TEDDI LORCH	185.00

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Check Number	Check Date	Pay to the Order of	Check Amount
150576	07/12/2011	ROY MC CORD	638.88
150577	07/12/2011	NARGES M. RABII	500.00
150578	07/12/2011	GARY RYBOLD	650.00
150579	07/12/2011	SOUTH COAST WINERY	327.80
150580	07/12/2011	BRENNAN WALLACE	325.00
150581	07/13/2011	CHUCK ROGERS THEATRE ARTS	482.53
150582	07/13/2011	SHOR INTERNATIONAL CORP.	2,123.59
		Unpaid Sales Tax	180.14
		Expensed Amount	2,303.73
150583	07/13/2011	SNADER AND ASSOCIATES INC.	9,273.58
150584	07/13/2011	PATRIC TAYLOR	216.93
150585	07/13/2011	TIGER SUPPLIES INC.	2,800.00
		Unpaid Sales Tax	245.00
		Expensed Amount	3,045.00
150586	07/13/2011	TRUSTWAVE	2,025.00
150587	07/13/2011	U.S. DATA TRUST CORPORATION	5,000.00
150588	07/13/2011	UNITED INTERIORS	2,786.50
150589	07/13/2011	WESTERN GRAPHICS PLUS, INC.	6,963.00
150590	07/13/2011	SO. ORANGE CO. COMM. COL. DIST	7,771.48
150591	07/13/2011	AARDVARK CLAY AND SUPPLIES	1,192.99
150592	07/13/2011	JENNIFER ABRAHAMS	39.69
150593	07/13/2011	ADVANCE CUSTOM PROMOTIONS	656.65
		Unpaid Sales Tax	48.85
		Expensed Amount	705.50
150594	07/13/2011	ADVANTAGE FITNESS PRODUCTS	27,335.40
150595	07/13/2011	AIR SOURCE INDUSTRIES, INC.	24.85
150596	07/13/2011	AIRGAS WEST	183.10
150597	07/13/2011	ALLSTEEL INC.	48,421.08
150598	07/13/2011	INGRID STALHEIM ANDREWS	700.00
150599	07/13/2011	APPLE COMPUTER INC.	1,132.79
150600	07/13/2011	AUDIO VISUAL INTEGRATION SYSTEMS, INC.	200.00
150601	07/13/2011	BERG WHOLESALE	845.52
150602	07/13/2011	BLACKBAUD, INC.	14,832.91
150603	07/13/2011	BRAND ATHLETICS	1,115.78
150604	07/13/2011	BREATHING.COM	118.00
		Unpaid Sales Tax	9.45
		Expensed Amount	127.45
150605	07/13/2011	CALIFORNIA POWER PARTNERS, INC.	13,104.13
150606	07/13/2011	CAROLINA BIOLOGICAL SUPPLY	43.45
150607	07/13/2011	CHAMPION CHEMICAL CO.	125.16
150608	07/13/2011	CLARK SECURITY PRODUCTS INC.	1,101.58
150609	07/13/2011	COACH AMERICA	1,038.16
150610	07/13/2011	COMPLETE OFFICE SOLUTIONS, INC	763.78
150611	07/13/2011	COMPUTROLS, INC.	14,750.00
150612	07/13/2011	JOHN DEERE LANDSCAPES, INC.	2,307.65
150613	07/13/2011	DELL MARKETING L.P. C/O DELL USA L.P.	80.79
150614	07/13/2011	DELTA AIR QUALITY SERVICES, INC.	6,900.00
150615	07/13/2011	DISPENSING SOLUTIONS, INC.	138.55
150616	07/13/2011	SPARKLETTS	788.23

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150617	07/13/2011	eLumen Collaborative LLC	16,818.00
150618	07/13/2011	EMCOR/Mesa Energy Systems	1,300.00
150619	07/13/2011	END2END, INC.	18,400.00
150620	07/13/2011	EUREKA CAREER INFO. SYSTEMS	2,147.81
150621	07/13/2011	FEDERAL EXPRESS	137.80
150622	07/13/2011	FISHER SCIENTIFIC	3,690.70
150623	07/13/2011	OFFICEMAX CONTRACT INC.	742.41
150624	07/13/2011	OFFICEMAX CONTRACT INC.	266.00
150625	07/13/2011	ESTER GRAHAM	66.75
150626	07/13/2011	HAIR CALIFORNIA BEAUTY ACADEMY	16,044.88
150627	07/13/2011	HOME DEPOT CREDIT SERVICES	781.71
150628	07/13/2011	IRVINE PIPE & SUPPLY	894.88
150629	07/13/2011	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	795.96
150630	07/13/2011	LAGUNA GRAPHIC ARTS, INC.	560.06
150631	07/13/2011	FOREST LAKE EDUCATION MGT.	36,638.88
150632	07/13/2011	LOOMIS, FARGO & COMPANY	570.36
150633	07/13/2011	MIROSLAVA MANCHIK	2,841.38
150634	07/13/2011	MC KESSON MEDICAL SURGICAL	59.12
150635	07/13/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	598.13
150636	07/13/2011	OC REGISTER COMMERCIAL BILLING	308.38
150637	07/13/2011	SHOUKA TORABI	43.25
150638	07/13/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,600.00
150639	07/13/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,939.86
150640	07/13/2011	AHA SERVICES, INC.	103.26
150641	07/13/2011	W. MIKE DALE	64.08
150642	07/13/2011	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	448.00
150643	07/13/2011	DISPENSING SOLUTIONS, INC.	237.00
150644	07/13/2011	CAROL BENDER	500.00
150645	07/13/2011	CAROLINE GEE	311.20
150646	07/13/2011	KEN PATTON	737.38
150647	07/13/2011	AMERICAN UNDERGROUND	16,831.00
150648	07/13/2011	CDW GOVERNMENT, INC.	20.35
150649	07/13/2011	ENAMIX, INC.	2,240.00
150650	07/13/2011	MARK IV COMMUNICATIONS, INC.	5,170.94
150651	07/13/2011	NEUDESIC, LLC	33,866.00
150652	07/13/2011	OC REGISTER COMMERCIAL BILLING	872.00
150653	07/13/2011	PJHM ARCHITECTS	2,720.00
150654	07/13/2011	R2A ARCHITECTURE	12.64
150655	07/13/2011	RED STONE, INC	5,760.00
150656	07/15/2011	AT & T	251.91
150657	07/15/2011	AT&T	5,610.56
150658	07/15/2011	AT&T	11.30
150659	07/15/2011	AT&T	11.28
150660	07/15/2011	SOUTHERN CALIFORNIA GAS CO.	22.29
150661	07/18/2011	B.L. WILCOX & ASSOCIATES	64.05
150662	07/18/2011	NANCY PADBERG	575.88
150663	07/18/2011	PHOENIX BUSINESS MACHINES, INC	350.00
150664	07/18/2011	PROAIR CONSTRUCTION SVCS. INC.	14,134.00

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Check Number	Check Date	Pay to the Order of	Check Amount
150665	07/18/2011	CHUCK ROGERS THEATRE ARTS	349.11
150666	07/18/2011	SIEMENS WATER TECHNOLOGIES	225.16
150667	07/18/2011	STAR MAINTENANCE SUPPLY	142.23
150668	07/18/2011	UNITED INTERIORS	20,707.70
150669	07/18/2011	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	107.06
150670	07/18/2011	KATHLEEN WERLE	8.40
150671	07/18/2011	WESTERN EXTERMINATOR COMPANY	895.00
150672	07/18/2011	XEROX CORP.	1,775.00
150673	07/18/2011	ACSIG/EDGE	125,222.00
150674	07/18/2011	ACSIG/EDGE	41,531.00
150675	07/18/2011	HYATT LEGAL	7,005.20
150676	07/18/2011	PACIFICARE BEHAVIORAL HEALTH	3,020.22
150677	07/18/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	24,954.47
150678	07/18/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	13,830.06
150679	07/18/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,084,930.00
150680	07/18/2011	UNUM LIFE INSURANCE COMPANY	2,970.20
150681	07/18/2011	UNUM LIFE INSURANCE COMPANY	7,064.10
150682	07/18/2011	ACSIG/EDGE	19,222.68
150683	07/18/2011	ACSIG/EDGE	5,297.15
150684	07/18/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	306,640.00
150685	07/18/2011	AAA ACCESS SMOG	200.00
150686	07/18/2011	AFFILIATED COMPUTER SERVICES	175.65
150687	07/18/2011	ALL THE KING'S FLAGS	637.84
150688	07/18/2011	ALLIED REFRIGERATION INC	43.10
150689	07/18/2011	ALLURE	10.00
150690	07/18/2011	AMERICAN VOLLEYBALL COACHES ASSOCIATION	145.00
150691	07/18/2011	CALIFORNIA APPAREL NEWS SUBSCRIPTION DEPT	65.00
150692	07/18/2011	APPLE COMPUTER INC.	75,402.21
150693	07/18/2011	AUCA LOS ANGELES	47.81
150694	07/18/2011	ARCHITECTURAL DIGEST EXEC. & PROFESSIONAL SVCS.	20.00
150695	07/18/2011	ART CULINAIRE	68.00
150696	07/18/2011	B & H PHOTO	174.95
		Unpaid Sales Tax	36.80
		Expensed Amount	211.75
150697	07/18/2011	BAKER'S PLAYS	88.26
150698	07/18/2011	CATHERINE BERES	329.92
150699	07/18/2011	BESAFE TECHNOLOGIES, INC.	738.15
150700	07/18/2011	BIBLIOTECA ITG, LLC	4,904.87
150701	07/18/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	1,753.65
150702	07/18/2011	BLICK ART MATERIALS	571.87
150703	07/18/2011	BON APPETIT	14.97
150704	07/18/2011	C & H DISTRIBUTORS, INC.	110.17
150705	07/18/2011	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	176,027.00
150706	07/18/2011	CA OFFICE SYSTEMS, INC.	88.44
150707	07/18/2011	CAROLINA BIOLOGICAL SUPPLY	137.22
150708	07/18/2011	CCCCIO C/O CLAIRE BIANCALANA	300.00
150709	07/18/2011	CCLC/CCCAA CCCAA DUES	14,637.50

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Check Number	Check Date	Pay to the Order of	Check Amount
150710	07/18/2011	CONDE NAST PUBLICATIONS	49.00
150711	07/18/2011	CONSORTIUM OF SO. CALIFORNIA COLLEGES & UNIVERSITIES	250.00
150712	07/18/2011	CONSUMER REPORTS	26.00
150713	07/18/2011	COOK'S ILLUSTRATED AMERICA'S TEST KITCHEN	28.95
150714	07/18/2011	COOKING LIGHT	24.00
150715	07/18/2011	COSMOPOLITAN	10.00
150716	07/18/2011	COX COMMUNICATIONS	4,256.54
150717	07/18/2011	CREATIVE MACHINE EMBROIDERY SUBSCRIPTION DEPARTMENT	24.95
150718	07/18/2011	CULINARY TRENDS	35.00
150719	07/18/2011	DELL MARKETING L.P. C/O DELL USA L.P.	204.70
150720	07/18/2011	DELTA BIOLOGICALS	103.75
		Unpaid Sales Tax	7.96
		Expensed Amount	111.71
150721	07/18/2011	DESIGNS IN MACHINE EMBROIDERY	29.97
150722	07/18/2011	FAIRCHILD PUBLISHING dba: DETAILS	10.00
150723	07/18/2011	DISCOUNT SCHOOL SUPPLY	233.89
150724	07/18/2011	XIN-RAN DUAN	1,328.41
150725	07/18/2011	ECONOMIC ALTERNATIVES, INC.	347.91
150726	07/18/2011	ELLE DECOR	14.95
150727	07/18/2011	ELLE MAGAZINE	5.00
150728	07/18/2011	FINE COOKING	29.95
150729	07/18/2011	THE FOOD MAGAZINE	12.00
150730	07/18/2011	FREEWAY AUTO SUPPLY	225.68
150731	07/18/2011	THOMAS A. FUENTES	384.92
150732	07/18/2011	CISCO WEBEX LLC	2,160.00
150733	07/19/2011	UC REGENTS UCSD	168.00
150734	07/19/2011	PACIFIC PARKING SYSTEMS, INC.	14,130.75
150735	07/19/2011	JESS PEREZ	147.44
150736	07/19/2011	PERFECT INTERVIEW LLC	799.95
150737	07/19/2011	PHOENIX GROUP	2,463.80
150738	07/19/2011	PURETEC	251.70
150739	07/19/2011	REALVOLLEYBALL.COM	1,320.35
150740	07/19/2011	JAMES REPKA Saddleback College	241.45
150741	07/19/2011	SARS SOFTWARE PRODUCTS, INC.	7,290.00
150742	07/19/2011	SCANTRON CORPORATION	97.00
150743	07/19/2011	SEHI PROCOMP COMPUTER PRODUCTS	3,118.00
150744	07/19/2011	SHRED-IT CAMPO ENTERPRISES, INC.	160.00
150745	07/19/2011	RAJBIR SINGH	78.00
150746	07/19/2011	TECHNOFIT	252.35
150747	07/19/2011	THINK EDUCATION SOLUTIONS, LLC	16,987.00
150748	07/19/2011	ARLENE THOMAS	105.45
150749	07/19/2011	WARE DISPOSAL CO., INC.	15,858.93
150750	07/19/2011	LESLIE ANN WASSON	836.97
150751	07/19/2011	WELLS FARGO BANKS ACCOUNT ANALYSIS	17,428.60
150752	07/19/2011	WESTMINSTER PRESS, INC.	6,914.81
150753	07/19/2011	WHITE CAP INDUSTRIES	326.11
150754	07/19/2011	WIRED	13.00

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
150755	07/19/2011	WITT COMPANY	1,282.05
150756	07/19/2011	Yosemite Community College District Fiscal Services	1,025.00
150757	07/19/2011	TRU-BILT CONSTRUCTION	400.00
150758	07/19/2011	F & E HEDMAN	465.00
150759	07/19/2011	LESLIE HUMPHREY	21.36
150760	07/19/2011	IRVINE VALLEY COLLEGE BOOKSTORE	1,159.54
150761	07/19/2011	PIPS C/O KEENAN & ASSOCIATES	167,733.00
150762	07/19/2011	LAERDAL MEDICAL CORP.	291.28
150763	07/19/2011	DAVID B. LANG	340.93
150764	07/19/2011	LIEBERT CASSIDY WHITMORE	2,500.00
150765	07/19/2011	LIVESCRIBE, INC.	5,750.58
150766	07/19/2011	MACIAS, GINI & O'CONNELL, LLP	2,828.00 *
Cancelled on 07/21/2011, Cancel Register # AP07222011			
150767	07/19/2011	MARCIVE, INC.	144.43
150768	07/19/2011	MARKET-BASED SOLUTIONS, INC.	17,907.20
150769	07/19/2011	MINE SAFETY APPLIANCE CO.	1,350.00
150770	07/19/2011	MOULTON-NIGUEL WATER DIST.	13,335.34
150771	07/19/2011	NAT'L SOCCER COACHES ASSOC. OF AMERICA	195.00
150772	07/19/2011	NEWBEGINNINGS, INC. CATERING DIVISION	70.58
150773	07/19/2011	NOTHING BUT AIR	150.00
150774	07/19/2011	OC Treasurer-Tax Collector	12,459.25
150775	07/19/2011	OC REGISTER COMMERCIAL BILLING	2,500.00
150776	07/19/2011	OCEANSIDE PHOTO & TELESCOPE	240.00
150777	07/19/2011	ORKIN EXTERMINATING	1,950.00
150778	07/19/2011	JACKSON, DE MARCO, TIDUS, & PE	11,215.75
150779	07/19/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	38,800.00
150780	07/19/2011	AT & T	62.07
150781	07/19/2011	SOUTHERN CALIFORNIA EDISON CO.	3,036.03
150782	07/19/2011	SOUTHERN CALIFORNIA EDISON CO.	11,009.64
150783	07/19/2011	SOUTHERN CALIFORNIA EDISON CO.	24,100.01
150784	07/19/2011	SOUTHERN CALIFORNIA EDISON CO.	77.76
150785	07/19/2011	SOUTHERN CALIFORNIA GAS CO.	11,492.76
150786	07/20/2011	MICHAEL AHMANN	180.00
150787	07/20/2011	ANNE ARREGUIN	180.00
150788	07/20/2011	HANNAH M. BALAGOT	180.00
150789	07/20/2011	KARIN BRYEANS	180.00
150790	07/20/2011	MADISON EMILY COYLE	180.00
150791	07/20/2011	MEGAN EGERT	180.00
150792	07/20/2011	MICHAEL GROOVER	180.00
150793	07/20/2011	K.C. GUSSLER, II	2,500.00
150794	07/20/2011	SHIRLEY HATTON	180.00
150795	07/20/2011	KIMBERLY R. HIMELMAN	180.00
150796	07/20/2011	SARA HONE	180.00
150797	07/20/2011	JAMES T. HORMEL	180.00
150798	07/20/2011	CASSANDRA ROSE HORN	1,500.00
150799	07/20/2011	ALEXANDER LEIGH	1,500.00
150800	07/20/2011	GINA K. MENDES	180.00
150801	07/20/2011	JEANETTE MILLS	180.00
150802	07/20/2011	NIKOLAS G. MONTELIBANO	180.00

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Check Number	Check Date	Pay to the Order of	Check Amount
150803	07/20/2011	TRAVIS MORSE	180.00
150804	07/20/2011	LAUREN KATE MURAJDA	180.00
150805	07/20/2011	MICAH NAMEROFF	180.00
150806	07/20/2011	BRYAN OVERMYER	180.00
150807	07/20/2011	KEVIN PAUL	180.00
150808	07/20/2011	CRAIG PROCTOR	180.00
150809	07/20/2011	PATRICK QUINN	180.00
150810	07/20/2011	GALEN SHO SATO	180.00
150811	07/20/2011	ANNE SCHROEDER	180.00
150812	07/20/2011	MARK SCHWARTZ	180.00
150813	07/20/2011	VIRGINA KATE SEIGLER	500.00
150814	07/20/2011	CHRISTOPHER ROBERT SMITH	180.00
150815	07/20/2011	JULIE ANN WICKSTROM	180.00
150816	07/20/2011	JULIA WILLIAMS	180.00
150817	07/20/2011	HELENA MARIE WOODS	180.00
150818	07/20/2011	AAA ACCESS SMOG	150.00
150819	07/20/2011	ABC ICE HOUSE	19.58
150820	07/20/2011	ADVANTAGE MARKETING      ADM GROUP INC.	3,193.91
150821	07/20/2011	APPLE COMPUTER INC.	10,757.90
150822	07/20/2011	BAKER & TAYLOR	563.59
150823	07/20/2011	CATHERINE BERES	49.13
150824	07/20/2011	CACCRAO SECRETARY      ALLISON CURTIS	200.00
150825	07/20/2011	CROWN VALLEY SELF STORAGE	177.30
150826	07/20/2011	DANA POINT YACHT MAINTENANCE	63.80
150827	07/20/2011	DATAMAX O'NEIL	1,198.33
150828	07/20/2011	DE NAULT'S TRUE VALUE      HARDWARE	35.14
150829	07/20/2011	EAGLE COMMUNICATIONS	125.67
150830	07/20/2011	EINSTRUCTION	4,303.97
150831	07/20/2011	EXPERIAN	77.00
150832	07/20/2011	FISHER SCIENTIFIC	287.70
150833	07/20/2011	FREEWAY AUTO SUPPLY	106.05
150834	07/20/2011	SHELL FLEET CARD SERVICES      PROCESSING CENTER	2,396.01
150835	07/20/2011	LILIANN PEREZ-STROUD	180.00
150836	07/20/2011	THE PILATES GUY      MIKAEL SALAZAR	417.78
150837	07/20/2011	WATER VISIONS, INC. DBA PSI	97.90
150838	07/20/2011	SAVEUR	19.97
150839	07/20/2011	SELF	10.00
150840	07/20/2011	SEVENTEEN	10.00
150841	07/20/2011	SEW BEAUTIFUL	21.98
150842	07/20/2011	SEW NEWS	23.98
150843	07/20/2011	SHOPSMART	22.95
150844	07/20/2011	SMART LEVELS MEDIA	1,211.08
150845	07/20/2011	SURFACE MAGAZINE      ATTN: RENEWAL DEPT	19.95
150846	07/20/2011	TEEN VOGUE	10.00
150847	07/20/2011	THREADS	32.95
150848	07/20/2011	TRI-AD	715.00
150849	07/20/2011	TUSTIN CHRYSLER JEEP DODGE      WHOLESALE PARTS	877.84
150850	07/20/2011	VEGETARIAN TIMES	14.95

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Check Number	Check Date	Pay to the Order of	Check Amount
150851	07/20/2011	VERANDA	24.00
150852	07/20/2011	VM+SD ST MEDIA GROUP INTERNATIONAL	42.00
150853	07/20/2011	VOGUE PATTERNS	14.95
150854	07/20/2011	VOGUE	12.00
150855	07/20/2011	W MAGAZINE	10.00
150856	07/20/2011	WARD'S NATURAL SCIENCE	111.89
150857	07/20/2011	WOMEN'S WEAR DAILY FAIRCHILD PUBLICATIONS INC.	255.56
150858	07/20/2011	SAFEWAY INC/PAVILIONS	383.40
150859	07/21/2011	AT&T	10.04
150860	07/21/2011	SAN DIEGO GAS & ELECTRIC	48,389.59
150861	07/21/2011	VERIZON	147.82
150862	07/21/2011	ACBO ASSOCIATION OF CHIEF	85.00
150863	07/21/2011	ACBO ASSOCIATION OF CHIEF	85.00
150864	07/21/2011	CARMEN CORTEZ DOMINGUEZ	357.27
150865	07/21/2011	BRUCE GILMAN	201.26
150866	07/21/2011	JUNE MC LAUGHLIN	650.00
150867	07/21/2011	JUNE M. MILLOVICH	153.45
150868	07/21/2011	ARTSEARCH THEATRE COMM GROUP	150.00
150869	07/21/2011	B & H PHOTO	177.00
		Unpaid Sales Tax	13.72
		Expensed Amount	190.72
150870	07/21/2011	JEANISE BARTIROMO	78.00
150871	07/21/2011	CA DEPT OF TOXIC SUBSTANCES CONTROL	392.50
150872	07/21/2011	CDW GOVERNMENT, INC.	1,417.13
150873	07/21/2011	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD	82.50
150874	07/21/2011	CBC RESTAURANT CORP. CORNER BAKERY CAFE	100.00
150875	07/21/2011	FEDERAL EXPRESS	206.01
150876	07/21/2011	OFFICEMAX CONTRACT INC.	4,550.46
150877	07/21/2011	ADVANCE TEK	8,000.00
150878	07/21/2011	BAYLEY CONSTRUCTION	722,111.75 *
	Cancelled on 07/25/2011	Cancel Register # AP07252011B	
150879	07/21/2011	CENGAGE LEARNING	568.45
150880	07/21/2011	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	76,808.28
150881	07/21/2011	JACKSON, DE MARCO, TIDUS, & PE	37,784.40
150882	07/21/2011	MC CARTHY BUILDING COMPANIES	61,202.00
150883	07/21/2011	NEUDESIC, LLC	7,905.00
150884	07/21/2011	NIMBLE CONSULTING	8,625.00
150885	07/21/2011	RGP PLANNING & DEVELOPMENT SERVICES	23,792.65
150886	07/21/2011	VOICETHREAD	599.00
150887	07/22/2011	BELNICK INC.	1,345.90
150888	07/22/2011	DLG REST. EQUIP. & CLOSEOUTS	13,707.70
150889	07/22/2011	CATHERINE AYAD	63.14
150890	07/22/2011	BRIAN D. BOYCE	1,175.04
150891	07/22/2011	HAYAN CHARLSTON	1,175.04
150892	07/22/2011	TIM GILL MUSIC	1,100.25
150893	07/22/2011	RACHAEL KONE	1,100.25
150894	07/22/2011	JAMES LATHERS	1,175.04
150895	07/22/2011	DIANE LEWIS	850.49

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Check Number	Check Date	Pay to the Order of	Check Amount
150896	07/22/2011	STEVEN LIU	1,100.25
150897	07/22/2011	MACIAS, GINI & O'CONNELL, LLP	2,828.00
150898	07/22/2011	TYLER MC GEOUGH	1,100.25
150899	07/22/2011	OC Treasurer-Tax Collector	1,216.00
150900	07/22/2011	DOUG ELTON OSTERKAMP	1,100.25
150901	07/25/2011	SHERATON CERRITOS HOTEL	2,666.99
150902	07/25/2011	TUSTIN TOUCHDOWN CLUB ATTN: MARGIE SEPULVEDA	200.00
150903	07/25/2011	IRVINE ATHLETIC BOOSTERS IRVINE H.S. FOOTBALL	400.00
150904	07/25/2011	BAYLEY CONSTRUCTION	649,900.57
150905	07/25/2011	COMMUNITY BANK ATTN: L. BUHL-ESCROW 1623	72,211.18
150906	07/25/2011	AT&T	11.26
150907	07/25/2011	VERIZON	286.40
150908	07/25/2011	XEROX CORP.	4,040.32
150909	07/25/2011	AAA ACCESS SMOG	50.00
150910	07/25/2011	ACDFA SOUTHWEST REGION FEST. CSULB DEPARTMENT OF DANCE	250.00
150911	07/25/2011	BATTERIES PLUS, #440 LAKE FOREST STORE	71.22
150912	07/25/2011	BUDDY'S ALL STARS	353.36
150913	07/25/2011	CALIFORNIA PLACEMENT ASSN.	100.00
150914	07/25/2011	CAREERBUILDER, LLC	8,000.00
150915	07/25/2011	JANE L. COLLIER	180.00
150916	07/25/2011	CPP, INC. DAVIES-BLACK PUBLISHING	195.00
150917	07/25/2011	DANA POINT FUEL DOCK	99.59
150918	07/25/2011	FREEWAY AUTO SUPPLY	155.63
150919	07/25/2011	FRY'S ELECTRONICS	527.36
150920	07/25/2011	A LASER PRINTER SERVICE	937.18
150921	07/26/2011	AT & T	26.68
150922	07/26/2011	SOUTHERN CALIFORNIA GAS CO.	1,677.72
150923	07/26/2011	SOUTHERN CALIFORNIA GAS CO.	1,335.62
150924	07/26/2011	SOUTHERN CALIFORNIA GAS CO.	29.64
150925	07/27/2011	A-1 AWARDS	2,330.00
150926	07/27/2011	AIR CLEANING TECHNOLOGY	2,200.00
150927	07/27/2011	APPLE COMPUTER INC.	107.64
150928	07/27/2011	B & H PHOTO	10,990.00
		Unpaid Sales Tax	851.73
		Expensed Amount	11,841.73
150929	07/27/2011	CATHERINE BERES	67.15
150930	07/27/2011	BUDDY'S ALL STARS	409.45
150931	07/27/2011	FEDERAL EXPRESS	17.28
150932	07/27/2011	NCS PEARSON, INC.	96.79
150933	07/27/2011	PENN CORPORATE RELOCATION SERVICES, INC.	523.55
150934	07/27/2011	PLATFORMQ, LLC.	3,400.00
150935	07/27/2011	POCKET NURSE ENTERPRISES, INC.	331.94
		Unpaid Sales Tax	22.59
		Expensed Amount	354.53
150936	07/27/2011	PROAIR CONSTRUCTION SVCS. INC.	3,328.00
150937	07/27/2011	QUICK CAPTION	2,700.00
150938	07/27/2011	UCI CENTRAL CASHIER	1,838.00

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Check Number	Check Date	Pay to the Order of	Check Amount
150939	07/27/2011	RIDDELL ALL AMERICAN	2,418.44
150940	07/27/2011	JOHN ROBINSON	61.07
150941	07/27/2011	CHUCK ROGERS THEATRE ARTS	578.16
150942	07/27/2011	SADDLEBACK GOLF CARS, INC.	88.50
150943	07/27/2011	SAFEWAY INC/PAVILIONS	293.99
150944	07/27/2011	SAMY'S CAMERA	5,309.92
150945	07/27/2011	SCANTRON CORPORATION	218.15
150946	07/27/2011	SCHWAAB INC.	127.39
150947	07/27/2011	CHARLES C. STILL SECURE LIVE SCAN	62.00
150948	07/27/2011	KYLE SEITZ	560.00
150949	07/27/2011	SHRED-IT CAMPO ENTERPRISES, INC.	552.50
150950	07/27/2011	SIGMA ALDRICH CHEMICAL CO.	134.95
150951	07/27/2011	SOUTH COAST DIST. CO.	151.10
150952	07/27/2011	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	840.00
150953	07/27/2011	SOUTHLAND INSTRUMENTS, INC.	1,356.09
150954	07/27/2011	TINO YOUNGER dba SPORTS UNLIMITED	484.88
150955	07/27/2011	STEDMAN COMPUTER SYSTEMS	995.00
150956	07/27/2011	STUDICA, INC.	7,405.88
150957	07/27/2011	SUN-PAC	105.00
150958	07/27/2011	TUSTIN CHAMBER OF COMMERCE	186.00
150959	07/27/2011	U.S. GREEN BUILDING COUNCIL	750.00
150960	07/27/2011	UNITED INTERIORS	4,543.42
150961	07/27/2011	UNIVERSITY PRODUCTS	1,666.95
		Unpaid Sales Tax	108.88
		Expensed Amount	1,775.83
150962	07/27/2011	VICENTI, LLOYD & STUTZMAN LLP	7,145.95
150963	07/27/2011	VSA, Inc.	558.14
150964	07/27/2011	VOCATIONAL BIOGRAPHIES, INC.	300.00
150965	07/27/2011	VOIGT GLOBAL DISTRIBUTION INC.	438.00
		Unpaid Sales Tax	33.95
		Expensed Amount	471.95
150966	07/27/2011	THOMSON WEST	250.56
150967	07/27/2011	WHITAKER BROS. BUSINESS MACH.	340.00
150968	07/27/2011	US FOODS	734.97
150969	07/27/2011	GLAMOUR	19.99
150970	07/27/2011	GOLDEN RAIN FOUNDATION	1,539.00
150971	07/27/2011	GOLF VENTURES WEST	233.68
150972	07/27/2011	GOPHER NW5634	46.76
		Unpaid Sales Tax	3.62
		Expensed Amount	50.38
150973	07/27/2011	ARUN GOYAL	1,336.63
150974	07/27/2011	W. W. GRAINGER	289.55
150975	07/27/2011	GRANICUS, INC.	2,150.00
150976	07/27/2011	MARLYS GRODT & ASSOCIATES	500.00
150977	07/27/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	950.00
150978	07/27/2011	HANDLESS MAN THEATRICALS	252.00
150979	07/27/2011	HARPER'S BAZAAR	12.00
150980	07/27/2011	HAWK LABELING SYSTEMS	1,357.10

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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	116.38
		Expensed Amount	1,473.48
150981	07/27/2011	HD SUPPLY WATERWORKS	743.48
150982	07/27/2011	HEWLETT PACKARD	5,058.85
150983	07/27/2011	HIRSCH PIPE & SUPPLY	5,455.68
150984	07/27/2011	HITT MARKING DEVICES, INC.	40.44
150985	07/27/2011	DAVE SMITH ENTERPRISE dba HOSPITAL ASSOCIATES	1,310.74
150986	07/27/2011	HOUSE BEAUTIFUL	15.00
150987	07/27/2011	IKON OFFICE SOLUTIONS	405.64
150988	07/27/2011	IMPACT IMAGES CLEAR IMAGE, INC.	223.58
150989	07/27/2011	INFINITY MICRO COMPUTER	170.95
150990	07/27/2011	INSTYLE SUBSCRIBER SERVICES	29.77
150991	07/27/2011	INTERIOR DESIGN	27.00
150992	07/27/2011	IRVINE CHAMBER OF COMMERCE	600.00
150993	07/27/2011	IRVINE PIPE & SUPPLY	2,033.37
150994	07/27/2011	IRVINE RANCH WATER DIST.	273.73
150995	07/27/2011	ISA MEDIA, LTD. Attn: 347322	5,940.00
150996	07/27/2011	ISI TELEMAGEMENT SOLUTIONS	4,185.82
150997	07/27/2011	FHEG IVC BOOKSTORE NO. 895 MA 729	1,154.21
150998	07/27/2011	JACKSON-HIRSCH, INC.	47.70
		Unpaid Sales Tax	2.83
		Expensed Amount	50.53
150999	07/27/2011	JULIA JENNER	38.99
151000	07/27/2011	JIST WORKS, INC.	1,138.81
151001	07/27/2011	MARY T. JONES	1,000.00
151002	07/27/2011	KAPCO LIBRARY PRODUCTS	266.60
		Unpaid Sales Tax	21.70
		Expensed Amount	288.30
151003	07/27/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,456.00
151004	07/27/2011	KENNY'S AUTO UPHOLSTERY, INC.	300.00
151005	07/27/2011	BRUCE R. KINGHORN	1,034.37
151006	07/27/2011	GARY I. KUSUNOKI	420.00
151007	07/27/2011	LASER SOURCE	142.97
151008	07/27/2011	BEN LATIGO	1,020.32
151009	07/27/2011	LESTER ELECTRICAL	468.00
		Unpaid Sales Tax	34.02
		Expensed Amount	502.02
151010	07/27/2011	FRANK M. MELDAU	299.94
151011	07/27/2011	MELISSA DATA CORPORATION D.B.A. MAILERS SOFTWARE	5,490.00
151012	07/27/2011	ORANGE EMPIRE CONFERENCE JOHN KEEVER, COMMISSIONER	5,000.00
151013	07/28/2011	WILLIAM (BEAU) ARBUTHNOT	560.27
151014	07/28/2011	DR. ROBERT BRAMUCCI	161.00
151015	07/28/2011	CLAIRE CESAREO-SILVA	69.15
151016	07/28/2011	HOWARD DWIGHT	797.10
151017	07/28/2011	HYATT REGENCY SUITES PALM SPRINGS	5,369.23
151018	07/28/2011	BROOKE LANGE	145.48
151019	07/28/2011	ORLANDO WORLD CENTER MARRIOTT	502.88

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Check Number	Check Date	Pay to the Order of	Check Amount
151020	07/28/2011	NCPN NETWORK	510.00
151021	07/28/2011	DAN WALSH	160.92
151022	07/28/2011	AT&T	31.55
151023	07/28/2011	AT&T	545.20
151024	07/28/2011	AT&T	443.67
151025	07/28/2011	POSTMASTER	1,500.00
151026	07/28/2011	XEROX CORP.	1,880.38
151027	07/28/2011	BLACKBOARD INC.	1,120.00
151028	07/28/2011	CDW GOVERNMENT, INC.	4,812.29
151029	07/28/2011	ENAMIX, INC.	5,320.00
151030	07/28/2011	LYNDE-ORDWAY CO., INC.	210.11
151031	07/28/2011	NEUDESIC, LLC	64,075.50
151032	07/28/2011	REPRO XPRESS	80.10
151033	07/28/2011	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	11,584.00
151034	07/28/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	722.65
151035	07/28/2011	ADI	79.21
151036	07/28/2011	AIRGAS WEST	157.93
151037	07/28/2011	AMTECH ELEVATOR SERVICES	1,800.55
151038	07/28/2011	AUCA LOS ANGELES	47.81
151039	07/28/2011	ARC AMER. REPROGRAPHICS CO.	66.86
151040	07/28/2011	ARROWHEAD DRINKING WATER	13.90
151041	07/28/2011	BLACKBOARD CONNECT, INC.	70,500.00
151042	07/28/2011	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	43,901.70
151043	07/28/2011	BRAND ATHLETICS	20,889.23
151044	07/28/2011	CINTAS CORPORATION	101.26
151045	07/28/2011	CINTAS DOCUMENT MANAGEMENT	159.50
151046	07/28/2011	CLARK SECURITY PRODUCTS INC.	191.14
151047	07/28/2011	CONSOLIDATED ELECTRICAL DIST.	1,156.03
151048	07/28/2011	COX COMMUNICATIONS	4,100.18
151049	07/28/2011	DE NAULT'S TRUE VALUE HARDWARE	35.49
151050	07/28/2011	DEMCO INC.	45.26
151051	07/28/2011	DISPENSING SOLUTIONS, INC.	331.65
151052	07/28/2011	EAGLE COMMUNICATIONS	235.28
151053	07/28/2011	EBERHARD EQUIPMENT	144.75
151054	07/28/2011	FREEWAY AUTO SUPPLY	10.64
151055	08/01/2011	BETTY MILLS CO.	58.18
151056	08/01/2011	HENCELYN CHU	28.90
151057	08/01/2011	HOME DEPOT CREDIT SERVICES	871.04
151058	08/01/2011	IKON OFFICE SOLUTIONS	1,402.23
151059	08/01/2011	INSTA GRAPHIC SYSTEMS	140.36
151060	08/01/2011	LA CUCINA ITALIANA	24.00
151061	08/01/2011	LEXIPOL LLC	2,450.00
151062	08/01/2011	LINKS SIGN LANGUAGE INTERPRETING SERVICES	268.00
151063	08/01/2011	TEDDI LORCH	85.16
151064	08/01/2011	LUCKY	14.97
151065	08/01/2011	MANDARIN RECOURCES	915.10
151066	08/01/2011	MARIE CLAIRE	10.00

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151067	08/01/2011	MEDCO SUPPLY COMPANY	7,130.83
151068	08/01/2011	MF ATHLETIC COMPANY	436.96
151069	08/01/2011	FRANCES MILLER	69.52
151070	08/01/2011	MISSION AUTO EQUIP & LIFTS, INC	170.00
151071	08/01/2011	MISSION PRINTING COMPANY	290.93
151072	08/01/2011	NAPAHE LINDA RYAN, DRAKE UNIVERSITY	250.00
151073	08/01/2011	NAT'L ASSO OF COLL/EMPLOYERS	400.00
151074	08/01/2011	NATION'S RESTAURANT NEWS	24.95
151075	08/01/2011	NEWBEGINNINGS, INC. CATERING DIVISION	345.67
151076	08/01/2011	CSPI/NUTRITION ACTION HEALTHLETTER	20.00
151077	08/01/2011	NYLON MAGAZINE NYLON HOLDING INC.	19.95
151078	08/01/2011	OPTP	900.10
		Unpaid Sales Tax	66.74
		Expensed Amount	966.84
151079	08/01/2011	NUTRITION PERSPECTIVES DEPARTMENT OF NUTRITION	20.00
151080	08/01/2011	AFFILIATED COMPUTER SERVICES	175.65
151081	08/01/2011	AIRGAS WEST	147.15
151082	08/01/2011	ARROWHEAD DRINKING WATER	43.49
151083	08/01/2011	BANNERSANDSIGNS.NET	68.57
151084	08/01/2011	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	150.00
151085	08/01/2011	CHAMPION CHEMICAL CO.	977.29
151086	08/01/2011	CHEVRON AND TEXACO BUSINESS CARD SERVICES	885.96
151087	08/01/2011	CLARK SECURITY PRODUCTS INC.	66.39
151088	08/01/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	34,618.00
151089	08/01/2011	CORPORATE BUSINESS INTERIORS	1,050.56
151090	08/01/2011	DirecTV	103.32
151091	08/01/2011	FISHER SCIENTIFIC	2,529.48
151092	08/01/2011	FREEWAY AUTO SUPPLY	21.50
151093	08/02/2011	CITY OF TUSTIN FINANCE DEPT.	550.00
151094	08/02/2011	PASCO SCIENTIFIC	263.91
151095	08/02/2011	PBS DISTRIBUTION, LLC	45.13
151096	08/02/2011	PEARSON EDUCATION ESL	13,860.92
151097	08/02/2011	PENN CORPORATE RELOCATION SERVICES, INC.	322.39
151098	08/02/2011	PITNEY BOWES PRESORT SERVICES	2,039.31
151099	08/02/2011	THOMAS JOHN PRENDERGAST	46.99
151100	08/02/2011	QUEZADA PRO LANDSCAPE, INC.	3,450.00
151101	08/02/2011	REALVOLLEYBALL.COM	651.76
151102	08/02/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	68.79
151103	08/02/2011	RICOH AMERICAS CORPORATION	354.81
151104	08/02/2011	CHUCK ROGERS THEATRE ARTS	291.77
151105	08/02/2011	ROSE BUSINESS FORMS CO. DBA ROSE PRINTING SERVICES, INC.	410.00
151106	08/02/2011	ROYAL PLYWOOD CO., LLC	662.46
151107	08/02/2011	SAFeway INC/PAVILIONS	24.10
151108	08/02/2011	SAN JUAN COMPANY	12,100.00
151109	08/02/2011	SchoolOutfitters.com	889.04
		Unpaid Sales Tax	63.24
		Expensed Amount	952.28

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151110	08/02/2011	SECURITAS SECURITY SVCS, USA	980.48
151111	08/02/2011	SEHI PROCOMP COMPUTER PRODUCTS	228.59
151112	08/02/2011	SHRED-IT CAMPO ENTERPRISES, INC.	106.00
151113	08/02/2011	RUSSELL SIGLER, INC.	640.60
151114	08/02/2011	SPECTRUM CHEMICAL MFG. CORP.	754.25
151115	08/02/2011	AMY L. STINSON	49.36
151116	08/02/2011	STUDENT INSURANCE COMPANY	80,909.00
151117	08/02/2011	SWACC c/o KEENAN & ASSOC. ATTN: SETECH	14,700.00
151118	08/02/2011	TIM SWISS	145.93
151119	08/02/2011	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	8,680.00
151120	08/02/2011	TEST TOOLS INC.	50.49
		Unpaid Sales Tax	3.10
		Expensed Amount	53.59
151121	08/02/2011	TRICIA TINER	300.00
151122	08/02/2011	TNR TECHNICAL, INC.	367.02
151123	08/02/2011	TRANSPARENT LANGUAGE	449.60
151124	08/02/2011	TUTTLE-CLICK FORD	22.50
151125	08/02/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	315.82
151126	08/02/2011	UNIVERSAL MEDICAL INC.	272.40
		Unpaid Sales Tax	19.72
		Expensed Amount	292.12
151127	08/02/2011	UNLIMITED ENVIRONMENTAL, INC.	20,207.00
151128	08/02/2011	VERSICOLOR INC.	504.92
151129	08/02/2011	WARE DISPOSAL CO., INC.	125.95
151130	08/02/2011	W A X I E	2,925.09
151131	08/02/2011	WESTERN GRAPHICS PLUS, INC.	2,959.25
151132	08/02/2011	WORLD LANGUAGE RESOURCES	258.75
151133	08/02/2011	KAREN WOSCZYNA-BIRCH	1,069.36
151134	08/02/2011	AT & T MOBILITY	15.31
151135	08/02/2011	AT & T	55.04
151136	08/02/2011	AT & T	325.75
151137	08/02/2011	AT & T	54.36
151138	08/02/2011	AT & T	54.36
151139	08/02/2011	AT & T	54.36
151140	08/02/2011	AT&T	1,576.03
151141	08/03/2011	CITY OF IRVINE COMMUNITY SERVICES DEPT.	1,000.00
151142	08/03/2011	G/M BUSINESS INTERIORS	835.83
151143	08/03/2011	GQ	19.97
151144	08/03/2011	W. W. GRAINGER	83.78
151145	08/03/2011	HAITBRINK ASPHALT PAVING, INC.	550.00
151146	08/03/2011	HALO BRANDED SOLUTIONS	1,096.50
151147	08/03/2011	HARLAND TECHNOLOGY SERVICES	13,371.00
151148	08/03/2011	HARVARD BUSINESS REVIEW	79.00
151149	08/03/2011	HITT MARKING DEVICES, INC.	56.78
151150	08/03/2011	INTERSTATE BATTERIES OF CALIFORNIA COAST	1,344.26
151151	08/03/2011	IRVINE RANCH WATER DIST.	11,560.90
151152	08/03/2011	JOHNSTONE SUPPLY	450.64
151153	08/03/2011	KINOKUNIYA BOOKSTORE	209.80

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	15.48
		Expensed Amount	225.28
151154	08/03/2011	LASER SOURCE	86.20
151155	08/03/2011	LEARNING ALLY, INC.	950.00
151156	08/03/2011	NICOLE LOFTUS	196.35
151157	08/03/2011	MC CALLUM GROUP, INC.	3,500.00
151158	08/03/2011	MC DOWELL-CRAIG OFFICE FURNITURE	16,529.15
151159	08/03/2011	Mc GRAW-HILL COMPANIES	773.02
151160	08/03/2011	MC KESSON MEDICAL SURGICAL	3,770.33
151161	08/03/2011	McMASTER CARR SUPPLY CO.	474.94
151162	08/03/2011	MEDCO SUPPLY COMPANY	1,087.61
151163	08/03/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	196.58
151164	08/03/2011	SALLIE MILLER	120.00
151165	08/03/2011	MODERN BIOLOGY	53.76
151166	08/03/2011	NASCO MODESTO	342.81
151167	08/03/2011	NEUDESIC, LLC	19,148.00
151168	08/03/2011	NEWBEGINNINGS, INC. CATERING DIVISION	135.77
151169	08/03/2011	NEWPORT COMPUTER SOLUTIONS	3,857.45
151170	08/03/2011	NORTH STATE ENVIRONMENTAL	426.88
151171	08/03/2011	NORTHWOOD HIGH SCHOOL FOOTBALL	250.00
151172	08/03/2011	OC CONCRETE CORING & CUTTING	350.00
151173	08/03/2011	OCE-IMAGISTICS	21.30
151174	08/03/2011	ORANGE CO TRAIN MGR ASSN C/O ORANGE POLICE DEPT.	70.00
151175	08/03/2011	ORCHARD SUPPLY HARDWARE	204.57
151176	08/03/2011	ORKIN PEST CONTROL ATTN BRANCH 717	2,134.00
151177	08/03/2011	JOHN OZUROVICH	75.85
151178	08/03/2011	DONNA PRIBYL	68.29
151179	08/03/2011	ALEX QUINONES	40.07
151180	08/03/2011	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	1,530.00
151181	08/03/2011	LINDA BASHOR	65.00
151182	08/03/2011	2011 CPPA CONFERENCE HOWARD CHAN, TREAS.	1,504.00
151183	08/03/2011	JEFFREY W. HSU	15.00
151184	08/03/2011	SUMMER LESINA	35.00
151185	08/03/2011	SYLVIA MEJIA	151.38
151186	08/03/2011	THE RP GROUP	375.00
151187	08/03/2011	MARLENE SAIS	50.00
151188	08/03/2011	WELLS FARGO BANK #3317	1,352.66
		Unpaid Sales Tax	7.77
		Expensed Amount	1,360.43
151189	08/03/2011	WELLS FARGO #4198	690.92
151190	08/03/2011	WELLS FARGO BANK #1598	825.06 *
	Cancelled on 08/04/2011, Cancel Register # AP08042011E		
151191	08/03/2011	WELLS FARGO #4198	415.91
151192	08/03/2011	WELLS FARGO BANK #1598	291.29-*
	Cancelled on 08/04/2011, Cancel Register # AP08042011E		
151193	08/03/2011	WELLS FARGO #4198	40.00
151194	08/03/2011	WELLS FARGO BANK #1598	837.20

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151195	08/03/2011	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	23,563.00
151196	08/03/2011	ADVANTA ENERGY CORP	800.00
151197	08/03/2011	CHAMPION CHEMICAL CO.	7,762.00
151198	08/03/2011	COMPLETE OFFICE SOLUTIONS, INC	196.80
151199	08/03/2011	COSTUME SOCIETY OF AMERICA	143.00
151200	08/03/2011	CULLIGAN	101.87
151201	08/03/2011	FEDERAL EXPRESS	50.57
151202	08/03/2011	MC CALL PATTERNS	123.50
		Unpaid Sales Tax	9.57
		Expensed Amount	133.07
151203	08/03/2011	OFFICEMAX CONTRACT INC.	10,051.14
151204	08/03/2011	OFFICEMAX CONTRACT INC.	66.78
151205	08/04/2011	LAB CORPORATION	244,209.99
151206	08/04/2011	ACCUVANT INC.	30,600.00
151207	08/04/2011	BONDED WET-DRY CLEANERS	217.75
151208	08/04/2011	MATT BRODET	39.75
151209	08/04/2011	BUDDY'S ALL STARS	19.40
151210	08/04/2011	KRISTEN BUSH	1,575.00
151211	08/04/2011	CAPT BUSINESS OFFICE	203.00
151212	08/04/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	10,171.00
151213	08/04/2011	COMPACT DATA WORKS, INC.	449.00
151214	08/04/2011	RICHARD DAHLIN	96.00
151215	08/04/2011	DE NAULT'S TRUE VALUE HARDWARE	118.04
151216	08/04/2011	DELL MARKETING L.P. C/O DELL USA L.P.	15,285.93
151217	08/04/2011	EMISSION COMPLIANT CONTROLS CORPORATION	14,725.55
151218	08/04/2011	EMPIRE CLEANING SUPPLY	739.79
151219	08/04/2011	VERIZON	66.47
151220	08/04/2011	ADVANCE TEK	8,000.00
151221	08/04/2011	CATALYST CONSULTING	11,070.00
151222	08/04/2011	CDW GOVERNMENT, INC.	3,213.21
151223	08/04/2011	DELL MARKETING L.P. C/O DELL USA L.P.	106,202.13
151224	08/04/2011	DYNTEK SERVICES INC.	3,000.00 *
	Cancelled on 08/08/2011	Cancel Register # AP08082011E	
151225	08/04/2011	GKKWORKS	29,438.11
151226	08/04/2011	JOYCE INSPECTION & TESTING	13,212.00
151227	08/04/2011	MC CARTHY BUILDING COMPANIES	61,714.00
151228	08/04/2011	NIMBLE CONSULTING	8,000.00
151229	08/04/2011	NU AGE DEVELOPMENT, INC.	6,800.00
151230	08/04/2011	OC REGISTER COMMERCIAL BILLING	1,760.00
151231	08/04/2011	PACIFIC NATIONAL GROUP	8,244.00
151232	08/04/2011	PB AMERICAS, INC.	5,902.26
151233	08/04/2011	RED STONE, INC	1,944.00
151234	08/04/2011	REPRO XPRESS	97.93
151235	08/04/2011	RGP PLANNING & DEVELOPMENT SERVICES	21,402.41
151236	08/04/2011	VM WARE, INC.	11,185.48
151237	08/04/2011	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	37.02
151238	08/04/2011	AMER. EDUCATIONAL PRODUCTS LLC	62.95

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	4.26
		Expensed Amount	67.21
151239	08/04/2011	APPLE COMPUTER INC.	1,302.85
151240	08/04/2011	ARBOR SCIENTIFIC	325.13
		Unpaid Sales Tax	23.95
		Expensed Amount	349.08
151241	08/04/2011	CHANNING L. BETE CO., INC.	281.88
151242	08/04/2011	CLAYTON ASSOCIATES	163.57
		Unpaid Sales Tax	11.52
		Expensed Amount	175.09
151243	08/04/2011	EBERHARD EQUIPMENT	21.78
151244	08/04/2011	FREEWAY AUTO SUPPLY	62.77
151245	08/05/2011	AT&T	11.49
151246	08/05/2011	SOUTHERN CALIFORNIA EDISON CO.	70,348.33
151247	08/05/2011	XEROX CORP.	11,016.68
151248	08/05/2011	XEROX CORP.	134.69
151249	08/08/2011	LAURA ABRAMS	29.75
151250	08/08/2011	FADAIEFARD, MOHAMMAD	5.66
151251	08/08/2011	BRUCE HAGAN	51.28
151252	08/08/2011	MALIA HILL	9.69
151253	08/08/2011	IRVINE CHAMBER OF COMMERCE	500.00
151254	08/08/2011	BICHTUYEN JENSEN	29.70
151255	08/08/2011	PIPS C/O KEENAN & ASSOCIATES	167,733.00
151256	08/08/2011	CANDACE KINCAID	29.45
151257	08/08/2011	TONI LAKOW	14.99
151258	08/08/2011	LORI MANGELS	59.94
151259	08/08/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	2,240.00
151260	08/08/2011	A TO Z CIRCUIT BREAKERS	527.98
151261	08/08/2011	JENNIFER ABRAHAMS	58.99
151262	08/08/2011	ARC AMER. REPROGRAPHICS CO.	294.48
151263	08/08/2011	ATKINSON, ANDELSON, LOYA, RUUD	24,699.76
151264	08/08/2011	BAKER & TAYLOR	186.42
151265	08/08/2011	BESAFE TECHNOLOGIES, INC.	738.15
151266	08/08/2011	CALIFORNIA POWER PARTNERS, INC.	4,482.55
151267	08/08/2011	JOHN DEERE LANDSCAPES, INC.	382.85
151268	08/08/2011	EAGLE COMMUNICATIONS	356.46
151269	08/08/2011	EWING IRRIGATION PRODUCTS	269.11
151270	08/08/2011	FREEWAY AUTO SUPPLY	352.94
151271	08/08/2011	WELLS FARGO #1598	533.77
151272	08/08/2011	WELLS FARGO #2078	3,361.33
151273	08/09/2011	AT & T	65.39
151274	08/09/2011	AT & T	25.97
151275	08/09/2011	AT & T	35.06
151276	08/09/2011	SAN DIEGO GAS & ELECTRIC	1,381.24
151277	08/09/2011	SOUTHERN CALIFORNIA EDISON CO.	3,142.29
151278	08/09/2011	SOUTHERN CALIFORNIA EDISON CO.	201.15
151279	08/09/2011	TRICIA TINER	90.00
151280	08/09/2011	JESS PEREZ	101.15
151281	08/09/2011	PRAXAIR	374.64

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151282	08/09/2011	THOMAS JOHN PRENDERGAST	46.99
151283	08/09/2011	QUICK CAPTION	2,700.00
151284	08/09/2011	LARRY RADDEN	170.06
151285	08/09/2011	SANOFI PASTEUR, INC.	982.50
151286	08/09/2011	SHRED-IT CAMPO ENTERPRISES, INC.	60.00 *
Cancelled on 08/09/2011 Cancel Register # AP08092011B			
151287	08/09/2011	SO COAST HIGHER EDUCAT. COUN. C/O SHANNON CROGAN	50.00
151288	08/09/2011	SO COAST HIGHER EDUCAT. COUN. C/O SHANNON CROGAN	50.00
151289	08/09/2011	WARE DISPOSAL CO., INC.	19,182.55
151290	08/09/2011	MICHAEL E. WILSON	13,090.00
151291	08/09/2011	AAA ELECTRIC MOTOR SALES	540.20
151292	08/09/2011	ALERT SERVICES, INC.	4,975.68
151293	08/09/2011	AMER. TECH. PUBLISHERS INC.	88.33
		Unpaid Sales Tax	6.12
		Expensed Amount	94.45
151294	08/09/2011	AMERICAN INDUSTRIAL DIRECT DBA AUTO BODY TOOLMART	196.36
		Unpaid Sales Tax	11.99
		Expensed Amount	208.35
151295	08/09/2011	BLICK ART MATERIALS	93.26
151296	08/09/2011	CHANNING L. BETE CO., INC.	467.45
151297	08/09/2011	CHEMSEARCH	1,012.50
151298	08/09/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	1,500.00
151299	08/09/2011	COX COMMUNICATIONS	4,256.54
151300	08/09/2011	SPARKLETTS	882.73
151301	08/09/2011	EEDEC C/O DANIELLE HEINBUCH	250.00
151302	08/09/2011	EXPERIAN	77.00
151303	08/09/2011	FISHER SCIENTIFIC	6,508.11
151304	08/09/2011	FREEWAY AUTO SUPPLY	182.96
151305	08/09/2011	BROOKE CHILDERS	262.67
<b>Total Number of Checks</b>			<b>1,085</b>
			<b>8,590,550.72</b>

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	7	729,093.52
Reissue	1	617.03
Net Issue		7,860,840.17

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	968	5,417,828.62
12	Child Development Fund	14	12,874.76
40	Capital Outlay Fund	80	1,982,110.80
68	Self-Insurance Fund	9	76,107.99
71	Retiree Benefit Fund	6	374,569.83
<b>Total Number of Checks</b>		<b>1,077</b>	<b>7,863,492.00</b>
<b>Less Unpaid Sales Tax Liability</b>			<b>2,651.83</b>
<b>Net (Check Amount)</b>			<b>7,860,840.17</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
010183	07/08/2011	JUDICIAL REVENUE SERVICE	320.00
010184	07/08/2011	NANCY Y. LARRAGOITI	252.00
010185	07/08/2011	NOESS LLC	752.00
010186	07/08/2011	SADDLEBACK GOLF DRIVING RANGE	8,488.00
010187	07/08/2011	WARD'S NATURAL SCIENCE	688.91
010188	07/08/2011	JAN WOOD	287.00
010189	07/08/2011	XEROX CORP.	551.62
010190	07/13/2011	4 ALL PROMOS, LLC	343.00
		Unpaid Sales Tax	26.86
		Expensed Amount	369.86
010191	07/13/2011	PETER COSMAKOS	2,500.00
010192	07/13/2011	HALO BRANDED SOLUTIONS	2,379.87
010193	07/13/2011	SADDLEBACK COLLEGE	5,000.00
010194	07/13/2011	CHARLES C. STILL      SECURE LIVE SCAN	165.00
010195	07/13/2011	UNITED INTERIORS	7,759.70
010196	07/13/2011	LINDA WOOD	89.91
010197	07/15/2011	ALICIA MIGLIARINI      dba CALINK INSTITUTE	997.49
010198	07/15/2011	ADAM COPLAN	500.00
010199	07/15/2011	INCREDFLIX, INC.	860.00
010200	07/15/2011	DAN MIKELS      MEMORY SCHOOL	2,162.00
010201	07/15/2011	NOESS LLC	912.00
010202	07/15/2011	JOSE ALFEREZ	104.00
010203	07/21/2011	CONSTANT CONTACT	768.00
010204	07/21/2011	ESTELLA GARRISON	320.00
010205	07/21/2011	VALERIE GELLER	280.00
010206	07/21/2011	RANDELEIGH HARRIS	704.00
010207	07/21/2011	NANCY Y. LARRAGOITI	252.00
010208	07/21/2011	NOESS LLC	814.00
010209	07/21/2011	IRMA SALAZAR	1,800.00
010210	07/21/2011	JAN WOOD	259.00
010211	07/25/2011	JOSHUA BALLARD SEMINARS	2,495.00
010212	07/25/2011	INCREDFLIX, INC.	5,453.00
010213	07/28/2011	ACADEMIC CHESS      % ERIC HICKS	440.00
010214	07/28/2011	ALICIA MIGLIARINI      dba CALINK INSTITUTE	542.66
010215	07/28/2011	COHEN-NAGLESTAD ENTERPRISES LLC	50.00
010216	07/28/2011	PETER COSMAKOS, LLC	7,501.52
010217	07/28/2011	DREAM BOOKS      BELMA JOHNSON	150.00
010218	07/28/2011	RANDELEIGH HARRIS	486.00
010219	07/28/2011	THERESA HOEFNAGELS	50.00
010220	07/28/2011	MAD SCIENCE OF ORANGE COUNTY	3,710.00
010221	07/28/2011	MARIA MAYENZET      SADDLEBACK COLLEGE	550.00
010222	07/28/2011	NOESS LLC	1,028.00
010223	07/28/2011	OFFICEMAX CONTRACT INC.	51.89
010224	07/28/2011	SUSAN M. UNOURA	50.00
010225	07/28/2011	KATIE CLOUTIER	60.00
010226	07/28/2011	ACADEMIC CHESS      % ERIC HICKS	3,158.00
010227	07/28/2011	MAD SCIENCE OF ORANGE COUNTY	11,110.00
010228	08/05/2011	PETER COSMAKOS, LLC	2,500.00
010229	08/05/2011	ESTELLA GARRISON	97.98

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
010230	08/05/2011	RANDELEIGH HARRIS	704.00
010231	08/05/2011	NANCY Y. LARRAGOITI	273.00
010232	08/05/2011	NOESS LLC	934.00
010233	08/05/2011	POSTMASTER	17,180.94
010234	08/05/2011	JAN WOOD	238.00
<b>Total Number of Checks</b>			<b>52</b>
			<b>99,123.49</b>

Includes checks for only Bank Account SC-CMED

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	52	99,150.35
Total Number of Checks		<b>52</b>	99,150.35
Less Unpaid Sales Tax Liability			26.86
<b>Net (Check Amount)</b>			<b>99,123.49</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE **ONLINE**

Checks Dated 07/06/2011 through 08/09/2011

Check Number	Check Date	Pay to the Order of	Check Amount
008887	07/07/2011	EDUCATION TO GO SERVICES GATLIN EDUCATION	1,695.00
008888	07/07/2011	IRVINE VALLEY COLLEGE	2.20
008889	07/07/2011	AMY (HSIU) CHEN	75.00
008890	07/07/2011	BILL BRAUBERGER	129.00
008891	07/07/2011	TERESA STRINGER	26.00
008892	07/21/2011	EDUCATION TO GO	949.75
008893	07/21/2011	KAREN BOOK	144.00
008894	07/21/2011	NICK DENNIS	385.00
008895	07/28/2011	EDUCATION TO GO	885.25
008896	07/28/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	106,526.13
008897	07/28/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	22,606.44
008898	07/28/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	15,954.68
008899	07/28/2011	WORKSHOPS ON WELLNESS SABRINA BRADLEY-SKUPNICK	666.25
008900	07/28/2011	DEBI PINELLI	40.00
008901	07/28/2011	ESTHER WOO	100.00
008902	07/28/2011	MAD SCIENCE OF ORANGE COUNTY	7,644.00
008903	08/05/2011	IRVINE VALLEY COLLEGE	20.28
008904	08/05/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	49.57
008905	08/05/2011	MARK SEVI	787.50
008906	08/05/2011	TEACH ME HELP ME EDUCATIONAL	2,302.50
<b>Total Number of Checks</b>			<b>20</b>
			<b>160,988.55</b>

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	20	160,988.55
Total Number of Checks		<b>20</b>	160,988.55
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>160,988.55</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: July/August 2011 Contracts

**ACTION:** Ratification

**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: Subaward agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$78,900 for equipment, supplies and maintenance projects. During July/August 2011, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

**CONTRACTOR NAME****CONTRACT AMOUNT**

Healthy Bargains LLC, AKA: "OC Green Market" License Agreement - Licensee to use the License Area for the Limited purpose of locating an 'open-air green market,' on the Irvine Valley College campus.	\$68,640.00 Annual Income
Sheila Forsberg Consultant Agreement – Provide professional services related to human resources issues.	\$25,000.00
AT&T Corporation Consulting Professional Services – To provide Strategic Deployment Planning Workshop for SharePoint.	\$23,890.00
SODEXHO America Conference Center-Lodging Agreement - For workshop, "Expanding Horizons: An Appreciative Approach to Career Development for Community College Students". This will be held at the San Ramon Valley Conference Center for Irvine Valley College.	\$15,230.38
Interact Communications Agreement for Professional Services - Support of the Saddleback Marketing Department to contact High Schools.	\$15,000.00
In-N-Out Burger Mobile Unit Agreement – Will provide "mobile restaurant" to prepare burgers, and provide drinks and chips, on the Irvine Valley College campus on March 6, 2012.	\$14,366.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

Bergman & Dacey, Inc. Agreement for Professional Services – To work with McCallum Group on capital project fiscal issues.	\$11,500.00
JRS Presentations, Inc. Personal Appearance Contract – Event at McKinney Theatre at Saddleback College.	\$5,000.00
Renaissance Agencies, Inc. Application for Coverage – Irvine Valley College – International Insurance Program.	\$3,670.00 Premium paid by student.
PB Americas, Inc. Consultant Agreement – Consultant agreement for labor compliance program – ATEP Demolition Phase II.	\$3,430.00
Jackstin Consultant Agreement – Provide templates and other technical information for classes at Irvine Valley College.	\$3,000.00
Raging Waters San Dimas Ticket Sales at Saddleback College.	Less than \$500.00
Children's Hospital of Orange County Affiliation Agreement Without School Instructor - To provide clinical/internship experience for Saddleback College students.	\$0.00
Children's Hospital of Orange County Affiliation Agreement With School Instructor - To provide clinical/internship experience for Saddleback College students.	\$0.00
Southern Orange County Pediatric Associates Affiliation Agreement - To provide clinical/internship experience for Saddleback College students.	\$0.00

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the contracts as shown above.

**TO:** Board of Trustees

**FROM:** Gary Poertner, Chancellor

**RE:** SOCCCD: Renewal of Microsoft Agreements for District-wide Software Use

**ACTION:** Approval

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### **BACKGROUND**

Microsoft software products are used extensively throughout the district. The licensing agreements are entered into through an agreement with the Foundation for California Community Colleges (FCCC) for bulk savings.

### **STATUS**

District IT recommends entering into this three year agreement with ComputerLand of Silicon Valley through the FCCC. The total purchase price of the Microsoft campus agreements for both colleges and the district is \$130,000. Last year's expense for licensing was \$107,413. The increase for 2011-2012 is due to the need for additional licenses. Exhibit A is the agreement for Saddleback College and District Services. Exhibit B is the agreement for Irvine Valley College. Funds for this license renewal are available through general fund accounts.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the renewal of software licensing agreements for District-wide Microsoft software licensing for the 2011-12 academic year with ComputerLand of Silicon Valley at a cost not to exceed \$130,000.

# ComputerLand *silicon valley*

## ■ Renewal Worksheet of Saddleback College



RENEWAL DUE DATE: <b>Friday • 2-Sep-2011</b>	CURRENT STATUS: <input checked="" type="checkbox"/> Un-submitted	<input type="checkbox"/> Under Review
WORKSHEET NUMBER: <b>14384-10764-18488-3</b>		<input type="checkbox"/> Validated
DATE CREATED: <b>29-Jul-2011</b>	DATE SUBMITTED:- n/a -	
LAST UPDATED: <b>4-Aug-2011</b>	DATE VALIDATED:- n/a -	

### Renewal Worksheet for Campus Agreement Licensing

**Saddleback College**  
**Foundation for California Community Colleges (FCCC)**  
**Microsoft Campus Agreement 2011 (Year 1 of 3)**

Questions? Please contact us at 800-639-1319 or by e-mail

Jeff Koh [jkoh@cland.com](mailto:jkoh@cland.com)  
 or  
 Sheri York [syork@cland.com](mailto:syork@cland.com)

Please use this form to choose your Campus Agreement licensing and submit the completed form for review by Jeff or Sheri before generating your PO.

Once your licensing mix has been validated, please use this worksheet to generate and submit your PO no later than **Friday, 2-Sep-2011** to insure a timely renewal for everyone.

Purchase Order to be made payable to:      Submit Purchase Order by fax or e-mail:

ComputerLand Silicon Valley  
 482 West San Carlos Str.  
 San Jose, CA 95110  
 Federal Tax ID 77-0269631

by FAX: **408-519-3260**  
 by E-mail: [syork@cland.com](mailto:syork@cland.com)

**Please note:**

- Order 5 or more server licenses and receive a complimentary TechNet Plus Subscription.
- Please remember that you need to renew all products subscribed to in Year 1 of this agreement.
- Subsequent to validation by ComputerLand of this completed form, please issue a PO that matches the total amount calculated at the end the form.

NOTES FROM COMPUTERLAND:

NOTES (optional):

### 1. Contact Information

Institution Name:	Saddleback College
Primary Contact Name: (This person will receive all notifications from Microsoft regarding the agreement.)	Jeff Dorsz
Primary Contact Phone:	949-582-4308
Primary Contact E-mail:	jdorsz@socccd.edu
Second Contact Name:	
Second Contact Phone:	
Second Contact E-mail:	
Third Contact Name:	
Third Contact Phone:	
Third Contact E-mail:	

### 2. Faculty and Staff FTE Count

**773** (From Office of the Chancellor.)

### 3. Choose a Desktop Bundle for Faculty and Staff

	Desktop Bundle for Faculty & Staff	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	<b>Basic Faculty/Staff Desktop Bundle with <u>Core CALs</u> consisting of:</b> <ul style="list-style-type: none"> <li>◆ Office Enterprise or Pro Plus for Windows and Office for Mac</li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs which include:               <ul style="list-style-type: none"> <li>* Windows Server CALs</li> <li>* Exchange Server Std CALs</li> <li>* SharePoint Server Std CALs</li> <li>* System Center Configuration Manager Client MLs</li> <li>* Lync Std CALs</li> <li>* Forefront Endpoint Protection (*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</li> </ul> </li> </ul>	\$47.00			

**OR**

2.	<p><b>Enhanced Faculty/Staff Desktop Bundle with Core CALs and MDOP consisting of:</b></p> <ul style="list-style-type: none"> <li>◆ Office Enterprise or Pro Plus for Windows and Office for Mac p/n <b>2UJ-00001CFB</b></li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs which include: <ul style="list-style-type: none"> <li>* Windows Server CALs</li> <li>* Exchange Server Std CALs</li> <li>* SharePoint Server Std CALs</li> <li>* System Center Configuration Manager Client MLs</li> <li>* Lync Std CALs</li> <li>* Forefront Endpoint Protection</li> </ul> </li> </ul> <p>(*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</p> <ul style="list-style-type: none"> <li>▶ Microsoft Desktop Optimization Pack p/n <b>WSB-00068CF</b></li> </ul>	<b>\$50.50</b>			
<b>OR</b>					
3.	<p><b>Basic Faculty/Staff Desktop Bundle with Enterprise CALs consisting of:</b></p> <ul style="list-style-type: none"> <li>◆ Office Enterprise or Pro Plus for Windows and Office for Mac p/n <b>2UJ-00003CFB</b></li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs</li> <li>• Enterprise CALs which include: <ul style="list-style-type: none"> <li>* Exchange Server Enterprise CAL</li> <li>* SharePoint Server Enterprise CAL</li> <li>* Lync Server Enterprise CAL</li> <li>* System Center Client Management Suite</li> <li>* Active Directory Rights Management Services</li> <li>* Forefront Protection Suite</li> </ul> </li> </ul> <p>(*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</p> <ul style="list-style-type: none"> <li>* Forefront Unified Access Gateway CAL</li> </ul>	<b>\$58.00</b>			
<b>OR</b>					
4.	<p><b>Enhanced Faculty/Staff Desktop Bundle with Enterprise CALs and MDOP consisting of:</b></p>	<b>\$61.50</b>	✓	<b>773</b>	<b>\$47,539.50</b>

<ul style="list-style-type: none"> <li>◆ Office Enterprise or Pro Plus for Windows and Office for Mac</li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs</li> <li>• Enterprise CALs which include: <ul style="list-style-type: none"> <li>* Exchange Server Enterprise CAL</li> <li>* SharePoint Server Enterprise CAL</li> <li>* Lync Server Enterprise CAL</li> <li>* System Center Client Management Suite</li> <li>* Active Directory Rights Management Services</li> <li>* Forefront Protection Suite (*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</li> <li>* Forefront Unified Access Gateway CAL</li> </ul> </li> </ul>	p/n <b>2UJ-00003CFB</b>
<ul style="list-style-type: none"> <li>▶ Microsoft Desktop Optimization Pack</li> </ul>	p/n <b>WSB-00068CF</b>

#### 4. Choose Optional Faculty/Staff Desktop Products

	Optional Faculty/Staff Desktop Products	Part Number	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	Exchange Enterprise CALs	<b>9MB-00880CF</b>	\$5.00			
2.	Expression Studio Web Pro	<b>NHF-00294CF</b>	\$5.00			
3.	Forefront Identity Mgr Server CAL (formerly ILM CAL)	<b>7WC-00111CF</b>	\$2.00			
4.	Lync Server Plus CAL (additive to Core CAL)	<b>YEG-00396CF</b>	\$10.00			
5.	Lync Server Plus CAL for ECAL (additive to ECAL suite)	<b>YEG-00631CF</b>	\$8.00			
6.	Project Pro	<b>H30-00237CF</b>	\$5.00			
7.	SQL Server CAL	<b>359-00765CF</b>	\$5.00	✓	<b>773</b>	<b>\$3,865.00</b>
8.	Visio Premium	<b>TSD-00934CF</b>	\$5.00			
9.	Visual Studio Professional	<b>C5E-00181CF</b>	\$2.00	✓	<b>773</b>	<b>\$1,546.00</b>
10.	Windows Remote Desktop Services CAL (formerly Terminal Svs CAL)	<b>6VC-01251CF</b>	\$5.00			

## 5. Subscriptions

	Optional Subscriptions	Part Number	Item Price	Select	Ext. Price
1.	IT Academy Subscription	54R-00098CF	\$1,500.00		

## 6. Online Subscription Products — licensed per user

	Online Subscription Products	Part Number	Item Price per User	Number of Users	Ext. Price
1.	Business Productivity Online Std Ste (BPOS) Deskless Worker. (Exchange Std and Office SharePoint Std)	TPA-00001CF	\$19.80		
2.	Business Productivity Online Suite (BPOS) Std for ECALs (for faculty and staff users covered by Campus Desktop with ECALs)	T6A-00003CF	\$45.00		
3.	Business Productivity Online Suite (BPOS) Std from Core CAL (for faculty and staff users covered by Campus Desktop with Core CALs)	T6A-00001CF	\$51.00		
4.	Exchange Online Std Subscription	TRA-00046CF	\$15.60		
5.	Exchange Online Std Only Subscription Deskless Worker	7TC-00001CF	\$11.40		

## 7. Optional Desktop Products — licensed per user

	Optional Desktop Products (licensed per user)	Part Number	Item Price per User	Number of Users	Ext. Price
1.	Expression Studio Ultimate	NKF-00317CFU	\$34.00		
2.	Expression Studio Web Professional	NHF-00294CFU	\$8.00		
3.	MapPoint	B21-00326CFU	\$16.00		
4.	Project Professional	H30-00237CFU	\$58.00		
5.	SQL CAL	359-00765CFU	\$16.00		
6.	Visio Premium	TSD-00934CFU	\$53.00		
7.	Visual Studio Premium w/MSDN	9ED-00071CFU	\$262.00		
8.	Visual Studio Pro w/MSDN	77D-00110CFU	\$56.00		

9.	Visual Studio Professional	<b>C5E-00181CFU</b>	\$35.00		
10.	Visual Studio Team Foundation Svr CAL	<b>126-00156CFU</b>	\$35.00		
11.	Visual Studio Test Pro w/MSDN	<b>L5D-00161CFU</b>	\$106.00		
12.	Visual Studio Ultimate w/MSDN	<b>9JD-00050CFU</b>	\$571.00		

## 8. Server License Options

*Indicate the quantity of optional server licenses you wish to purchase under the Microsoft Campus Agreement. Keep in mind that the server licenses purchased under the Campus Agreement will need to be renewed on a yearly basis. Most servers require client licensing (CALs), some of which are covered by your Campus Agreement desktop bundle. Any server accessed from outside the college will need licensing that covers external client access (e.g., external connector, per processor, Internet license). Please call if you have questions on the licensing needed for your deployment.*

**Subscribe to 5 or more server licenses under the Campus Agreement and receive a FREE Technet Direct subscription!**

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	Biztalk Server Standard 1 Processor	<b>D75-00274CF</b>	\$839.00		
2.	Exchange External Connector (requires Win Svr Ext Connector)	<b>394-00479CF</b>	\$4,505.00		
3.	Exchange Server Enterprise	<b>395-02412CF</b>	\$360.00		
4.	Exchange Server Standard	<b>312-02177CF</b>	\$64.00		
5.	Forefront Identity Manager (formerly ILM)	<b>7VC-00117CF</b>	\$1,328.00	<b>1</b>	<b>\$1,328.00</b>
6.	Forefront Identity Manager External Connector (requires Win Svr Ext Connector)	<b>9GC-00111CF</b>	\$1,600.00		
7.	Forefront Identity Mgr Server Live Edition (for Live@Edu deployment only - requires Win Svr Ext Connector & SQL per Processor licensing)	<b>7VC-00137CF</b>	\$180.00	<b>1</b>	<b>\$180.00</b>
8.	Forefront Threat Mgmt Gateway Svr Enterprise (Formerly ISA) - 1 Processor License	<b>4VD-00261CF</b>	\$518.00		
9.	Forefront Threat Mgmt Gateway Svr Standard (Formerly ISA) - 1 Processor License	<b>4WD-00285CF</b>	\$118.00		
10.	Forefront Unified Access Gateway External Connector	<b>39D-00079CF</b>	\$3,040.00		
11.	Forefront Unified Access Gateway Server	<b>35D-00085CF</b>	\$580.00		
12.	Lync Server Enterprise (formerly OCS Enterprise) (requires CALs)	<b>6PH-00298CF</b>	\$375.00		
13.	Lync Server External Connector Enterprise	<b>6VH-00049CF</b>	\$187.00		
14.	Lync Server External Connector Plus	<b>6WH-00204CF</b>	\$187.00		

15.	Lync Server External Connector Standard	<b>6UH-00204CF</b>	\$187.00		
16.	Lync Server Standard (formerly OCS Standard) (requires CALs)	<b>6NH-00235CF</b>	\$65.00		
17.	Office Groove Server	<b>YYB-00233CF</b>	\$443.00		
18.	Office SharePoint Server (requires SQL Svr)	<b>H04-00232CF</b>	\$443.00		
19.	Project Server (requires CALs contained in Project Pro)	<b>H22-00479CF</b>	\$39.00		
20.	SharePoint for Internet Sites Enterprise (requires Win Svr Ext Connector and SQL per Proc)	<b>CKF-00298CF</b>	\$3,720.00		
21.	SharePoint for Internet Sites Standard (requires Win Svr Ext Connector and SQL per Proc)	<b>CLF-00298CF</b>	\$1,060.00		
22.	SQL Server Datacenter per processor (no SQL CALs needed)	<b>USD-00418CF</b>	\$4,945.00		
23.	SQL Server Enterprise <b>per Processor</b> (no SQL CALs needed)	<b>810-03312CF</b>	\$2,540.00	<b>5</b>	<b>\$12,700.00</b>
24.	SQL Server Enterprise <b>per Server</b> (need SQL CALs for all clients)	<b>810-04764CF</b>	\$765.00		
25.	SQL Server Standard <b>per Processor</b> (no SQL CALs needed)	<b>228-03159CF</b>	\$640.00	<b>3</b>	<b>\$1,920.00</b>
26.	SQL Server Standard <b>per Server</b> (need SQL CALs for all clients)	<b>228-04437CF</b>	\$80.00		
27.	Visual Studio Team Foundation Svr	<b>125-00110CF</b>	\$35.00		
28.	Windows Remote Desktop Services External Connector (formerly Terminal Svs Ext Conn)	<b>6XC-00298CF</b>	\$762.00		
29.	Windows Server Datacenter (1 Processor License, 2 Processor Minimum)	<b>P71-01031CF</b>	\$130.00		
30.	Windows Server Enterprise	<b>P72-00165CF</b>	\$126.00	<b>30</b>	<b>\$3,780.00</b>
31.	Windows Server External Connector (needed for all Windows servers accessed from outside the college, not including fac/staff home machines)	<b>R39-00374CF</b>	\$181.00	<b>1</b>	<b>\$181.00</b>
32.	Windows Server Itanium (1 Processor license)	<b>LVA-00239CF</b>	\$130.00		
33.	Windows Server Standard	<b>P73-00203CF</b>	\$39.00	<b>60</b>	<b>\$2,340.00</b>
34.	Windows Web Server	<b>LWA-00530CF</b>	\$22.00		

## 9. Server License Options — System Center Licensing

PLEASE READ CAREFULLY: *System Center products consist of Manager Server Licenses and Management Licenses for the managed devices. Each server managed by a System Center Server will need either an Enterprise ML or Standard ML for that product. Configuration Manager MLs for the desktop client are included in the Core CAL that is part of your Desktop Bundle. Operations Manager MLs for the desktop client are part of the Enterprise CAL Suite (which includes the Core CAL licensing).*

	<b>System Center License</b>	<b>Part Number</b>	<b>Item Price per License</b>	<b>Number of Licenses</b>	<b>Ext. Price</b>
1.	SC Configuration Manager Server (formerly SMS). Requires Management License (ML) for each managed server	<b>J3A-00167CF</b>	\$52.00		
2.	SC Configuration Manager Server w/SQL Tech (formerly SMS). Requires Management License (ML) for each managed server	<b>J4A-00160CF</b>	\$118.00		
3.	SC Configuration Manager Server Mgmt Lic (ML) Enterprise. ML required for servers managed by a Configuration Manager Svr	<b>J7A-00146CF</b>	\$39.00		
4.	SC Configuration Manager Server Mgmt Lic (ML) Standard. ML required for servers managed by a Configuration Manager Svr	<b>J6A-00089CF</b>	\$14.00		
5.	SC Data Protection Mgmt License (ML) Enterprise. ML required for servers managed by a Data Protection Manager Svr	<b>CGA-00058CF</b>	\$39.00		
6.	SC Data Protection Mgmt License (ML) Standard. ML required for servers managed by a Data Protection Manager Svr	<b>CVA-00038CF</b>	\$14.00		
7.	SC Operations Manager (formerly MOM). Requires Management License (ML) for each managed device	<b>UAR-00662CF</b>	\$52.00		
8.	SC Operations Manager w/SQL Tech. Requires Management License (ML) for each managed device	<b>EFC-00332CF</b>	\$118.00		
9.	SC Operations Management License (ML) Enterprise. ML required for servers managed by an Operations Manager Svr	<b>UAS-00302CF</b>	\$39.00		
10.	SC Operations Management License (ML) Standard. ML required for servers managed by an Operations Manager Svr	<b>UAT-00214CF</b>	\$14.00		
11.	SC Service Manager Server - Requires Management License (ML) for each managed device	<b>Q7F-00051CF</b>	\$52.00		
12.	SC Service Manager Server with SQL Technology - requires Management License (ML) for each managed device	<b>Q9F-00049CF</b>	\$118.00		
13.	SC Service Management License (ML). ML required for servers managed by a Service Manager Server.	<b>MVF-00440CF</b>	\$22.00		
14.	SC Server Management Suite (ML) Enterprise – Includes: * Enterprise Server Management Licenses for Operations Manager, Configuration Manager and Data Protection Manager * System Center Virtual Machine Manager	<b>MUY-00205CF</b>	\$37.00		

	* Rights to manage four operating system environments (OSEs) on a single physical server.				
15.	SC Server Management Suite (ML) Datacenter (per processor license – 2 processor minimum) - Includes: * Enterprise Server Management Licenses for Operations Manager, Configuration Manager and Data Protection Manager * System Center Virtual Machine Manager * Rights to manage an unlimited number of operating system environments (OSEs) on a single physical server.	<b>MCD-00417CF</b>	\$54.00		
16.	SC Virtual Machine Manager Enterprise License. <i>Standalone edition includes VMM management server software and the Enterprise Management License. This edition also grants rights to manage an unlimited number of operating system environments (OSEs) on a single physical server.</i>	<b>CJA-00518CF</b>	\$79.00		
17.	SC Virtual Machine Manager Workgroup Edition. <i>This Workgroup edition is limited to management of 5 physical host servers per management server console. A separate Server license for the management server software is not required.</i>	<b>SNA-00158CF</b>	\$45.00		
<b>TOTAL \$75,379.50</b>					



### 1. Contact Information

Institution Name:	<b>Irvine Valley College</b>
Primary Contact Name: (This person will receive all notifications from Microsoft regarding the agreement.)	<b>Bruce Hagan</b>
Primary Contact Phone:	949-451-5254
Primary Contact E-mail:	bhagan@ivc.edu
Second Contact Name:	<b>Melissa Bentaas</b>
Second Contact Phone:	949-451-5504
Second Contact E-mail:	ivdcicensing@ivc.edu
Third Contact Name:	<b>Jeff Dorsz</b>
Third Contact Phone:	949-582-4308
Third Contact E-mail:	jdorsz@socccd.edu

### 2. Faculty and Staff FTE Count

**444** (From Office of the Chancellor.)

### 3. Choose a Desktop Bundle for Faculty and Staff

	Desktop Bundle for Faculty & Staff	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	<b>Basic Faculty/Staff Desktop Bundle with <u>Core CALs</u> consisting of:</b> <ul style="list-style-type: none"> <li>♦ Office Enterprise or Pro Plus for Windows and Office for Mac p/n <b>2UJ-00001CFB</b></li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs which include:               <ul style="list-style-type: none"> <li>* Windows Server CALs</li> <li>* Exchange Server Std CALs</li> <li>* SharePoint Server Std CALs</li> <li>* System Center Configuration Manager Client MLs</li> <li>* Lync Std CALs</li> <li>* Forefront Endpoint Protection (*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</li> </ul> </li> </ul>	<b>\$47.00</b>			

**OR**

<p><b>2. Enhanced Faculty/Staff Desktop Bundle with Core CALs and MDOP consisting of:</b></p> <ul style="list-style-type: none"> <li>◆ Office Enterprise or Pro Plus for Windows and Office for Mac p/n 2UJ-00001CFB</li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs which include: <ul style="list-style-type: none"> <li>* Windows Server CALs</li> <li>* Exchange Server Std CALs</li> <li>* SharePoint Server Std CALs</li> <li>* System Center Configuration Manager Client MLs</li> <li>* Lync Std CALs</li> <li>* Forefront Endpoint Protection (*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</li> </ul> </li> <li>▶ Microsoft Desktop Optimization Pack p/n WSB-00068CF</li> </ul>	<b>\$50.50</b>			
<b>OR</b>				
<p><b>3. Basic Faculty/Staff Desktop Bundle with Enterprise CALs consisting of:</b></p> <ul style="list-style-type: none"> <li>◆ Office Enterprise or Pro Plus for Windows and Office for Mac p/n 2UJ-00003CFB</li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs</li> <li>• Enterprise CALs which include: <ul style="list-style-type: none"> <li>* Exchange Server Enterprise CAL</li> <li>* SharePoint Server Enterprise CAL</li> <li>* Lync Server Enterprise CAL</li> <li>* System Center Client Management Suite</li> <li>* Active Directory Rights Management Services</li> <li>* Forefront Protection Suite (*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</li> <li>* Forefront Unified Access Gateway CAL</li> </ul> </li> </ul>	<b>\$58.00</b>			
<b>OR</b>				
<p><b>4. Enhanced Faculty/Staff Desktop Bundle with Enterprise CALs and MDOP consisting of:</b></p>	<b>\$61.50</b>	✓	<b>444</b>	<b>\$27,306.00</b>

<ul style="list-style-type: none"> <li>◆ Office Enterprise or Pro Plus for Windows and Office for Mac</li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs</li> <li>• Enterprise CALs which include: <ul style="list-style-type: none"> <li>* Exchange Server Enterprise CAL</li> <li>* SharePoint Server Enterprise CAL</li> <li>* Lync Server Enterprise CAL</li> <li>* System Center Client Management Suite</li> <li>* Active Directory Rights Management Services</li> <li>* Forefront Protection Suite (*must include one of the two System Center Config Mgr Servers under the Server options to manage Forefront Endpoint Protection)</li> <li>* Forefront Unified Access Gateway CAL</li> </ul> </li> </ul>	<p>p/n <b>2UJ-00003CFB</b></p>			
<ul style="list-style-type: none"> <li>▶ Microsoft Desktop Optimization Pack</li> </ul>	<p>p/n <b>WSB-00068CF</b></p>			

#### 4. Choose Optional Faculty/Staff Desktop Prod

	Optional Faculty/Staff Desktop Products	Part Number	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	Exchange Enterprise CALs	<b>9MB-00880CF</b>	\$5.00			
2.	Expression Stud Web Pro	<b>NHF-00294CF</b>	\$5.00			
3.	Forefront Identity Mg Server (formerly ILM CAL)	<b>7WC-0011</b>	\$2.00			
4.	Lync Server Plus CAL (additive to Core CAL)	<b>YEG-00396CF</b>	\$10.00			
5.	Lync Server Plus CAL for ECAL (additive ECAL suite)	<b>YEG-00631CF</b>	\$8.00			
6.	Project Pro	<b>H30-00237CF</b>	\$5.00			
7.	SQL Server CAL	<b>359-00765CF</b>	\$5.00			
8.	Visio Premium	<b>TSD-00934CF</b>	\$5.00			
9.	Visual Studio Professional	<b>C5E-00181CF</b>	\$2.00	✓	<b>444</b>	<b>\$888.00</b>
10.	Windows MultiPoint Server CAL	<b>EJF-00358CF</b>	\$5.00			
11.	Windows Remote Desktop Services (formerly Terminal Svs CAL)	<b>6VC-01251CF</b>	\$5.00			

## 5. Subscriptions

	Optional Subscriptions	Part Number	Item Price	Select	Ext. Price
1.	IT Academy Subscription	54R-00098CF	\$1,500.00		

## 6. Online Subscription Products — licensed per user

	Online Subscription Products	Part Number	Item Price per User	Number of Users	Ext. Price
1.	Business Productivity Online Std Ste (BPOS) Deskless Worker. (Exchange Std and Office SharePoint Std)	TPA-00001CF	\$19.80		
2.	Business Productivity Online Suite (BPOS) Std for ECALs (for faculty and staff users covered by Campus Desktop with ECALs)	T6A-00003CF	\$45.00		
3.	Business Productivity Online Suite (BPOS) Std from Core CAL (for faculty and staff users covered by Campus Desktop with Core CALs)	T6A-00001CF	\$51.00		
4.	Exchange Online Std Subscription	TRA-00046CF	\$15.60		
5.	Exchange Online Std Only Subscription Deskless Worker	7TC-00001CF	\$11.40		

## 7. Optional Desktop Products — licensed per user

	Optional Desktop Products (licensed per user)	Part Number	Item Price per User	Number of Users	Ext. Price
1.	Expression Studio Ultimate	NKF-00317CFU	\$34.00		
2.	Expression Studio Web Professional	NHF-00294CFU	\$8.00		
3.	MapPoint	B21-00326CFU	\$16.00		
4.	Project Professional	H30-00237CFU	\$58.00	4	\$232.00
5.	SQL CAL	359-00765CFU	\$16.00		
6.	Visio Premium	TSD-00934CFU	\$53.00	20	\$1,060.00
7.	Visual Studio Premium w/MSDN	9ED-00071CFU	\$262.00		
8.	Visual Studio Pro w/MSDN	77D-00110CFU	\$56.00	6	\$336.00

9.	Visual Studio Professional	C5E-00181CFU	\$35.00		
10.	Visual Studio Team Foundation Svr CAL	126-00156CFU	\$35.00		
11.	Visual Studio Test Pro w/MSDN	L5D-00161CFU	\$106.00		
12.	Visual Studio Ultimate w/MSDN	9JD-00050CFU	\$571.00	1	\$571.00
13.	Windows MultiPoint Server CAL	EJF-00358CFU	\$8.00		
14.	Windows Remote Desktop Services (RDS) CAL	6VC-01251CFU	\$6.00	25	\$150.00

## 8. Server License Options

Indicate the quantity of optional server licenses you wish to purchase under the Microsoft Campus Agreement. Keep in mind that the server licenses purchased under the Campus Agreement will need to be renewed on a yearly basis. Most servers require client licensing CALs, some of which are covered by your Campus Agreement desktop bundle. Any server accessed from outside the college will need licensing that covers external client access (e.g., external connector, per processor, Internet license). Please call if you have questions on the licensing needed for your deployment.

**Subscribe to 5 or more server licenses under the Campus Agreement and receive a FREE Technet Direct subscription!**

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	Biztalk Server Standard 1 Processo	D75-00274CF	\$839.00		
2.	Exchange External Connector (requires Win Svr Ext Connector)	394-00479CF	\$4,505.00		
3.	Exchange Server Enterprise	395-02412CF	\$360.00		
4.	Exchange Server Standard	312-02177CF	\$64.00		
5.	Forefront Identity Manager (formerly ILM)	7VC-00117CF	\$1,328.00		
6.	Forefront Identity Manager External Connector (requires Win Svr Ext Connector)	9GC-00111CF	\$1,600.00		
7.	Forefront Identity Mgr Server Live Edition (for Live@Edu deployment only - requires Win Svr Ext Connector & SQL per Processor licensing)	7VC-00137CF	\$180.00		
8.	Forefront Threat Mgmt Gateway Svr Enterprise (Formerly ISA) - 1 Processor License	4VD-00261CF	\$518.00		
9.	Forefront Threat Mgmt Gateway Svr Standard (Formerly ISA) - 1 Processor License	4WD-00285CF	\$118.00		
10.	Forefront Unified Access Gateway External Connector	39D-00079CF	\$3,040.00		
11.	Forefront Unified Access Gateway Server	35D-00085CF	\$580.00		

12.	Lync Server Enterprise (requires CALs) (requires CALs)		\$187.00		
13.	Lync Server External Connector Enterprise	<b>6VH-00049CF</b>	\$187.00		
14.	Lync Server External Connector Plus	<b>WH-000404C</b>	\$187.00		
15.	Lync Server External Connector Standard	<b>6UH-00204CF</b>	\$187.00		
16.	Lync Server Standard (formerly OCS Standard) (requires CALs)	<b>6NH-00235CF</b>	\$65.00		
17.	Office Groove Server	<b>YYB-00233CF</b>	\$443.00		
18.	Office SharePoint Server (requires SQL)	<b>H04-00232CF</b>	\$443.00	<b>7</b>	<b>\$3,101.00</b>
19.	Project Server (requires CALs contained in Project Pro)	<b>H22-00479CF</b>	\$39.00		
20.	SharePoint for Internet Sites Enterprise (requires Win Svr Ext Connector and SQL per Proc)	<b>CKF-00298CF</b>	\$3,720.00		<b>\$7,440.00</b>
21.	SharePoint for Internet Sites Standard (requires Win Svr Ext Connector and SQL per Proc)	<b>CLF-00298CF</b>	\$1,060.00		
22.	SQL Server Datacenter per processor (no SQL CALs needed)	<b>USD-00418CF</b>	\$4,945.00		
23.	SQL Server Enterprise <b>per Processor</b> (no SQL CALs needed)	<b>810-03312CF</b>	\$2,540.00	<b>4</b>	<b>\$10,160.00</b>
24.	SQL Server Enterprise <b>per Server</b> (need CALs for all clients)	<b>810-04764CF</b>	\$765.00		
25.	SQL Server Standard <b>per Processor</b> (no SQL CALs needed)	<b>228-03159CF</b>	\$640.00		
26.	SQL Server Standard <b>per Server</b> (need SQL CALs for all clients)	<b>228-04437CF</b>	\$80.00		
27.	Visual Studio Team Foundation Svr	<b>125-00110CF</b>	\$35.00		
28.	Windows MultiPoint Server Premium	<b>V7J-00430CF</b>	\$39.00		
29.	Windows Remote Desktop Services External Connector (formerly Terminal Svs Ext Conn)	<b>6XC-00298CF</b>	\$762.00		
30.	Windows Server Datacenter (1 Processor License, 2 Processor Minimum)	<b>P71-01031CF</b>	\$130.00	<b>1</b>	<b>\$130.00</b>
31.	Windows Server Enterprise	<b>P72-00165CF</b>	\$126.00	<b>10</b>	<b>\$1,260.00</b>
32.	Windows Server External Connector (needed for all Windows servers accessed from outside the college, not including fac/staff home machines)	<b>R39-00374CF</b>	\$181.00		<b>\$362.00</b>
33.	Windows Server Itanium Processor (license)	<b>LVA-00239CF</b>	\$130.00		
34.	Windows Server Standard	<b>P73-00203CF</b>	\$39.00	<b>30</b>	<b>\$1,170.00</b>
35.	Windows Web Server	<b>LWA-00530CF</b>	\$22.00		

## 9. Server License Options — System Center Licensing

PLEASE READ CAREFULLY: *System Center products consist of Manager Server Licenses and Management Licenses for the managed devices. Each server managed by a System Center Server will need either an Enterprise ML or Standard ML for that product. Configuration Manager MLs for the desktop client are included in the Core CAL that is part of your Desktop Bundle. Operations Manager MLs for the desktop client are part of the Enterprise CAL Suite (which includes the Core CAL licensing).*

	<b>System Center License</b>	<b>Part Number</b>	<b>Item Price per License</b>	<b>Number of Licenses</b>	<b>Ext. Price</b>
1.	SC Configuration Manager Server (formerly SMS). <i>Requires Management License (ML) for each managed server</i>	<b>J3A-00167CF</b>	\$52.00		
2.	SC Configuration Manager Server w SQL Tech (formerly SMS). <i>Requires Management License (ML) for each managed server</i>	<b>J4A-00160CF</b>	\$118.00		
3.	SC Configuration Manager Server Mgmt Lic (ML) Enterprise. <i>ML required for servers managed by a Configuration Manger Svr</i>	<b>J7A-00146CF</b>	\$39.00		
4.	SC Configuration Manager Server Mgmt Lic (ML) Standard. <i>ML required for servers managed by a Configuration Manger Svr</i>	<b>J6A-00089CF</b>	\$14.00		
5.	SC Data Protection Mgmt License (ML) Enterprise. <i>ML required for servers managed by a Data Protection Manager Svr</i>	<b>CGA-00058CF</b>	\$39.00		
6.	SC Data Protection Mgmt License (ML) Standard. <i>ML required for servers managed by a Data Protection Manager Svr</i>	<b>CVA-00038CF</b>	\$14.00		
7.	SC Operations Manager (formerly MOM). <i>Requires Management License (ML) for each managed device</i>	<b>UAR-00662CF</b>	\$52.00		
8.	SC Operations Manager w SQL Tech <i>Requires Management License (ML) for each managed device</i>	<b>EFC-00332CF</b>	\$118.00		
9.	SC Operations Management License (ML) Enterprise. <i>ML required for servers managed by an Operations Manager Svr</i>	<b>UAS-00302CF</b>	\$39.00		
10.	SC Operations Management License (ML) Standard. <i>ML required for servers managed by an Operations Manager Svr</i>	<b>UAT-00214CF</b>	\$14.00		
11.	SC Service Manager Server - Requires Management License (ML) for each managed device	<b>Q7F-00051CF</b>	\$52.00		
12.	SC Service Manager Server with SQL Technology - requires Management License (ML) for each managed device	<b>Q9F-00049CF</b>	\$118.00		
13.	SC Service Management License (ML) ML required for servers managed by a Service Manager Server.	<b>MVF-00440CF</b>	\$22.00		

14.	SC Server Management Suite (ML) Enterprise – Includes: * Enterprise Server Management Licenses for Operations Manager, Configuration Manager and Data Protection Manager * System Center Virtual Machine Manager * Rights to manage four operating system environments (OSEs) on a single physical server.	MJY-00205CF	\$87.00		
15.	SC Server Management Suite (ML) Datacenter (per processor license – 2 processor minimum) - Includes: * Enterprise Server Management Licenses for Operations Manager, Configuration Manager and Data Protection Manager * System Center Virtual Machine Manager * Rights to manage an unlimited number of operating system environments (OSEs) on a single physical server.	MCD 00417CF	\$54.00		
16.	SC Virtual Machine Manager Enterprise License. <i>Standalone edition includes VMM management server software and the Enterprise Management License. This edition also grants rights to manage an unlimited number of operating system environments (OSEs) on a single physical server</i>	CJA-00518CF	\$79.00		
17.	SC Virtual Machine Manager Workgroup Edition. <i>This Workgroup edition is limited to management of 5 physical host servers per management server console. A separate Server license for the management server software is not required.</i>	SNA-00158CF	\$45.00		
			<b>TOTAL \$54,166.00</b>		

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: Final 2011-2012  
Student Government Budgets

**ACTION:** Approval

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### **BACKGROUND**

On June 27, 2011, the Board of Trustees approved the tentative Saddleback College Associated Student Government (ASG) and Associated Student Government of Irvine Valley College (ASIVC) budgets for the 2011-2012 academic year. Funding for the budgets is derived from the sale of student government activity stickers and stamps as well as bookstore and food service commissions. The budgets are established to fund student activities that are educational, social, and/or supportive of student clubs and co-curricular programs. In addition, the budgets provide funding for student scholarships.

### **STATUS**

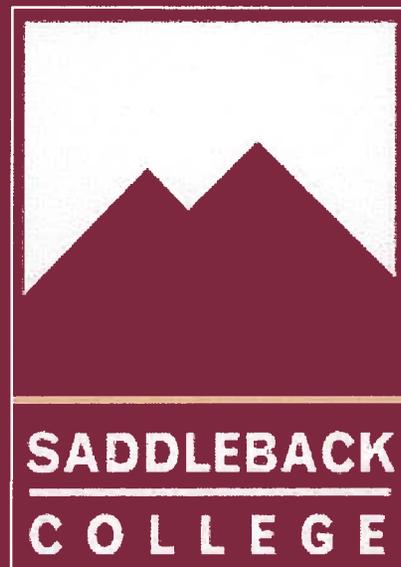
Since approval of the tentative budgets by the Board of Trustees, the unrestricted beginning balance for the Saddleback College ASG budget has increased from \$20,000.00 to \$109,160.00. The unrestricted beginning balance for ASIVC has increased from \$55,000.00 to \$158,352.88. The SC ASG and ASIVC emergency reserve accounts are set at 10 percent.

The final Saddleback College ASG and ASIVC budgets for 2011-2012 are presented as Exhibits A and B.

### **RECOMMENDATION**

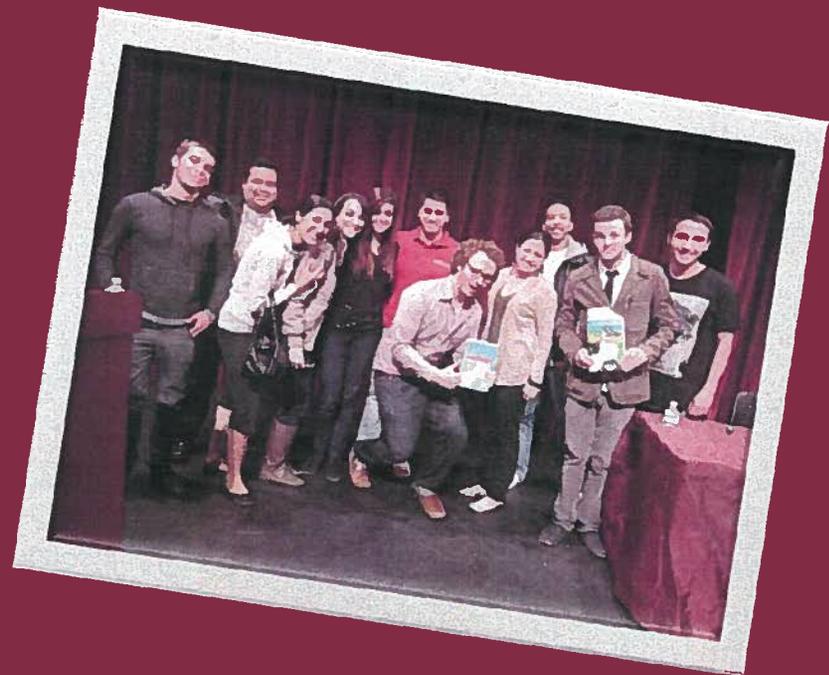
The Chancellor recommends that the Board of Trustees approve the 2011-2012 final student government budgets as presented in Exhibits A and B.

**Saddleback College  
Associated Student Government  
Final Budget  
2011-2012**



# Highlights of Changes

- ASG Summer Budget Committee allocated the beginning balance:
  - Scholarships
  - Reserve for Mid-Year Allocations
  - Emergency Reserve
  - Division/Area Grants
- Considerations:
  - Direct benefit to currently enrolled Saddleback College students
  - Number of students to benefit
  - Educational impact
  - Enhancement of campus life
  - Division priorities



<b>Sources Of Funds</b>	
Estimated Beginning Fund Balance	<b>\$210,776</b>
Minimum Guaranteed Revenue	
Bookstore	\$615,000
Cafeteria/Coffee Carts	26,000
Food Vending	25,000
Minimum Guaranteed Revenue	<b>\$666,000</b>
ASB Activity Stamp Sales	<b>60,000</b>
<b>Total Sources of Funds</b>	<b>\$936,776</b>
<b>Uses of Funds</b>	
Campus Life	\$235,210
Co-Curricular Programs	150,139
Student Support	196,427
ASG Operations	109,050
Contingency, Allocation for Anticipated Mid-Year Requests, Scholarships	245,950
<b>Total Uses of Funds</b>	<b>\$936,776</b>

# Contingency, Allocation for Anticipated Mid-Year Requests, and Scholarships

	Amount
Contingency/Emergency Reserves <small>(ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)</small>	\$101,616
Allocation for Anticipated Mid-Year Requests <small>(ASG Bylaw Mandated Minimum of 5% of Total Projected Revenue)</small>	\$38,000
Scholarships & Awards <small>(ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)</small>	\$106,334
<b>Total</b>	<b>\$245,950</b>

# Questions and Answers



Saddleback College  
ASG Final Budget 2011-2012

<b>Campus Life</b>				
ASG	ASG All Student BBQs	\$0	\$2,500	\$3,500
Found	Alumni Association -- Homecoming Pre-Game BBQ	\$0	\$1,000	\$0
Found	Alumni Association -- Newsletter	\$0	\$500	\$0
FA	Art Lecture Series	\$1,000	\$1,000	\$860
ASG	ASG Events Cabinet Programming Budget	\$2,000	\$3,000	\$3,000
ASG	ASG Homecoming Celebration	\$3,000	\$2,550	\$2,550
ASG	ASG Multicultural Month	\$2,000	\$1,800	\$1,800
ASG	ASG Senate Programming Budget	\$1,000	\$6,000	\$6,000
ASG	ASG Awareness Week	\$700	\$700	\$700
ASG	ASG Earth Week	\$500	\$500	\$500
SBS	CD/EDUC - Speaker Series	\$0	\$2,000	\$2,000
LA	Day of Silence	\$0	\$800	\$800
LA	Dia De Los Muertos Event	\$800	\$800	\$800
ASG	Diversity Student Council Programming Budget	\$5,000	\$1,500	\$1,500
ATAS	Fashion Club	\$250	\$0	\$0
FA	Film Festival	\$4,000	\$2,000	\$1,720
FA	Gallery - Contracted Services	\$0	\$2,000	\$1,720
FA	Gallery- Duplication	\$3,000	\$3,000	\$2,580
FA	Gallery- Food Supplies	\$1,000	\$0	\$543
FA	Gallery- Supplies	\$3,000	\$2,000	\$1,720
FA	Guest Artist-in-Residence	\$7,000	\$0	\$0
FA	Guest Artists	\$6,000	\$6,000	\$5,160
FA	Instrumental Music: Supplies & Contracted Services	\$14,000	\$11,000	\$9,460
ASG	Inter-Club Council Operations	\$27,000	\$19,500	\$14,500
LA	International Film Festival	\$1,500	\$1,500	\$1,500
FA	Jazz Program	\$3,000	\$4,000	\$3,440
LA	Latin Film Festival	\$1,000	\$1,000	\$1,000
SBS	Panel Speaker	\$0	\$1,000	\$0
SBS	Psychology - Speaker Series	\$0	\$3,663	\$3,663
LA	Ramadan Event	\$925	\$1,200	\$1,200
SBS	Sociology - ASF and PFLAG	\$0	\$1,000	\$1,000
FA	Theater Arts: Contract Services	\$44,000	\$61,953	\$53,280
FA	Theater Arts: Rents & Leases	\$19,000	\$20,000	\$17,200
FA	Theater Arts: Supplies	\$35,500	\$40,000	\$34,400
FA	Theater Arts: Travel & Registration	\$4,000	\$2,000	\$1,720
FOUND	Veterans Memorial	\$0	\$1,000	\$0
SBS	Women's and Gender Studies	\$0	\$2,500	\$3,000
ASG	Student Development Office: Campus Life Program	\$0	\$0	\$22,674
	Rollover Grants			\$29,720
	<b>Total Campus Life</b>	<b>\$190,175</b>	<b>\$210,966</b>	<b>\$235,210</b>

Co-Curricular				
MSE	MSE Academic Triathlon	\$2,500	\$3,000	\$3,200
ATAS	Fashion Show	\$1,000	\$1,147	\$1,147
PEKA	American College Dance Festival 2010	\$2,000	\$2,000	\$2,000
HSHS	AMSA Pre-Med Conference	\$2,115	\$0	\$0
LA	Annual Journalism Banquet	\$850	\$850	\$850
HSHS	Annual NSNA Convention (CNSA Club)	\$10,000	\$7,437	\$7,437
SBS	Anthropology Conference Student Scholarship Program	\$3,000	\$2,500	\$2,500
SBS	Anthropology/Cross-Cultural Studies Brown Bag Lunch Speaker Series	\$3,000	\$2,500	\$2,500
PEKA	Athletic Team Officials Fees	\$30,000	\$30,000	\$30,000
PEKA	Athletics Pep Squad Camp Workshop	\$6,550	\$6,500	\$6,500
PEKA	Athletics Post-Season/Playoffs	\$26,234	\$10,815	\$4,566
PEKA	Athletics: Surf Team Entry Fees	\$2,950	\$0	\$0
HSHS	CAADE Conference	\$1,250	\$1,034	\$1,124
FA	CBI National College Media	\$4,000	\$4,000	\$3,440
MSE	Chemistry Display cases	\$2,500	\$0	\$0
FA	Choral & Vocal Music Contracted Services	\$5,000	\$5,000	\$4,300
FA	Choral & Vocal Music Supplies	\$10,125	\$4,000	\$3,440
HSHS	CNSA General Meetings	\$225	\$147	\$147
HSHS	CNSA Nursing Orientation	\$0	\$100	\$100
HSHS	CNSA State Convention	\$6,501	\$2,444	\$2,444
EI	Emeritus Institute Art Show	\$600	\$200	\$199
LA	ESL: International Voice Magazine	\$2,000	\$2,000	\$2,000
PEKA	Fall Media Day	\$60	\$0	\$0
PEKA	Game Workers	\$8,900	\$8,900	\$6,500
LA	Gender Conference	\$1,500	\$1,500	\$1,500
SBS	Geography - Poster Session	\$0	\$0	\$1,000
SBS	Geography - Conference	\$0	\$1,500	\$1,000
PEKA	High School Dance Concert	\$0	\$250	\$0
OI	Honors Conference	\$1,750	\$960	\$960
OI	Honors Program Awards	\$0	\$106	\$106
OI	Honors Recognition Ceremony	\$0	\$61	\$61
LA	Lariat and Lariatnews.com: Travel	\$5,000	\$0	\$0
HSHS	Medical Assistant Graduation	\$0	\$270	\$270
HSHS	Mid-Year NSNA Convention (CNSA Club)	\$3,274	\$78	\$78
FA	Noon Concert Hour Series	\$2,000	\$2,000	\$1,720
HSHS	Promotional: Medical Assistant Program	\$0	\$80	\$0
FA	Readers Theater (Speech/Forensics)	\$500	\$500	\$430
EI	Reflections, A Student Anthology	\$800	\$799	\$800
PEKA	Scholar Athlete Recognition Luncheon	\$1,000	\$0	\$0
MSE	Science Lecture Series	\$12,000	\$12,000	\$12,500
FA	Speech/Forensics Team Banquet/Awards	\$1,000	\$0	\$0
FA	Speech/Forensics Team Lodging, Meals, & Fees	\$11,000	\$10,000	\$8,600
LA	The Wall Literary Magazine	\$6,000	\$6,500	\$6,500
PEKA	Tim Cartmell/Taiji Workshop	\$1,000	\$500	\$500
SBS	Western Psychological Association Conference	\$6,305	\$0	\$0
PEKA	Winter Dance Concert 2009 and Dance Collective 2010	\$4,000	\$2,000	\$0
	Rollover Grants			\$29,720
	<b>Total Co-Curricular</b>	<b>\$188,489</b>	<b>\$133,678</b>	<b>\$150,139</b>

Student Support				
ASG	ASG Emergency Loan Program	\$3,000	\$3,000	\$0
PEKA	Athletics Championship Awards	\$1,500	\$0	\$0
PEKA	Athletics Team Awards	\$1,500	\$0	\$0
PEKA	Athletics Team Banquet/Meals	\$2,500	\$0	\$0
PEKA	Athletics Team Entry Fees	\$20,000	\$22,950	\$16,000
PEKA	Athletics Team Lodging	\$18,000	\$18,000	\$18,000
PEKA	Athletics Team Meals	\$45,000	\$60,000	\$60,000
SS	Child Development Center Funding Awards for Students	\$10,000	\$11,093	\$11,093
SS	Child Development Center New Equipment	\$700	\$0	\$0
SS	Child Development Center Software	\$275	\$0	\$0
SS	Child Development Center Speaker Series	\$1,000	\$0	\$0
SS	Child Development Center Supplies	\$800	\$0	\$0
SBS	CDES Information Nights	\$0	\$1,000	\$1,000
ASG	Commencement	\$5,000	\$10,200	\$8,000
CSSP	Crisis Intervention Program Workshop	\$500	\$375	\$0
CSSP	DSPS Ability Awareness Week	\$2,200	\$1,500	\$1,500
CSSP	DSPS Ride the Wave	\$2,000	\$1,000	\$200
CSSP	DSPS Student & Volunteer Recognition Dinner	\$2,000	\$1,450	\$1,500
CSSP	DSPS Student/Co-Curricular Support Program	\$2,000	\$1,000	\$500
CSSP	EOPS Graduation Caps & Gowns	\$0	\$1,000	\$750
CSSP	EOPS Student Recognition	\$1,500	\$1,500	\$1,500
CSSP	EOPS Winter Workshop	\$1,500	\$1,500	\$1,250
CSSP	Evening Transfer College Fairs	\$0	\$150	\$0
SS	Family Night (Outreach)	\$4,000	\$2,762	\$2,762
FA	Film II Grants	\$0	\$2,000	\$1,720
FOUND	Foundation Gala	\$1,000	\$1,000	\$0
CSSP	High School Counselors Advisory Council	\$100	\$0	\$0
CSSP	High School Counselors Conference	\$300	\$0	\$0
HSHS	Human Services Graduation Reception	\$400	\$400	\$400
HSHS	Human Services Promotional	\$0	\$10	\$0
SS	International Students Office Programming	\$0	\$703	\$703
CSSP	JAWS -- Junior Athletic Wheelchair Camp	\$6,875	\$4,000	\$1,300
CSSP	Learning Resources (Re-Entry/Women)	\$0	\$225	\$225
HSHS	Nursing Pinning Ceremony	\$2,000	\$2,500	\$2,500
HSHS	Red Ribbon Substance Abuse Criminal Justice Career Fair	\$1,500	\$1,169	\$1,169
SS	Scholarship Ceremony (Student aspects)	\$6,000	\$9,210	\$9,210
SS	Senior Day (Outreach)	\$8,500	\$7,118	\$7,118
MSE	SM Lobby Furniture	\$0	\$929	\$229
SS	Student Ambassadors (Outreach)	\$600	\$892	\$892
CSSP	Transfer Celebration	\$5,000	\$3,247	\$2,900
CSSP	Transfer College Fairs	\$0	\$213	\$300
CSSP	Transfer Day	\$0	\$187	\$250
CSSP	Veterans Awareness	\$3,000	\$2,000	3250
SS	Welcome Week (Formerly Welcome Fest)	\$6,000	\$3,506	\$3,506
CSSP	Women's Conference	\$2,000	\$1,500	\$1,500
CSSP	Career Athlete Mentorship Program	\$0	\$0	\$500
CSSP	Kinesiology Mentorship Program	\$0	\$0	\$1,500
CSSP	VETS Mentorship Program	\$0	\$0	\$1,500

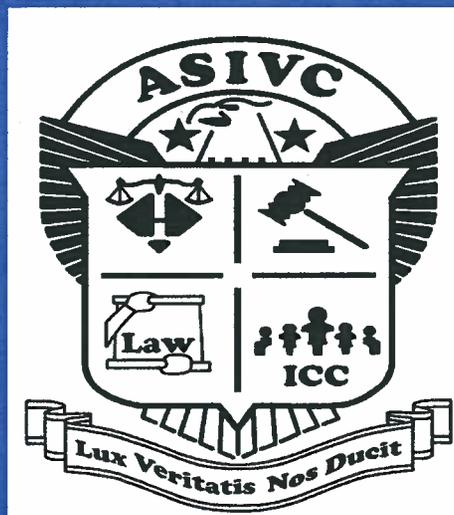
CSSP	Career Packets for Students with Needs	\$0	\$0	\$122
CSSP	New Student/Parent Orientation	\$0	\$0	\$300
LA	Student Journalism Scholarships	\$800	\$3,342	\$800
LA	PTK Conference/Travel	\$0	\$0	\$2,542
	Rollover Grants			\$27,936
	<b>Total Student Support</b>	<b>\$169,050</b>	<b>\$182,631</b>	<b>\$196,427</b>

<b>ASG Operations</b>				
ASG	Contract Printing	\$2,000	\$0	\$0
ASG	Copier Agreement	\$2,000	\$0	\$350
ASG	Credit Card Fees	\$45	\$45	\$45
ASG	Duplication	\$3,000	\$3,000	\$3,000
ASG	End of the Year Banquet	\$1,500	\$1,200	\$1,200
ASG	Leadership Training Retreats	\$5,000	\$6,812	\$2,562
ASG	Low Ropes Course	\$2,000	\$0	\$0
ASG	Movie Ticket Consignment	\$5,000	\$3,500	\$3,500
ASG	Office Worker Payroll	\$25,000	\$0	\$0
ASG	Polos/Shirts/Uniforms	\$1,200	\$0	\$1,200
ASG	Postage	\$1,000	\$500	\$500
ASG	Stamp Discount Card	\$45,000	\$19,000	\$11,250
ASG	Storage Container Fee	\$1,500	\$0	\$0
ASG	Student Development Office Assistant Assessment	\$90,000	\$70,550	\$80,550
ASG	Student Development/ASG Marketing	\$2,000	\$1,518	\$1,518
ASG	Supplies	\$2,000	\$3,000	\$3,000
ASG	Amusement Park Ticket Consignment	\$0	\$375	\$375
	<b>Total ASG Operations</b>	<b>\$188,245</b>	<b>\$109,500</b>	<b>\$109,050</b>

	<b>Totals by Year</b>	<b>\$735,959</b>	<b>\$636,775</b>	<b>\$690,826</b>
	<b>Contingency, Allocation for Anticipated Mid-Year Requests, Scholarships</b>			<b>\$245,950</b>
			<b>Grand Total</b>	<b>\$936,776</b>

# Irvine Valley College

## Associated Student Government Final Budget 2011-2012



# Highlights of Changes

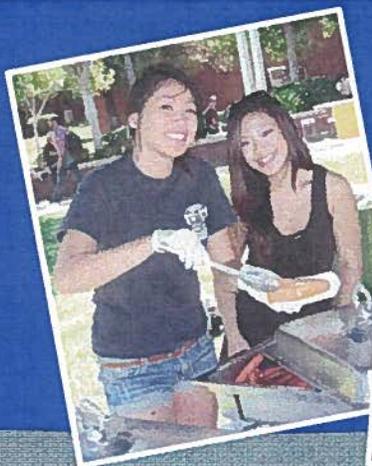
- ◎ **Increase in Beginning Fund Balance**
- ◎ **Increases allocated to the following categories:**
  - **Campus Life**
  - **Student Support**
  - **ASIVC Operations**
  - **Contingency, Mid-Year Requests, Scholarships**



<b>Sources of Funds</b>	
<b>Beginning Fund Balance</b>	<b>\$ 158,353</b>
<b>Minimum Guaranteed Revenue</b>	
<b>Bookstore</b>	<b>\$ 355,000</b>
<b>Cafeteria/Vending</b>	<b>\$ 50,000</b>
<b>Less College Assessments</b>	<b>\$ -98,732</b>
<b>Minimum Guaranteed Revenue</b>	<b>\$ 464,621</b>
<b>ASB Activity Sticker Sales</b>	<b>\$ 40,000</b>
<b>Miscellaneous – Pepsi Commission, Bookstore, Cafeteria</b>	<b>\$ 89,732</b>
<b>Total Sources of Funds</b>	<b>\$ 594,353</b>
<b>Uses of Funds</b>	
<b>Campus Life</b>	<b>\$ 54,300</b>
<b>Co Curricular Programs</b>	<b>\$ 232,320</b>
<b>ASIVC Operations</b>	<b>\$ 31,000</b>
<b>Contingency, Mid-Year Requests, Scholarships</b>	<b>\$ 202,032</b>
<b>Student Support</b>	<b>\$ 74,701</b>
<b>Total Uses of Funds</b>	<b>\$ 594,353</b>

# Contingency, Mid-Year Requests, and Scholarships

	Percentage	Amount
<b>Contingency/Emergency Reserves</b>	<b>10%</b>	<b>\$ 59,435</b>
<b>Allocation for Anticipated Mid-year Requests</b>	<b>13%</b>	<b>\$ 75,597</b>
<b>Scholarship/Osher</b>	<b>11%</b>	<b>\$ 67,000</b>
<b>Total</b>		<b>\$ 202,032</b>



# Questions and Answers



Irvine Valley College  
ASIVC Final Budget 2011-2012

<b>STUDENT SUPPORT</b>				
<b>Account Number</b>	<b>Description</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
96-5173-D-M01-4-036-000-0000	Guest Speakers	\$ 6,000	\$ 6,000	\$ 6,000
96-5271-D-N26-4-073-066-0000	Transfer/Career Center	\$ 2,700	\$ 2,800	\$ 2,000
96-5271-D-N10-4-035-075-0000	Supportive Services	\$ 6,800	\$ 5,100	\$ 4,500
96-5630-D-N21-4-070-084-0000	Choral Music Rentals	\$ 6,000	\$ 6,000	\$ 6,000
96-5830-D-N28-4-036-000-0000	Instru/Recital Advertisements	\$ 4,000	\$ 4,000	\$ 5,000
96-5271-D-M11-4-036-000-0000	Senior Day	\$ 9,000	\$ 7,000	\$13,000
96-5830-D-N24-4-070-084-0000	Theater	\$ 6,000	\$ 7,480	\$ 8,000
96-4600-D-N33-4-036-000-0000	Honors	\$ 2,325	\$ 2,650	\$ 3,000
96-5270-F-M80-4-070-041-0000	Journalism	\$ 6,000	\$ 6,000	\$ 4,500
96-5271-D-N38-4-030-072-0000	International Student Center	\$ 500	\$ 500	\$ 500
96-5620-D-N37-4-034-089-0000	Film Studies Program	\$ 0	\$ 1,800	\$ 0
96-6410-D-N25-4-036-067-0000	Child Development Center	\$ 0	\$ 500	\$ 0
96-4730-D-M93-4-036-000-0000	Art Gallery/Exhibition	\$ 0	\$ 1,000	\$ 1,000
96-4600-D-N17-4-070-084-0000	Music Department	\$ 0	\$ 3,000	\$ 0
96-5825-D-M01-4-036-000-0000	Augmentation	\$ 0	\$ 0	\$21,200
<b>TOTAL</b>		<b>\$49,325</b>	<b>\$53,830</b>	<b>\$74,700</b>

<b>ASIVC STUDENT CAMPUS LIFE</b>				
<b>Account Number</b>	<b>Description</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
96-5271-D-M15-4-036-000-0000	Scholarship Award Ceremony	\$ 5,000	\$ 5,000	\$ 5,000
96-5271-D-M02-4-036-000-0000	Commencement	\$ 7,000	\$ 4,000	\$ 9,000
96-5811-D-M95-4-036-000-0000	ASIVC Events	\$ 6,000	\$ 5,000	\$ 6,000
96-5999-D-M95-4-036-000-0000	Clubs	\$ 8,000	\$ 8,000	\$ 8,000
96-5271-D-M95-4-036-000-0000	Multicultural Days	\$ 3,000	\$ 3,500	\$ 3,500
96-5270-D-M01-4-036-000-0000	Conferences	\$ 0	\$ 4,000	\$ 4,000
96-5271-D-M01-4-036-000-0000	Banquet	\$ 0	\$ 500	\$ 1,300
96-4900-D-M01-4-036-000-0000	Awards	\$ 0	\$ 500	\$ 1,000
96-5271-D-M01-4-036-000-0000	Student Host Fund	\$ 0	\$ 400	\$ 500
96-5825-D-M36-4-036-000-0000	Augmentation	\$ 0	\$ 0	\$16,000
<b>TOTAL</b>		<b>\$29,000</b>	<b>\$30,900</b>	<b>\$54,300</b>

<b>ASIVC OPERATIONS</b>				
<b>Account Number</b>	<b>Description</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
96-4600-D-M01-4-036-000-0000	Office Supplies	\$ 1,500	\$ 2,000	\$ 1,500
96-5163-D-M01-4-036-000-0000	Student Lounge Worker	\$ 7,000	\$ 5,000	\$ 5,000
96-5811-D-M22-4-036-000-0000	Contract Services	\$ 7,000	\$ 4,000	\$ 7,000
96-5650-D-M01-4-036-000-0000	Equipment Repairs	\$ 2,500	\$ 2,500	\$ 2,000
96-4580-D-M01-4-036-000-0000	Duplicating	\$ 0	\$ 300	\$ 150
96-5269-D-M01-4-036-000-0000	Mileage	\$ 0	\$ 150	\$ 150
96-6410-D-M01-4-036-000-0000	Office Equipment	\$ 0	\$ 2,000	\$ 3,000
96-5821-D-M01-4-036-000-0000	Augmentation	\$ 0	\$ 0	\$12,200
<b>TOTAL</b>		<b>\$19,000</b>	<b>\$15,950</b>	<b>\$31,000</b>

<b>CO-CURRICULAR PROGRAMS</b>				
<b>Account Number</b>	<b>Description</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
96-5270-F-M72-4-070-055-0000	Forensics	\$ 26,000	\$ 28,000	\$ 28,000
96-5270-F-N01-4-079-002-0000	Administration of Justice	\$ 25,000	\$ 27,000	\$ 27,000
96-5270-D-N18-4-070-084-0000	Wind Symphony	\$ 8,000	\$ 5,000	\$ 5,000
96-5270-F-M64-4-077-006-0000	Dance	\$ 16,000	\$ 18,500	\$ 18,500
96-5270-D-M33-4-074-000-0000	Phi Theta Kappa	\$ 19,000	\$ 17,820	\$ 17,820
96-5270-F-N02-4-079-002-0000	Political Science	\$ 24,000	\$ 26,000	\$26,000
96-5270-E-M42-4-077-006-0000	Athletics	\$108,000	\$110,000	\$110,000
<b>TOTAL</b>		<b>\$226,000</b>	<b>\$232,000</b>	<b>\$232,000</b>

<b>LESS ASSESSMENT</b>				
<b>Account Number</b>	<b>Description</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
96-5999-D-M01-4-036-000-0000	Office Assistant	\$ 40,000	\$ 70,000	\$ 82,732
96-5591-D-M22-4-036-000-0000	Utilities	\$ 13,500	\$ 15,000	\$ 16,000
<b>TOTAL</b>		<b>\$ 53,500</b>	<b>\$ 85,000</b>	<b>\$ 98,732</b>

<b>CONTINGENCY, MID-YEAR REQUESTS, AND SCHOLARSHIPS</b>				
<b>Account Number</b>	<b>Description</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
96-7600-D-M01-4-036-000-0000	Scholarships	\$ 60,000	\$ 80,000	\$ 67,000
96-5999-D-M01-4-036-000-0000	Mid-Year Requests		\$ 69,425	\$ 75,597
96-7900-D-M01-4-036-000-0000	Contingency		\$ 53,141	\$ 59,435
<b>TOTAL</b>		<b>\$ 60,000</b>	<b>\$202,566</b>	<b>\$202,032</b>
<b>Total Income</b>				<b>\$491,000</b>
<b>Total Allocated</b>				<b>\$594,352</b>

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Adoption of the Final Budget for FY 2011-2012

**ACTION:** Approval

---

**BACKGROUND**

Title 5, California Code of Regulations, Section 58305© requires that each September the Board of Trustees of each community college district shall adopt a final budget. Enclosed for approval is the proposed Final Budget for the FY 2011-2012. As required by Section 58301 of Title 5, this document has been available for public inspection at each college library.

**STATUS**

On June 27, 2011, the Board of Trustees approved a Tentative Budget for FY 2011-2012. Since that time, total unrestricted resources have decreased from \$199,981,701 to \$199,392,126. The unrestricted General Fund ending balance on June 30, 2011 is \$21,735,766. The District Reserve for economic uncertainties has been set at 7.5% (\$10,210,900.00).

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the FY 2011-2012 Final Budget as presented in the enclosure.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Donation of Saddleback College Memorabilia to the Ronald W. Reagan Library and Museum

**ACTION:** Approval

---

**BACKGROUND**

Ronald W. Reagan, 40<sup>th</sup> President of the United States of America and 33<sup>rd</sup> Governor of the State of California, has played an instrumental role in the founding and history of Saddleback College.

On October 15, 1968, Governor Reagan dedicated Saddleback College and said, "We are here to dedicate something more than just another college; we are here to dedicate an institution of opportunity and fulfillment." Over the past forty-three years, Ronald Reagan has been established as a leading icon for the college and community. In 1986, President Reagan sent an official letter of congratulations to the college on its 20<sup>th</sup> anniversary. In 1992, President Reagan sent a taped message to the college in celebration of its 25<sup>th</sup> anniversary. On October 27, 2008 the Board of Trustees of the South Orange County Community College District unanimously approved the naming of room 145 located in the college's health sciences building to the Ronald Reagan Board of Trustees Room after receiving the blessing from Mrs. Reagan.

**STATUS**

In honor of Ronald Reagan and his long-standing connection to Saddleback College, and to preserve important items of historical significance, Saddleback College will donate various memorabilia to the Ronald W. Reagan Library and Museum on behalf of the college and South Orange County Community College District.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the donation of various memorabilia to the Ronald W. Reagan Library and Museum.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: Renovate Technology and Applied Sciences Building: Hire Architect

**ACTION:** Approval

---

### **BACKGROUND**

In 2005, gkkworks worked with SOCCCD on design of the North wing of the Saddleback College Technology and Applied Sciences (TAS) building. Construction documents were developed and put on hold due to limited campus swing space. In the interim, the South wing began to exhibit structural distress signs similar to those found in the North wing. In February, 2011, the Board of Trustees approved moving forward on the Saddleback College TAS building project including both the North and South wings.

There is a need to hire an architect to provide architectural and engineering services for the renovation of the Saddleback College TAS Building.

### **STATUS**

Staff recommends that gkkworks be retained to complete architectural and engineering services for this project for a lump sum fixed fee of \$685,000. The estimated project budget of \$8,755,055 is considered low and will be revised during the design process.

Funds for these services are available through basic aid dollars assigned to the project budget of \$1,802,577.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve an agreement, EXHIBIT A, with gkkworks to provide architectural and engineering services for the renovation of the Technology and Applied Sciences Building at Saddleback College for a fee equal to \$685,000.

**ARCHITECTURAL SERVICES AGREEMENT – TECHNOLOGY & APPLIED SCIENCES  
BUILDING RENOVATION, SADDLEBACK COLLEGE**

This AGREEMENT is made and entered into this 30th day of August, 2011 between South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and gkkworks, 2355 Main Street, Suite 220, Irvine, CA 92614, 949/250-1500, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for Saddleback College Technology & Applied Sciences Building Renovation, hereinafter referred to as "PROJECT"; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

**ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES**

1. The ARCHITECT's services shall consist of those services performed by the ARCHITECT, ARCHITECT's employees and ARCHITECT's consultants as enumerated in Articles II and III of this AGREEMENT.

2. The ARCHITECT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT.

3. The ARCHITECT acknowledges that all time limits stated in this Agreement are of the utmost importance to DISTRICT. The ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

4. The services covered by this AGREEMENT shall be completed within 48 months of the date of this AGREEMENT.

**ARTICLE II –SCOPE OF ARCHITECT'S SERVICES**

1. The ARCHITECT's services consist of those described in paragraphs 2 through 29 of Article II and further delineated in Exhibit A, and include normal civil, structural, mechanical, electrical, landscape engineering services, and cost estimating services

necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services provided by the DISTRICT.

2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Matthew Greiner, as Associate Principal in Charge, and Project Manager; and Kris Kay as Principal in Charge. Nabih Youssef Associates will be the consulting structural engineers. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the Project. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT's firm and consulting firms that will be associated with the Project.

If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the ARCHITECT will have 10 working days to remove that person from the Project and replace that person with one acceptable to the DISTRICT. A project manager and all lead or key personnel for any SUBCONSULTANT must also be designated by the ARCHITECT and are subject to all conditions previously stated in this paragraph.

3. The ARCHITECT shall ascertain the DISTRICT's needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to drafting preliminary designs for the PROJECT.

4. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall include alternative approaches to design and construction of the PROJECT.

5. The ARCHITECT has submitted a list of qualified engineers for the PROJECT. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this Agreement. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself.

6. The ARCHITECT and their consultant shall employ Building Information Modeling (BIM) using Revit or other approved software and make regular posting to a website accessible to the District throughout the design process. Clash detection will be employed as one form of consultant coordination. The ARCHITECT will be responsible to manage the BIM Model from the Project start to finish.

7. The project shall be designed in accordance with the requirements to meet at least LEED minimum certification and paperwork for certification shall be complete by the ARCHITECT.

8. Commissioning and Energy Modeling are outside the parameters of this agreement and will be services employed by the District though the ARCHITECT will provide recommendations for a minimum of two firms for consideration. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

9. The ARCHITECT shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that apply to this project. The outline shall include a written report and diagrammatic drawings which delineate the design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones.) This graphic documentation of the design criteria shall be updated with each subsequent submittal.

10. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

11. The ARCHITECT shall submit to the DISTRICT a written preliminary estimate of the construction cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

12. The ARCHITECT shall employ investigations of existing conditions or facilities performed by the DISTRICT into the design of the new facilities.

13. The ARCHITECT shall develop and provide to the DISTRICT all necessary documentation in order to submit the Geotechnical Report, provided by others, to the California Geological Survey (CGS) and coordinate follow up with Geotechnical Consultant as necessary to obtain CGS approval in order to obtain Division of the State Architect stamped documents.

14. Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design Development Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.

15. Based on the approved Design Development Documents and any further adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the PROJECT.

16. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT including funding submittals with the DISTRICT's assistance. Included in this filing shall be an energy modeling document for submittal to the State and in relation to grant funding potentials. The DISTRICT shall pay all fees required by such governmental authorities.

17. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract and coordinating same with the technical specifications. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.

18. The ARCHITECT shall allow access to the BIM documents during both bid and construction.

19. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the DISTRICT in obtaining bids for the PROJECT.

20. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.

21. The ARCHITECT shall provide interior design and other similar services required in connection with the project.

22. The ARCHITECT's responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT and the final close out and certification acknowledgement by the Division of the State Architect.

23. The ARCHITECT shall provide administration of the construction contract as set forth below. The ARCHITECT shall coordinate construction performed by separate contractors or by the DISTRICT's own employees.

24. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

25. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due. The

ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.

26. The ARCHITECT shall visit the site not less than once per week while work is in progress, and as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT's benefit and protection if the work is proceeding in accordance with the construction contract and schedule. On the basis of his/her on-site observations and inspections as an ARCHITECT, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract and the schedule. The ARCHITECT shall provide services made necessary by major defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor but which he/she failed to do.

27. The ARCHITECT shall have access to the work at all times.

28. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site as provided in paragraph 17, that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.

29. The ARCHITECT shall reject work which does not conform to the construction contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.

30. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT's action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT's professional judgment to permit adequate review and in no case exceed fifteen (15) days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.

31. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the

contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. DSA change orders shall be submitted for approval on an on-going basis throughout the project. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.

32. The ARCHITECT shall inspect the PROJECT to determine the date or dates of substantial completion and the date of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.

33. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.

34. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from. Significant scope changes resulting from substitution approvals will result in a additional service.

35. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the construction contract.

36. The ARCHITECT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of ARCHITECT'S personnel from the PROJECT.

37. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT's PROJECT.

### ARTICLE III -ADDITIONAL ARCHITECT'S SERVICES

1. The ARCHITECT shall be given additional compensation for the services described in Article III.

2. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT **before** rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
- b. Providing services required because of significant changes made in the PROJECT after approval of each phase of the work including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph 10 and changes related to design errors or omissions.
- c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
- d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
- h. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- i. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.
- j. Providing services of consultants for other than civil, landscape, structural, mechanical, electrical and plumbing.
- k. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described in paragraph 17 of Article II. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

#### ARTICLE IV - DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.

2. The DISTRICT has prepared a current overall budget for the PROJECT, including the construction cost budgeted at \$9,038,323.00 These costs will be reassessed after completion of the design development phase.

3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT. ARCHITECT shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, ARCHITECT shall accept directives only from DISTRICT's designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify ARCHITECT in writing if, at its sole option, it makes a change in the DISTRICT representative.

4. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT as required.

5. The DISTRICT shall furnish geotechnical data when these data are reasonably deemed necessary by ARCHITECT, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.

6. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

7. The ARCHITECT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with ARCHITECT's obligations under this agreement.

#### ARTICLE V - COST OF CONSTRUCTION

1. The construction cost shall be the total cost or estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.

2. During the Schematic Design, and Design Development construction cost shall be determined by the DISTRICT's budget for the PROJECT. Construction costs will be assessed during the Design Development phase and upon approval by the District, will be adjusted if necessary for the Construction Document phase.

3. During the bidding phase, construction cost shall be determined by the lowest responsible bid.

4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.

5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.

6. The ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the ARCHITECT's best judgment as a professional familiar with the construction industry.

7. A fixed limit of construction cost shall be established at the completion of Design Development documents as a condition of this AGREEMENT. The ARCHITECT shall furnish a proposal to establish the construction cost and obtain DISTRICT agreement in writing before commencing with the Construction Document phase.

8. Any PROJECT budget or fixed limit of construction cost shall be adjusted, according to the most recent inflationary rate as reflected in ENR, if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

9. If the lowest bid received exceeds the fixed limit of construction cost (adjusted as provided in paragraph 8), the DISTRICT shall:

- a. give written approval of an increase of such fixed limit;
- b. authorize rebidding of the PROJECT within a reasonable time;

- c. if the PROJECT is abandoned, terminate it in accordance with Article VII, paragraph 3; or
- d. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

10. If the DISTRICT chooses to proceed under paragraph 9(d), the ARCHITECT, without additional charge, shall modify the construction contract as necessary to comply with the fixed limit.

#### ARTICLE VI – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

The drawings, specifications, presentation materials including slides and models and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that ARCHITECT shall not be responsible for any reuse of the drawings, specifications and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such drawings, specifications and/or other documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.

The ARCHITECT shall perform the work under this agreement using BIM software and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon submittal to the Division of the State Architect and upon completion of the As-built requirement. If work is terminated prior to DSA submittal, a copy of the work completed to date shall be provided to the DISTRICT.

#### ARTICLE VII – TERMINATION

1. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the ARCHITECT. This AGREEMENT may be terminated by either party upon not less than 7 days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.

2. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such

suspension. When the PROJECT is resumed, the ARCHITECT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT's services.

3. If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.

4. The DISTRICT's failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.

5. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, 21 days after written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within 14 days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

6. The ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided, since the last billing and up to the notice of termination.

7. In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The ARCHITECT is liable for all damages suffered by the DISTRICT due to ARCHITECT's failure to perform as provided in the AGREEMENT.

#### ARTICLE VIII - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. For ARCHITECT services, as described in Article II, compensation shall be computed as follows:

Compensation is based on a fixed fee of \$685,000.00 and a reimbursable allowance of \$25,000.00 for a total contract amount of \$710,000.00. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Programming	5 percent
Schematic Design Phase:	10 percent
Design Development Phase:	20 percent
Construction Documents Phase:	30 percent

Agency Review/Bidding Phase:	10 percent
Construction Phase:	20 percent
Close Out Phase:	5 percent

Total Compensation: One Hundred Percent (100%)

2. This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.

3. Payments for ARCHITECT services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.

4. Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the ARCHITECT's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time at the site of the PROJECT.

5. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed as follows: at standard hourly rates or at a fixed fee per Board of Trustees approved change order.

6. Reimbursable Expenses incurred by the ARCHITECT and ARCHITECT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project.

b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT's normal travel expense including travel from ARCHITECT's office to consultant's offices and ARCHITECT's office to all DISTRICT locations and meals are excluded.

c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants or identified specifically as a deliverable, postage and handling of

Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT's prior written approval.

d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.

e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT's Basic Services will be reimbursed.

f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.

g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the ARCHITECT for such services.

h. Books and records relating to this Agreement shall be maintained in accordance with generally accepted accounting principles. DISTRICT or DISTRICT's authorized representative shall have access to, the right to audit and the right to copy pertinent parts of Consultants' books and records. Consultants records shall include but not be limited to accounting records (hard copy, as well as computer readable data); contracts; payroll records; sub-consultant agreements; vendor agreements; purchase orders; leases; original estimates; estimating work sheets; correspondence; receipts; memoranda; and any other supporting evidence deemed necessary to substantiate charges under this agreement. All such books and records shall be preserved for a period of at least 3 years from the date of Final Payment under this Agreement. ARCHITECT shall include appropriate language in consultant's agreements to enforce the provisions of this paragraph.

#### ARTICLE IX – INDEMNITY AND INSURANCE

1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT entirely harmless from all liability arising out of:

- a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT including a waiver of subrogation; and
- b. any and all claims for damages because of personal injury or death or damages to property, or other costs and/or charges, directly or indirectly arising out of or attributable to, in whole or in part, to caused by ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants,

employees or agents in the performance of their obligations as stated in under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. ARCHITECT shall purchase and maintain project specific insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than 1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
  1. owned, non-owned and hired vehicles;
  2. blanket contractual;
  3. broad form property damage;
  4. products/completed operations; and
  5. personal injury.
- c. Professional liability insurance, including contractual liability, with limits of 1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT

certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

#### ARTICLE X - MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Contractor upon request.

2. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

3. Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT's consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

4. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

5. No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

6. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT

with respect to the terms of this AGREEMENT. Neither DISTRICT nor ARCHITECT shall assign this AGREEMENT without the written consent of the other.

7. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. ARCHITECT agrees to comply with all federal, state and local laws, rules, regulations and ordinances, ARCHITECT's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

8. ARCHITECT agrees that ARCHITECT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

9. Review, approval or acceptance of ARCHITECT's work whether by DISTRICT or others, shall not relieve ARCHITECT from responsibility for errors and omissions in ARCHITECT's work.

10. The failure of DISTRICT or ARCHITECT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

11. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

12. This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

- a. The parties will attempt in good faith to resolve any controversy or Claim arising out of or relating to this Agreement by negotiation.
- b. Within 60 days, but no earlier than 30 days, following the earlier of (1) receipt of notice by the other party from the American Arbitration Association (AAA) of the disputing party's demand for arbitration or (2) receipt by the other party of the disputing party's notice of election to litigate, the parties shall submit the matter to non-binding mediation administered by the AAA under its construction industry mediation rules, unless waived by mutual stipulation of both parties.

13. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

14. Communications between the parties shall be sent to the following addresses:

DISTRICT	ARCHITECT
<u>South Orange Cty. Community College District</u>	<u>gkkworks</u>
<u>28000 Marguerite Pkwy.</u>	<u>2355 Main Street, Suite 220</u>
<u>Mission Viejo, CA 92692</u>	<u>Irvine, CA 92614</u>

15. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

This AGREEMENT entered into as of the day and year first written above.

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

gkkworks

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Dr. Debra L. Fitzsimons  
(Printed name)

\_\_\_\_\_  
(Printed name)

Vice Chancellor, Business Services  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

(Taxpayer number) \_\_\_\_\_

EXHIBIT A

**RESPONSIBILITIES AND SERVICES OF ARCHITECT**

ARCHITECT will provide all professional services necessary for completing the following:

**A. BASIC SERVICES**

ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over plan reviews and approvals. Submit, review, and coordinate with and implement the requirements of the regulatory agencies, i.e.: State Chancellor's Office, Division of the State Architect, State Fire Marshal, Health Department, etc.
2. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, structural, civil engineers, landscape architects licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.
3. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.
4. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project.
5. Chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings. ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.
6. Review site surveys, subsoil data, chemical, mechanical and other data logs of borings, record documents, etc., furnished to ARCHITECT pursuant to this Agreement and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary. ARCHITECT shall advise whether additional data are needed and, if so, recommend the manner in which it be provided and services obtained.
7. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by ARCHITECT under this Agreement. ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its

studies, reports, projections, master plans, design, drawings, specifications and other services.

8. If desired by the DISTRICT and agreed to by the ARCHITECT, ARCHITECT shall provide other required services to determine such compliance not specifically identified and included in the scope of this Agreement through an amendment to this Agreement, as an additional service.

9. Be responsible for the design and the layout of data and phones using DISTRICT established standards. The coordination effort shall include location and routing of the raceways, conduits, and outlets and required spaces to accommodate electrical, data and communication wiring. ARCHITECT to coordinate with DISTRICT or their consultants to finalize phone system design.

10. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

11. Develop a grading and drainage plan and a site plan from architectural information showing a final development of the site, this drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The services described in this Subparagraph shall be provided by a professional civil engineer who is to subcontract with the ARCHITECT.

12. ARCHITECT to document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of all existing project utilities.

13. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of this Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the DISTRICT and/or their representative for inclusion in the overall project documentation.

14. ARCHITECT is not responsible for:
- a. Ground contamination or hazardous material analysis
  - b. Any asbestos testing, design or abatement
  - c. Environmental impact report
  - d. Historical significance report
  - e. Soils investigation
  - f. Geotechnical hazard report
  - g. Topographic survey

15. Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and ARCHITECT shall remain liable to the DISTRICT in

accordance with applicable law for all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this Agreement.

16. Providing interior design and other similar services required for or in connection with color coordination including furnishing unless agreed to as an additional service. ARCHITECT is required to establish a template floor plan to demonstrate that each space houses the required functions. Such floor plans will include furniture layout for functions and adhere to all ADA circulation requirements. The DISTRICT shall procure furnishing and moveable equipment.

## **B. DESIGN SERVICES - TASK I**

### **PROJECT INITIATION**

Upon final execution of the Contract with the DISTRICT, the ARCHITECT shall:

1. Within the first week following execution of the contract, meet with the DISTRICT and their representatives to prepare a detailed task analysis and work plan for documentation in a computer generated project schedule. This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.
  - a. ARCHITECT's work plan shall include allowances for the periods of time required for DISTRICT's review and approval of submissions and for approvals by authorities having jurisdiction over the Project. ARCHITECT's work plan, when approved by DISTRICT, shall not be exceeded by ARCHITECT except when DISTRICT and ARCHITECT mutually agree, in writing, to a revised Project Schedule.
  - b. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
2. Participate in a general Project kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.
  - a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the Project.
  - b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.

- c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
- d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
- e. Review documentation of the project kick-off meeting prepared by the ARCHITECT and comment prior to distribution.

#### DEVELOPMENT OF ARCHITECTURAL PROGRAM

1. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
2. Complete information check list identifying critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; heating, ventilating and air conditioning requirements; natural gas availability and requirements; and domestic and fire water service requirements.
3. Conduct architectural program meetings with the DISTRICT selected project committee.
4. Develop probable construction cost for the Project; probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT.

#### Probable costs prepared by the ARCHITECT:

- a. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be as approved by the DISTRICT.
- b. Contingencies for design, bidding or construction, if included in the probable costs, are to be included as individual line items, with the percentage and base of calculation clearly identified.
- c. All construction probable costs developed per the above should additionally be presented in and summarized by the Construction Specification Institute (CSI) category.

- d. One week prior to the submittal of documents, the ARCHITECT'S proposed cost format must be submitted to the DISTRICT for review and approval.
- e. ARCHITECT shall submit a unit cost breakdown for two types of building cost models ranging from a low end per square foot cost for the DISTRICT'S consideration, to high end per square foot cost. The unit cost shall not include the site work, the general contractor's overhead and profit, and general condition. (Include separate line items for additional upgrades/condition assessment scope and possible alternate reductions).
- f. Mechanical, electrical, civil, landscaping and estimating sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

## SITE PLANNING

Prepare a Site Plan configuration for the proposed facility. The development of this Site Plan should incorporate or be based upon completion of the following tasks:

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, ARCHITECT shall design the foundation of the Project in accordance with recommendations of the DISTRICT'S soil consultant as provided by the DISTRICT. ARCHITECT must notify the DISTRICT in time to prepare this soil report for ARCHITECT'S use.
2. Review the existing conditions. Analyze the site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.
3. Review proposed plans and confer as necessary with the local jurisdiction to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.
4. Develop a Site Plan showing in detail the elements of the proposed facility and its supporting elements of site development, including the appropriate accommodations of projected parking, resolution of access and on-site circulation, and existing or proposed commitments of land to other uses.

## MEETINGS

During the Architectural Programming Design Phase it is anticipated that approximately one (1) meeting per week, not to exceed three meetings, will be convened between the DISTRICT and the ARCHITECT. These meeting will not exceed one day in duration and will be held on the PROJECT's campus location. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the scope of services of the ARCHITECT.

## DELIVERABLES

1. ARCHITECT shall provide to the DISTRICT the following quantities of materials resulting from the work of the Project:

3 copies of Program Report. (A written program prepared by ARCHITECT that incorporates the DISTRICT's program planning, design objectives, constraints, and criteria including space requirements, relationships, flexibility, expendability, special equipment and systems.

3 copies of Site Plan

3 copies of Project Probable Cost

1 copy of Information Checklist

2. ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of Task I work.

## PROJECT CESSATION PROVISIONS

Upon completion and review of the functional and Architectural program and master site planning, no further work shall be done unless and until the DISTRICT has approved Task I as complete and has given a written Notice of proceed to ARCHITECT for Task II.

## **C. DESIGN SERVICES TASK II**

### SCHEMATIC DESIGN

Schematic Design: Upon written authorization from the DISTRICT, to proceed with the Schematic Design Phase. The ARCHITECT shall prepare for the DISTRICT'S review a Schematic Design Study as follows:

1. Architectural:

a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room

tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.

b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.

c. Identify proposed roof system, deck, insulation system and drainage technique.

d. Site plan with building located and minimum one (1) foot contour grade intervals. All major site development, such as paving, utilities and outside facilities shall be shown, including property lines, adjacent existing structures, walls and fences fifty feet beyond the PROJECT.

e. Building design shall pay particular attention to orientation, solar consideration and passive energy techniques and shall exceed all adopted energy regulations by 15%.

f. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.

g. Identify code requirements, include occupancy classification(s) and type of construction.

2. Structural:

a. Layout structural systems with dimensions and floor elevations. Identify structural systems (pre-cast, structural steel with composite deck, structural steel bar joists, etc.); with preliminary sizing identified.

b. Identify foundation systems (fill requirements, piles, caissons, spread footings, etc.); with preliminary sizing identified.

3. Mechanical:

a. Provide "Basis of Design Narrative"

b. Calculate block heating, ventilation and cooling loads including skin versus internal loading.

- c. Select HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
  - d. Show selected system on drawings as follows:
    - i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
    - ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces
    - iii. Schematic piping
    - iv. Temperature control zoning.
4. Electrical:
- a. Provide “Basis of Design Narrative”
  - b. Verify overall approximate electrical loads.
  - c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
  - d. Show system(s) selected on drawings as follows:
    - i. Single line drawing(s) showing major distribution system.
    - ii. Location and preliminary sizing of all major electrical systems and components (as required) including:
      - 1. Load centers
      - 2. Main panels
      - 3. Switch gear
  - e. Identify and define the scope of data/telephone system.
5. Civil:
- a. Development of on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
  - b. Identify surface improvements including roadways, parking (with assumed wheel weights) preliminary finish grades and drainage.
  - c. Coordinate finish floor elevations with architectural site plan.
6. Landscaping:
- Development and coordination of landscape and irrigation design concepts entailing analysis of existing conditions, proposed

components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

7. Specifications:

Outline specifications of proposed architectural, structural, mechanical and electrical materials, system and equipment and their criteria and quality standards. ARCHITECT is to use DISTRICT'S standardized equipment/material list for new construction and modernization in development of the project design and specifications.

8. Probable Costs:

a. Schematic Probable costs: This probable cost consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax and subcontractor's mark-up.

b. General conditions shall be applied separately. This probable cost shall be prepared by specification section and summarized by the Construction Specification Institute (CSI) category.

c. The probable cost shall separate the project's building cost from site and utilities cost. ARCHITECT to submit to the DISTRICT the cost estimating format for prior review and approval.

d. Escalation: all probable costs shall be priced out at current market conditions. The probable costs shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

## MEETINGS

During the Schematic Design Phase it is anticipated that two (2) meetings monthly, will convene between the DISTRICT and the ARCHITECT to address specific design issues and to facilitate the decision making process. Such meetings shall be held at the PROJECT CAMPUS. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsideration of such decisions shall constitute a change in the scope of services of the ARCHITECTS.

## DELIVERABLES

- 3 - Schematic Design Package submittal with alternatives
- 2 - Probable Cost
- 1 - A statement indicating changes made to the program design
- 1 - DSA file, including all correspondence, meeting notes, etc. to date.

## PRESENTATION

ARCHITECT along with his sub-consultants shall present and review with the DISTRICT the detailed Schematic Design. The schematic design studies shall be revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.

## PROJECT CESSATION PROVISIONS

Upon completion of the schematic design study, the DISTRICT shall have the right to terminate this Agreement upon written notice of such termination to ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided under the Schematic Design Phase.

## DESIGN DEVELOPMENT

Upon written authorization by the DISTRICT to proceed with the Design Development Phase, ARCHITECT shall prepare, from the Schematic Design Phase documents approved by the DISTRICT, Design Development Phase documents consisting of the following:

- 1. Architectural:
  - a. Scaled, dimensioned floor plans with final room locations including all openings.
  - b. 1/8" scale building sections showing dimensional relationships and materials.
  - c. Site plan completely drawn with beginning notes and dimensions including grading and paving.
  - d. Preliminary development of details and large scale blow-ups.
  - e. Legend showing all symbols used on drawings.

- f. Floor plans identifying all fixed and major movable equipment and furniture.
  - g. Further refinement of SD outline specification for architectural, structural, mechanical, electrical, civil and landscape systems and equipment.
  - h. Typical reflected ceiling development including ceiling grid and heights for each ceiling showing:
    - i. Light fixtures
    - ii. Ceiling registers or diffusers
    - iii. Access Panels
  - i. A tabulation of both the net and gross assignable floor areas, and a comparison to the initial program area requirements.
  - j. Provide a binder with catalogue cut sheets of all selected equipment. Obtain sign off from District and College Director of Facilities on transmittal sheet.
2. Structural:
- a. Structural drawing with all major members located and sized.
  - b. Establish final building and floor elevations.
  - c. Preliminary specifications.
  - d. Identify foundation requirement (fill requirement, piles, etc.) with associated soil pressure, water table and seismic center. Include necessary soil mitigation if required by soils report.
3. Mechanical:
- a. Heating and cooling load calculations and major duct or pipe runs substantially located and sized to interface with structural.
  - b. Schedule major mechanical equipment indicating size and capacity.
  - c. Devices in ceiling should be located. Begin coordination with electrical and architectural ceiling plans.
  - d. Recommendations to acquire LEED® certification.
  - e. Legend showing all symbols used on drawings.

f. More developed outline specifications indicating quality level and manufacturer.

4. Electrical:

a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space(s).

b. All major electrical equipment should be scheduled indicating size and capacity.

c. Complete electrical distribution including a one line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.

d. Recommendations to acquire LEED® certification.

e. Legend showing all symbols used on drawings.

f. More developed outline specifications indicating quality level and manufacturer.

5. Civil:

a. Further refinement of SD drawings of points of connection and runs for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, invert elevation location and description of manholes, clean outs, hookups, bedding and installation details.

b. Further refinement of SD roadways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.

c. Outline specifications indicating quality level and manufacturer.

6. Landscape:

a. Further refinement of SD concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.

b. Outline specifications indicating quality level and manufacturer.

7. Specification:

DISTRICT to provide general condition specification and supplementary conditions.

8. Probable Cost:

Design Development Probable Cost: Prepared by specification section, summarized by CSI category. The probable cost shall include unit costs of materials, labor and equipment. Sales tax, contractor's mark-ups shall be identified as a separate line item. Soft cost including estimated CM fee and general conditions shall be listed separately.

MEETINGS

During the Design Development Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will be held at the PROJECT campus. Documented decisions (not pending items) made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions affecting program, master plan and schematic design shall constitute a change in the scope of services of the ARCHITECT. DISTRICT and ARCHITECT shall schedule progress meetings to coincide with the ARCHITECT'S coordination meeting.

DELIVERABLES

- 2 - Drawings from all professional disciplines as necessary to deliver the project
- 2 - Bid Package scoping recommendation
- 1 - Binder of Catalogue Cut Sheets
- 2 - Outline Specifications
- 2 - Probable Cost
- 2 - DSA File, including all correspondence, meeting notes, etc. to date

## CONSTRUCTION DOCUMENT

Upon written authorization from the DISTRICT to proceed with the Construction Documents Phase, ARCHITECT shall prepare from Design Development Phase Documents approved by the DISTRICT, a Construction Document consisting of the following:

Prepare construction documents in compliance with the appropriate applicable building codes, ordinances and other regulatory authorities.

### CONSTRUCTION DOCUMENTS (C/D) 50% STAGE:

1. Architectural:

- a. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
- b. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.
- c. Architectural details and large blow-ups underway.
- d. Well developed finish, door, and hardware schedules.
- e. Site utility plans underway.
- f. Fixed equipment schedules, details and identification underway.
- g. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.
- h. Color Boards with interior finish samples included for flooring, paint and wall finishes, doorframe and door finishes, casework, tile, countertops, etc.
- i. Finalize any outstanding items for binder with catalogue cut sheets of all selected equipment. Obtain sign off from District and College Director of Facilities listing all added items on transmittal sheet.

2. Structural:

- a. Structural floor plans and sections with detailing well advanced.
- b. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.

- c. Completed cover sheet with general notes, symbols and legends.
3. Mechanical:
  - a. Mechanical calculations virtually completed with all piping and ductwork sized.
  - b. Large scale mechanical details underway.
  - c. Mechanical equipment schedule substantially developed.
4. Electrical:
  - a. Lighting, power, signal and communication plans including all switching and controls. Fixture schedule and lighting details development underway.
  - b. Distribution information on all power consuming equipment; lighting and device branch wiring development underway. 20% spares must be included per new panel.
  - c. All electrical equipment schedules underway.
  - d. Special system components should be approximately located on plans.
  - e. Completely develop the layout of data/telephone system, including equipment room layouts, raceway and conduit routing and outlet locations.
5. Civil:

All site plans, site utilities, parking and roadway systems updated to reflect update comments from Design Development review.
6. Landscape:

All landscape, hardscape and irrigation plans updated to reflect update comments from Design Development.
7. Probable cost:

Update and refine the Design Development Phase Probable cost sorted by approved scope for bid packages.
8. Specifications:

- a. Virtually complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project in CSI format.

Where articles, materials and equipment are identified by brand names, at least two names shall be used, and such names shall be followed by the words "or approved equal" in accordance with Public Contract Code, Section 3400. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience as approved by the DISTRICT. Formal review of specifications by the DISTRICT and corrections made as directed at no cost to the DISTRICT.

### **CONSTRUCTION DOCUMENTS 75% STAGE**

Architect must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

1. Architectural:
  - a. Virtually complete site plan.
  - b. Virtually complete floor plan, elevations and sections.
  - c. Architectural details and large blow-ups near completion.
  - d. Finish door, and hardware schedules virtually complete, including most details.
  - e. Site utility plan virtually complete.
  - f. Fixed equipment details and identification virtually complete.
  - g. Reflected ceiling plan virtually complete.
  - h. Provide Finish Schedule (with the exceptions of colors) identifying type of material and textures on walls, floors, doors, etc. Architect to recommend color selection for approval by the DISTRICT.
  - i. All equipment catalog cuts.

2. Structural:

Completed structural floor plans and sections with detailing well advanced.

3. Mechanical:

a. Mechanical load calculations complete and all piping and ductwork sized.

b. Large scale mechanical details should be substantially complete.

c. Mechanical schedule for equipment substantially complete.

4. Electrical:

a. Lighting, power, signal and communication plan(s) should reflect all switching and controls. Fixture schedule(s) should be virtually complete.

b. Distribution information on all power consuming equipment; lighting and device branch wiring should be virtually complete.

c. All electrical equipment schedules should be virtually complete.

d. Special system components should be located on plans.

5. Civil:

All site plans, site utilities, parking and roadway systems updated to reflect update revisions from 50% CD's.

6. Landscape:

All landscape, hardscape and irrigation plans updated to reflect update revisions from 50% CD's and completed.

7. Specifications:

Formal review of specifications by the DISTRICT and Facilities/Maintenance group with corrections made as directed at no cost to the DISTRICT.

**CONSTRUCTION DOCUMENTS – 100% SUBSTANTIAL COMPLETION STAGE:**

Architect must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

1. Architectural:
  - a. Completed site plan, floor plans, elevations and sections.
  - c. Architectural details and large blow-ups completed.
  - d. Finish, door and hardware schedules completed, including all details.
  - e. Site utility plans completed.
  - f. Fixed equipment details and identification completed.
  - g. Reflected ceiling plans completed.
2. Structural:
  - a. Structural floor plans and sections with detailing completed.
  - b. Structural calculations completed.
3. Mechanical:
  - a. Large scale mechanical details completed.
  - b. Mechanical equipment schedules completed.
  - c. Completed electrical schematic for HVAC equipment.
  - d. Complete energy conservation calculations and report.
4. Electrical:
  - a. Lighting and power plan including all switching and controls. Fixture schedule and lighting details completed.
  - b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
  - c. All electrical equipment schedules completed.
  - d. Special system components plans completed.
  - e. Electrical load calculations completed.
5. Civil:

All site plans, site utilities, parking and roadway systems completed.

6. Probable Cost:

Update and refine the 50% Construction Document Probable cost.

7. Specifications:

a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project in CSI format.

Specifications shall not contain restrictions that will limit competitive bids other than those approved by the DISTRICT as necessary to meet maintenance requirements.

At one hundred percent (100%), specifications shall be reviewed by the DISTRICT to ensure compliance with required modifications and corrections made as directed at no cost to the DISTRICT.

### **CONSTRUCTION DOCUMENTS (C/D) FINAL STAGE**

The construction document final stage shall be for the purpose of the ARCHITECT incorporating all Regulatory Agencies' comments into the drawings, specifications, and probable cost. All corrections made by the ARCHITECT during this stage should be at no additional cost to the DISTRICT.

The final contract documents delivered to the DISTRICT upon completion of the ARCHITECT'S work shall consist of the following:

1. Drawings: All drawings with ARCHITECT/sub-consultant's State license stamp and DSA stamp.
2. Specifications: Original technical specifications on reproducible masters or CD/DVD format if acceptable to DISTRICT'S reprographics firm in CSI format.
3. Completely coordinated sub-consultant's work.

### **MEETINGS**

During the Construction Document Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will normally be held at the PROJECT campus. Documented decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or

reconsiderations of such decisions shall constitute a change in the Scope of ARCHITECT Services.

## DELIVERABLES

### Copies:

2 - Fifty percent (50%) submittal – 2 copies of the fifty percent (50%) working drawings, 2 specifications, and 2 probable costs.

4 - Seventy five percent (75%) submittal – 2 copies of the seventy five percent (75%) working drawings, 2 specifications and 1 sets of equipment cut sheets.

2 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes. (Submit with 50 and 75% CD submittal).

4 - One hundred percent (100%) submittal – 2 copies of the one hundred percent (100%) working drawings, 2 specifications, one (1) engineering calculations and 1 probable costs.

2 - DSA file including all correspondence, meeting, back check comments, checklists, etc. to date. (Submit with 100% CD submittal).

2 - A statement at each stage of CD review indicating any authorized changes made to the program from the last submittal and the cost impact of such changes on the previously approved Construction Budget. If no material changes occur, but costs are adjusted, clearly identify these changes for DISTRICT review. (Submit with all submittals, 50%, 75%, and 100%).

## BIDDING PHASE

The development of the bidding procedure and the general condition of the construction contract shall be the joint responsibility of the DISTRICT and the ARCHITECT. ARCHITECT shall assist the DISTRICT in the prequalification process.

In the event that items requiring interpretation of the drawings or specifications are discovered during bidding period, said items shall be analyzed by the ARCHITECT for decision by the DISTRICT as to the proper procedure required. Corrective action taken will be in the form of an addendum prepared by the ARCHITECT and reviewed by the DISTRICT prior to release.

ARCHITECT shall be present during the bid opening.

## **CONSTRUCTION ADMINISTRATION PHASE**

The ARCHITECT'S responsibility to provide basic services for the Construction Phase under this Agreement commences with the award of the first prime Contract for Construction and terminates at the earlier of the issuance to the DISTRICT of the final Certificate for Payment or sixty (60) days after the date of substantial completion of construction. All Construction Administration work required of the ARCHITECT shall be also be required of ARCHITECT's subconsultants as pertains to their scope of work.

- a. During construction, the ARCHITECT shall furnish all necessary additional drawings for supplementing, clarifying and/or correcting purposes and for change orders required. Such drawings shall be at no additional cost unless designated as an additional service to the DISTRICT. The drawings and contract wording for change orders shall be submitted to the DISTRICT for distribution.
- b. The ARCHITECT will proceed with the services required by the Construction Administration Phase of this Agreement upon Board approval for award of construction bid.
- c. The ARCHITECT shall review and approve or take other appropriate action upon contractor's submittals such as: shop drawings, project data, samples and change orders.
- d. The ARCHITECT'S action shall be taken within twenty-one (21) calendar days so as to cause no unreasonable delay in the work or in the construction of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed twenty one (21) calendar days from the receipt by the ARCHITECT.
- e. During the course of construction, all Requests for Information/Clarification must be responded to in a most expeditious manner so as not to impact and delay the construction progress.
- f. Drawings or change orders required due to actions of the DISTRICT which are beyond the scope of the ARCHITECT'S responsibilities, shall be considered extra services.
- g. ARCHITECT shall schedule weekly visits to the job site for on-site review of the construction of the Project and in coordination with the construction progress meetings. The purpose of these visits is to interpret or clarify in the Contract Documents and to monitor the progress of the Project.

ARCHITECT shall provide the DISTRICT with a digital photo survey of weekly progress consisting of no less than five photos related to overall, general progress and the appropriate number of photos necessary to document any field issues requiring resolution. Photos shall be emailed to the DISTRICT's project manager with a narrative describing contents within 48 hours of the weekly meeting.

The ARCHITECT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The ARCHITECT shall endeavor to guard the DISTRICT against defects and deficiencies in the work. However, the ARCHITECT shall not be a guarantor of the contractor's performance.

h. The ARCHITECT shall not be responsible for, nor have control or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for contractors' failure to carry out work in accordance with the Contract Documents. The ARCHITECT shall not be responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees.

i. ARCHITECT shall provide a log identifying all operations and maintenance manuals, and warranty documents for all equipment and installed systems. The ARCHITECT shall review contractor's submittal for completeness and submit to DISTRICT.

j. ARCHITECT provide a complete DSA file to the DISTRICT, including all correspondence, meeting notes, back check comments, checklists, inspection affidavits, etc. to the DISTRICT at acceptance.

## **CLOSE OUT PHASE**

The ARCHITECT'S responsibility to provide basic services for the Close Out phase under this Agreement commences with the Contractor's request for a punch list walk and terminates at the close out and certification of the project with the Division of the State Architect.

a. ARCHITECT including consultants shall participate in/ develop punch lists as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.

b. ARCHITECT shall provide DISTRICT and contractor with a comprehensive punch list itemizing all outstanding issues on an area by area basis.

- c. ARCHITECT shall walk with DISTRICT and contractor to confirm that punch list items are completed. ARCHITECT may use original list with items highlighted to show those areas as still outstanding.
- d. ARCHITECT shall perform follow up walk for any punch list items that were outstanding.
- e. After the third punch list walk, if there remains any incomplete items, ARCHITECT shall provide to the DISTRICT a cost analysis of all outstanding items.
- f. ARCHITECT shall evaluate the success of any required maintenance period upon completion of the timeframe. ARCHITECT will confirm that the requirements for the maintenance period were met with a follow up report to the DISTRICT.
- g. ARCHITECT shall provide architectural/engineering advice to the DISTRICT on start-up, break-in and debugging of facility systems and equipment; and participate in/ develop punch lists including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
- h. The ARCHITECT shall work with the DISTRICT and their consultants in complete close out of the project. This phase will be considered complete upon a complete submittal to the Division of the State Architect of all close out documentation.
- i. ARCHITECT shall perform a building walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all facilities/ improvements. ARCHITECT shall meet with the maintenance and facilities representatives and make recommendations for which, if any, warranty items will be requested prior to warranty expiration.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

- A. The following extra services to this Agreement shall be performed by ARCHITECT if needed and requested by the DISTRICT.
1. Making revisions in drawings, specifications or other documents when such revisions are:
    - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
    - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
    - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the ARCHITECT within a reasonable time, as requested by ARCHITECT.
  2. Providing services required because of significant documented changes in the Project initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule, or method of bidding or negotiating and contracting for construction.
  3. Prepare drawings, specifications and other documentation and supporting data, evaluating contractor's proposals, and providing other services in connection with change orders and construction change directives. ARCHITECT shall not be due any fee for extra services due to change orders resulting from ARCHITECT'S design errors and omissions.
  4. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.
  5. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the contractor for Payment, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of substantial completion of work.
  6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the contractor failed to follow the ARCHITECT'S specified specification of the Project.

B. The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The sub-consultant hourly rates as shown below include a 10% administration fee/mark-up fee. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the ARCHITECT and each sub-consultant involved in the Project.

<b><u>Architecture (gkkworks)</u></b>	<b><u>Fee Per Hour</u></b>
<b><u>Position</u></b>	
Principal	\$190/hr
Director of Design	\$170/hr
Sr. Project Designer	\$150/hr
Sr. Project Manager	\$150/hr
Estimator	\$140/hr
Project Designer	\$130/hr
Project Architect	\$135/hr
Construction Administrator	\$135/hr
Job Captain	\$100/hr
Designer	\$95/hr
Architect Staff	\$85/hr
Administrative Staff	\$70/hr
 <b>Structural Engineering (Nabih Youssef &amp; Associates, Inc.)</b>	
Nabih Youssef as Principal/President	\$250/hr
Project Manager	\$225/hr
Senior Vice President	\$225/hr
Vice-President	\$225/hr
Senior Structural Analyst	\$225/hr
Senior Project Engineer	\$180/hr
Project Engineer	\$170/hr
Senior Engineer	\$170/hr
Senior Designer	\$150/hr
Engineer/ Designer	\$125/hr

**CADD DESIGNERS**

Senior CADD Manager	\$150/hr
Senior CADD Coordinator	\$135/hr
CADD Coordinator	\$125/hr

**Mechanical, Electrical, and Plumbing Engineering (Fundament & Associates, Inc.)**

Principal	\$195/hr
Senior Engineer	\$165/hr
Project Engineer	\$145/hr
Project Designer	\$125/hr
CADD Designer	\$105/hr
Administrative Staff	\$65/hr

**Civil Engineering (FPL Associates)**

Principal	\$160/hr
Senior Engineer	\$150/hr
Project Engineer	\$140/hr
Associate Engineer	\$115/hr
Design Engineer	\$95/hr
Clerical	\$80/hr

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: James B. Utt Memorial Learning Resource  
Center Renovation: Change Order Request No.2  
**ACTION:** Approval

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### **BACKGROUND**

On October 24, 2004 and June 22, 2009, the Board approved funding for the James B. Utt Memorial Learning Resource Center Renovation. On April 25, 2011 the Board approved Change Order Request (COR) No.1 in the amount of \$240,375.

### **STATUS**

EXHIBIT A describes COR No.2 and will result in an increase of \$324,914. in total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of the CORs will bring the revised total contract amount to \$12,864,289.

Funds are available in the approved James B. Utt Memorial Learning Resource Center Renovation budget which is \$16,139,000 state funded and \$4,002,000 funded through basic aid for a total of \$20,141,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 2 for the Saddleback College James B. Utt Memorial Learning Resource Center Renovation project as described in EXHIBIT A, and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$324,914. in the total project cost. The revised contract total amount is \$12,864,289.

Bid #1094

Board Request Change Order #2

August 29, 2011

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	BCO #2 COR Total	REVISED CONTRACT AMOUNT
1094	General Contractor	Bayley Construction	\$12,299,000.00	\$240,375.00	\$324,914.00	\$12,864,289.00
		3730 S. Susan Street, Suite 200 Santa Ana, CA 92704-3456	<b>TOTAL</b>	<b>12,299,000.00</b>		<b>12,864,289.00</b>

COR No.	Date	Description	Requested	Status	Amount
10	7/12/2011	Furr out wall for electrical panel per RFI #23R1	by architect	reviewed	\$6,017.00
13	8/1/2011	Relocate electrical panel per RFI #006	by architect	reviewed	(\$4,036.00)
24	8/7/2011	Changes ceramic tile colors and sizes and LED lights	by college/district	reviewed	\$82,173.00
26	7/13/2011	Deduct for M&O removal of existing misc. site items.	by college/district	reviewed	(\$1,050.00)
48R4	6/8/2011	Bulletin 7R1 added control valves at 3rd floor CHW piping.	by college/district	reviewed	\$3,232.00
59	6/15/2011	FCD #007 Pro-X-Header value engineering.	by architect	reviewed	(\$9,493.00)
69	7/12/2011	FCD #005 Modification of top track detail due to field condition.	by college/district	reviewed	\$11,359.00
73	7/13/2011	FCD #003 Modifications to parking lots #9 and #10 as required by DSA.	by college/district	reviewed	\$49,720.00
82R1	7/13/2011	FCD #019 Deck infill required at new janitor closet.	by architect	reviewed	\$11,387.00
84R1	7/13/2011	FCD #023 Notch studs as required for linear diffusers.	by architect	reviewed	\$840.00
86	7/13/2011	Bulletin #15 Delete interior wall side water proofing at concrete wall.	by architect	reviewed	(\$3,500.00)
87	7/13/2011	Additional review of tapered roof insulation as requested by contractor after final submittal.	by architect	reviewed	(\$536.00)
93R2	8/7/2011	Change piping and control valves for cooling water system to combination DX chilled water for 24/7 operation.	by architect	reviewed	\$123,058.00
94	4/20/2011	Change wall types from "G" to "D" per RFI #143.	by architect	reviewed	\$527.00
95	4/20/2011	Modify ceiling compression posts per RFI #173	by architect	reviewed	(\$3,263.00)
96	5/16/2011	Added gyp. Board layers per RFI #184 for one hour rated wall DSA requirement.	by architect	reviewed	\$3,280.00
98R2	6/15/2011	Added lath and plaster at door #188 per RFI #185	by architect	reviewed	\$3,884.00
107R1	6/2/2011	Change wall type at 3rd floor perimeter walls per RFI #131.	by architect	reviewed	\$2,032.00
109	5/17/2011	Revise "K" type walls to full height per RFI #267.	by architect	reviewed	\$2,556.00
111	6/15/2011	Construct new, non-rated plaster ceilings per RFI #250.	by architect	reviewed	\$7,575.00
112	7/13/2011	Master clock transmitter change due to technology change requirement.	by college/district	reviewed	\$4,266.00
114	5/17/2011	Added "J" wall column framing per RFI #252.	by architect	reviewed	\$1,914.00
116	7/13/2011	Transfer switch modification for redundancy of emergency power.	by college/district	reviewed	\$5,552.00
119	7/13/2011	Change "L" type wall to full height plaster to underside of deck above per RFI #270.	by architect	reviewed	\$4,297.00
120	7/13/2011	Plaster tie-in at existing ceiling remaining ceiling per RFI #271.	by architect	reviewed	\$820.00
121	7/13/2011	Add column furring per RFI #272.	by architect	reviewed	\$1,914.00
122	7/19/2011	Add "C" type wall framing at concrete wall.	by architect	reviewed	\$1,740.00
123	7/13/2011	Skylight glass change credit value engineering.	by architect	reviewed	(\$12,000.00)
132	7/13/2011	Added angle at storefront per RFI #277 per DSA requirement.	by architect	reviewed	\$7,920.00
138	7/13/2011	Added "C" channel at existing doors per RFI #281 per DSA requirement.	by architect	reviewed	\$15,472.00
141	7/13/2011	Change fiber cable per RFI #223 per college.	by college/district	reviewed	(\$1,458.00)
142	7/13/2011	Added column framing per RFI #248R1 unknown condition.	by architect	reviewed	\$1,579.00
162	7/12/2011	Changes to East entry storefront per RFI #316.	by architect	reviewed	\$7,136.00

TOTAL THESE CHANGE ORDER REQUESTS

\$324,914.00

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: Pool Deck Replacement: Change Order Request No. 2 and Notice of Completion

**ACTION:** Approval

---

**BACKGROUND**

On October 25, 2010, the Board of Trustees approved and awarded Bid No. 1098 to Condor, Inc. for structural repair to the existing pool deck in the amount of \$1,058,000.00.

On April 25, 2011, the Board of Trustees approved the Change Order No. 1 in the amount of \$26,734.00. Approval of this Change Order revised the total contract amount to \$1,084,734.00.

**STATUS**

EXHIBIT A describes Change Order Request No. 2 and will result in a contract increase of \$24,852.28. The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. The project duration increases by 26 days. Approval of Change Order Request No. 2 will bring the revised total contract amount to \$1,109,586.28.

Funds are available through the scheduled maintenance approved budget.

Staff recommends that a Notice of Completion be filed for the Pool Deck Replacement Project.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 2 (EXHIBIT A), increasing the contract amount by \$24,852.28, to Condor, Inc. for a revised total of \$1,109,586.28, and to increase duration of project by 26 days, and EXHIBIT B to authorize the filing of the Notice of Completion. It is also recommended that the Board authorize the release of retention 35 days after filing.

POOL DECK REPLACEMENT  
SADDLEBACK COLLEGE  
Board Change Order No. 2

AUGUST 29, 2011

BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO #2 COR Total	REVISED CONTRACT AMOUNT
General Contractor	CONDOR, INC.		\$1,058,000.00	\$26,734.00	\$24,852.28	\$1,109,586.28
	3000 Durfee Ave. El Monte, CA 91732	<b>TOTAL</b>	<b>1,058,000.00</b>			<b>1,109,586.28</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	8/29/2011	New Surge Pit Vault, RFI 0024 Surge Pit level, RFI 0020 Back Flow Preventer, Addt'l Deck R & R, Tile Therapy Pool Step, Addt'l VFD Controls, Unused Allowance Credit	District	reviewed	\$24,852.28	
3	8/29/2011	INCREASE PROJECT COMPLETION BY 26 DAYS	District	reviewed	-0-	26 DAYS
		<b>TOTAL THESE CHANGE ORDER REQUESTS</b>			\$24,852.28	



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: Proposed Division Name  
**ACTION:** Approval

---

### **BACKGROUND**

A two-year investigation of the organizational structure at Saddleback College revealed that the college is understaffed and not effectively organized at the management level. The concept and structure of the addition of a Division of Online Education and Learning Resources was discussed by faculty, classified staff, academic administrators, and classified managers. The configuration of this division models after the Division of Library and Learning Resources at Mt. San Antonio College and at other community colleges throughout the State. The creation of this new division will actively address and support the tremendous growth of instructional technology in both on-campus and online classes and the taxing workload of our academic divisions at Saddleback College. This division will focus on Student Success specific to online education, basic skills, tutoring, and faculty/staff professional development.

### **STATUS**

In October 2010 the Board approved the realignment of the Learning Resources Division with the addition of a new Division of Online Education and Learning Resources. Due to the college's reorganization and the addition of the Division of Online Education and Learning Resources a permanent division name change is requested from Liberal Arts and Learning Resources to Liberal Arts.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the permanent division name change from Liberal Arts and Learning Resources to Liberal Arts

Item Submitted By: *Dr. Tod A. Burnett, President*

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Basic Aid Funding Reallocation of \$2.7 million from the Business Sciences and Technology Innovation Project to the Fine Arts Project

**ACTION:** Approval

---

**BACKGROUND**

On June 22, 2009, the Board of Trustees approved reallocation of \$2.7 million dollars from the Irvine Valley College (IVC) Fine Arts project to the Irvine Valley College Business Science Technology and Innovation Center (BSTIC) Equipment phase. This action was taken in response to the State Chancellor's notice that districts could continue work using local funds with the understanding that the district takes the risk of, at best, a delay in reimbursement and at worst no reimbursement due to a lack of bonds sold. The Board approved this reallocation with the understanding that upon receipt of state reimbursement, the IVC Fine Arts project fund would be replenished.

**STATUS**

The IVC BSTIC equipment phase is complete and the district has received complete reimbursement on the state's approved match.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve reallocation of \$2.7 million dollars from the IVC BSTIC project back to the IVC Fine Arts project.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-3110-Basic Aid Funds Allocation Process, BP-4211-Retirement Benefits for Administrators and Classified Management Personnel, BP-4081-Payroll Deductions, BP-4020-Designated Administrators and Classified Management Personnel, BP-4076-Compensation

**ACTION:** Discussion/Approval

---

### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations.

### **STATUS**

Five board policies are presented to the board for "Discussion/Approval." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on July 14, 2011 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the July 25, 2011 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in EXHIBITS A through E.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3110

BUSINESS

## BASIC AID FUNDS ALLOCATION PROCESS

Basic aid refers to local property tax receipts that exceed general purpose revenue entitlement derived from the State of California SB 361 (or successor funding bill) calculation. The process for identification and prioritization of basic aid allocations will follow this policy and is recognized to be an annual and dynamic process. Allocation of basic aid will be made based on district and college planning documents and supporting data. The Board will determine both the timing of allocation approval and how much of the annual collections will be allocated each year. A reasonable amount of basic aid funds will not be allocated until the end of the fiscal year when total annual receipts are certain, to ensure the availability of resources for potential unexpected needs of a significant nature.

In accordance with the vision, mission, strategic directions and planning documents of the District and colleges, the Board of Trustees will allocate basic aid funds for the following purposes:

1. Capital construction, major renovation, large infrastructure projects, and site development. These projects will follow district and college strategic plans, Education and Facilities Master Plan, 20-year Facility, Renovation and Scheduled Maintenance Plan and Five Year Construction Plan.
2. Retiree benefit trust fund and other long term obligations.
3. Trustee elections, legislative advocacy, major legal fees and judgments.
4. Major technology initiatives as identified in the District and College Technology Plans.
5. Fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the 20-year Facility, Renovation and Scheduled Maintenance Plan. The other fifty percent will be funded by the site requesting the funds, whether district office or college, in receipt of the allocation. Allocations must be used within five years on the specific project for which funding was allocated. The allocation will be based on the distribution ratios used in the model established in the District Resource Allocation Council process.

The Chancellor shall establish Administrative Regulations regulating the use of basic aid funds.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4211

PERSONNEL  
HUMAN RESOURCES

## RETIREMENT BENEFITS INCENTIVE PLAN FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL, AND CONFIDENTIAL EMPLOYEES

### I. Health, Medical, Dental, and Vision Benefits

- A. ~~Health, m~~Medical, dental, and vision benefits in effect in the District at the time of retirement of an administrator ~~or, classified management, or confidential~~ employee shall continue in effect upon the employee's retirement for those employees who have been employed full-time by the District for ten (10) years immediately preceding the date of retirement.
1. ~~Health, m~~Medical, dental, and vision benefits shall continue in effect for the retiree and eligible dependents until the retiree is sixty-five (65) years old. If at age sixty-five (65) the retiree is eligible for Medicare Social Security benefits, ~~including Medicare~~ (Parts A and B), the District will provide supplemental medical coverage to Medicare for the retiree only.
  2. If at age sixty-five (65) the retiree is not eligible for Medicare Social Security benefits, ~~including Medicare~~, the District obligation to the retiree shall be terminated (i.e., the District shall not pay for any ~~health~~, medical, dental or vision insurance for the retired employee nor provide any supplemental coverage).

Adopted: 3-23-81  
Revised: 9-14-81  
Revised: 4-10-89  
Revised: 4-26-99  
Revised: 5-24-04  
Revised: 1-31-05

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4081

PERSONNEL  
HUMAN RESOURCES

## PAYROLL DEDUCTIONS

The Chancellor or designee is authorized to process only those payroll deductions required by state and federal laws and those that are part of a collective bargaining agreement. Voluntary deductions are at the discretion of the employee. All other deduction requests must receive the approval of the Board of Trustees.

Adopted: 3-10-69  
Revised: 4-10-89  
Revised: 4-26-99  
Revised: 5-24-04  
Revised: 1-31-05

# BOARD POLICY

4020

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL  
HUMAN RESOURCES

## DESIGNATED ADMINISTRATORS, AND CLASSIFIED MANAGEMENT LEADERSHIP, AND CONFIDENTIAL PERSONNEL

The Board of Trustees, upon recommendation of the Chancellor, shall designate ~~administrators, and classified management leadership, and confidential personnel~~ positions. In addition, pursuant to California Education Code - Calif. Ed. Code, Section 87002 (b), the Board of Trustees shall also designate those administrative positions which are also educational administrative positions. A complete and accurate list of these positions will be maintained in the Office of Human Resources.

*Reference:*

California Education Code, Section 87002(b)

Revised: 5-23-77  
Revised: 11-26-86  
Revised: 4-10-89  
Revised: 5-11-92  
Revised: 4-26-99  
Revised: 1-20-04

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4076

PERSONNEL  
HUMAN RESOURCES

## COMPENSATION

The Board of Trustees shall negotiate salary schedules with each District bargaining unit. The board may establish a separate and specified salary or salary schedule for selected or designated administrators, classified management, non-bargaining (professional experts, short-term, and substitutes), ~~confidential~~, and unclassified positions.

Adopted: 2-13-68  
Revised: 6-04-69  
Revised: 4-10-89  
Revised: 2-28-94  
Revised: 4-26-99  
Revised: 10-24-05

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-4054: Political Activities, BP-4020: Designated Administrators and Classified Management Personnel, BP-6150: Study Abroad Programs, BP-5408: Classroom Supervision, BP-4101: Salary Schedules and Annual Step Increments for Administrators and Classified Management Personnel, BP-4102: Salary Schedule Placement for Administrators, Classified Management and Classified Bargaining Unit Employees, BP-4111: Leave for Administrators and Classified Management Personnel, BP-5640: Service Animals

**ACTION:** Review and Study

---

### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

### **STATUS**

Eight board policies are presented to the board for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on August 19, 2011 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in Exhibit A through H.

# BOARD POLICY

4054

SADDLEBACK COMMUNITY COLLEGE DISTRICT

PERSONNEL  
HUMAN RESOURCES

## POLITICAL ACTIVITIES

The Board of Trustees establishes the following rules and regulations relating to the political activities of officers and employees during working hours:

1. Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.
2. This policy prohibits political activity only during an employee's working hours, and shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time. "Non-working time" means time outside an employee's working hours, whether before or after school or during the employee's luncheon period or other scheduled work intermittency during the school day.

### References:

*California Education Code, Sections 7054 (b), 7055, and 7056*  
*Government Code, Section 8314*

Adopted: 6-04-69  
Revised: 4-24-89  
Revised: 4-26-99  
Revised: 1-31-05  
Reviewed:

# BOARD POLICY

4020

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL  
HUMAN RESOURCES

## DESIGNATED ADMINISTRATORS, AND CLASSIFIED MANAGEMENT LEADERSHIP, AND CONFIDENTIAL PERSONNEL

The Board of Trustees, upon recommendation of the Chancellor, shall designate administrators, ~~and~~ classified ~~managers~~ ~~leadership~~, and ~~confidential personnel~~ positions. In addition, pursuant to California Education Code ~~Calif. Ed. Code, Section 87002 (b)~~, the Board of Trustees shall also designate those administrative positions which are also educational administrative positions. A complete and accurate list of these positions will be maintained in the Office of Human Resources.

### Reference:

California Education Code, Section 87002(b)

Revised: 5-23-77  
Revised: 11-26-86  
Revised: 4-10-89  
Revised: 5-11-92  
Revised: 4-26-99  
Revised: 1-20-04

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

6150

INSTRUCTION

## STUDY ABROAD PROGRAMS

Because study abroad opportunities for students are important to the growing international society of cultures, languages, politics, business, and economics. The South Orange County Community College District recognizes and supports the movement of students across community, cultural, geographic, and national boundaries . The Chancellor shall establish administrative regulations for this policy.

~~The South Orange County Community College District recognizes that the movement of students across community, cultural, geographic, and national boundaries is an essential element of higher education and support. Study Abroad opportunities for students have become important in the growing international society of cultures, languages, politics, business, and economics. The inter-dependence of nations, people, and world systems has brought international education into the mainstream of higher education.~~

~~Study abroad programs will be encouraged within the following parameters contained in AR-6150, Study Abroad Programs. (Title 5, Calif. Code of Regulations, Sections 55450, 55451, and 58166):~~

- ~~1. All Study abroad proposals shall be evaluated and recommended for consideration through the college curriculum process.~~
- ~~2. All study abroad programs shall be approved by the Board of Trustees. Proposals are to include educational benefits and a complete budget.~~
- ~~3. Credit courses offered as an integral part of study abroad programs shall be taught as all credit courses approved by the Board of Trustees, and they shall be taught under approved course outlines and syllabi. No prerequisites for study abroad programs shall be established other than those academic prerequisites allowed by existing state regulations.~~
- ~~4. Study abroad programs and credit courses shall be scheduled, assigned to faculty, and maintained under the requirements of the Academic Employee Master Agreement as with all other programs and courses offered by the South Orange County Community College District.~~
- ~~5. The curriculum comprising study abroad programs shall specifically relate to the culture and location of the proposed programs.~~
- ~~6. Every reasonable effort will be made to ensure that students seeking admission to study abroad programs are provided with a thorough understanding of the restrictions and~~

STUDY ABROAD PROGRAMS

~~difficulties encountered abroad. Information Sessions will be provided in advance of departure.~~

- ~~7. The district may enter into contracts with independent contractors for the provision of services including expenses for travel, insurance, food, and housing in connection with study abroad programs and courses. Any such contract shall be executed by an authorized officer of the district, subject to approval or ratification by the Board of Trustees. The district shall evaluate contractor performance under such contracts.~~
- ~~8. Study abroad programs and courses which draw from the district population as a whole shall be coordinated between the colleges as to the time of offerings and scope of study.~~

~~This policy shall not apply to faculty exchange programs, student exchange programs, or other international education programs.~~

Reference:

Title 5, California Code of Regulations Sections 55450, 55451, 58166.

Adopted: 11-11-86  
Revised: 6-26-89  
Revised: 6-11-90  
Technical Update: 4-26-99

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

**5408**  
STUDENTS

## CLASSROOM SUPERVISION

During scheduled class times, students are allowed to remain in classrooms or laboratories only when supervised by an academic employee or by an authorized instructional assistant or aide under the direction of an academic employee as specified in the California Code of Regulations, Title 5, Section 58051(a) and 58056(e).

Reference:

Title 5, Section 58051(a) 58056 (c)

Adopted: 2-11-80  
Revised: 5-15-89  
Revised: 4-26-99  
Revised: 6-26-06  
Reviewed:

# BOARD POLICY

4101

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL  
HUMAN RESOURCES

## SALARY SCHEDULES AND ANNUAL STEP INCREMENTS FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Salary schedules shall be adopted by the Board of Trustees for administrators and classified management personnel and shall contain an annual pay increment for each step indicated for a particular position. Copies of these schedules shall be on file in the Office of Human Resources: and available on line.

Adopted: 6-09-69  
Revised: 4-10-89  
Revised: 4-26-99  
Revised: 1-31-05  
Reviewed:

# BOARD POLICY

4102

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL  
HUMAN RESOURCES

## SALARY SCHEDULE PLACEMENT FOR ADMINISTRATORS, CLASSIFIED MANAGEMENT, ~~CONFIDENTIAL~~, AND CLASSIFIED BARGAINING UNIT EMPLOYEES

### A. Initial Salary Placement

New ~~District~~ hires will normally be placed on Step 1 of the appropriate salary schedule. The Chancellor may approve a higher placement to be competitive with the employment market and/or the work experience and skill level of the new employee.

### B. Promotion

If an employee is promoted from one District position to a higher level, the Chancellor may place the employee on a step that results in a pay increase that appropriately compensates for the increase in responsibilities.

### C. Demotion

If an employee is demoted from one District position to a lower level, the Chancellor may place the employee on a step that reflects the reduction in responsibility.

Adopted: 12-08-80  
Revised: 4-13-81  
Revised: 4-10-89  
Revised: 4-26-99  
Revised: 5-24-04  
Revised: 1-31-05

# BOARD POLICY

4111

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL  
HUMAN RESOURCES

## LEAVE FOR ADMINISTRATORS, AND CLASSIFIED MANAGEMENT PERSONNEL, AND CONFIDENTIAL EMPLOYEES

The Board of Trustees may grant administrative leaves to administrators, and classified managers~~ment, and confidential employees~~.

The Chancellor shall develop administrative regulations establishing the application process for leaves under this policy.

Adopted: 2-25-74  
Revised: 2-24-75  
Revised: 7-11-77  
Revised: 6-10-85  
Revised: 4-10-89  
Revised: 4-26-99  
Revised: 5-24-04  
Revised: 1-31-05  
Revised: 6-21-05

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5640

STUDENTS

## SERVICE ANIMALS

It is the policy of the South Orange County Community College District to permit qualified individuals with disabilities to use service animals in campus facilities and on campuses. The purpose of this policy is to ensure that qualified individuals with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability. This policy is established pursuant to the Americans with Disabilities Act of 1990 (ADA), ~~Section 504 of the Rehabilitation Act of 1973, and the Unruh Civil Rights Act of the California Civil Code.~~ The definition of service animal is to include only dogs and miniature horses.

### Reference:

Americans Disabilities Act, Title II & III

Rehabilitation Act, Section 504

California Civil Code, Section 54 et seq.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Resolution No. 11-25: Authorize Administration for Section 125 Flexible Spending Account Benefits Plan

**ACTION:** Approval

---

### **BACKGROUND**

TRI-AD has administered the District's Section 125 Flexible Spending Account Benefit Plan for dependent care and medical care reimbursement since July 2005. Multiple issues regarding administration of claims, the vendor's website, and customer service initiated the request to solicit proposals from other vendors.

### **STATUS**

The District's Health and Wellness Committee, assisted by Alliant Insurance Services has examined alternative administrators and recommends that SISC (Self Insured Schools of California), the organization that administers the District's medical plan, be retained to provide administrative services for the District's Section 125 Flexible Spending Account Plan. SISC has a debit card program for employees for out of pocket medical care expenses and direct deposit for reimbursement of dependent care. SISC can provide these services at no cost to the District resulting in an annual savings of approximately \$7,900.

### **RECOMMENDATION**

The Chancellor recommends the Board of Trustees adopt Resolution No. 11-25 as represented in Exhibit A authorizing SISC as the District's Section 125 Plan administrator for an annual savings of \$7,900.

**RESOLUTION NO. 11-25**  
**BEFORE THE BOARD OF TRUSTEES**  
**OF THE**  
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**COUNTY OF ORANGE, STATE OF CALIFORNIA**

A resolution to authorize participation  
In the **SISC FLEX PLAN**

**WHEREAS** it is determined to be in the best interest of the South Orange County Community College District (hereinafter referred to as the “Qualified Employer”) to participate in the SISC Flex Plan (the “Plan”) and provide Eligible Employees with a program that allows for certain medical and dependent care expenses to be paid with pre-tax dollars; and

**WHEREAS**, the Self-Insured Schools of California (“SISC”), a Public Agency, has made such a plan available to the Qualified Employer and its Eligible Employees, and is intended to qualify as a “cafeteria Plan” within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended and shall be construed in a manner consistent with that Section. The tax implications of the Plan are subject to rulings, regulations and the application of the tax laws of the state and federal government; and

**WHEREAS** the Plan, consists of a Benefit Cost Plan (commonly referred to as the “premium only portion” of a cafeteria plan or “POP”), a Qualified Health Care Expense Account, and a Qualified Dependent Care Expense Account; and

**WHEREAS**, the Plan provides that a Qualified Employer may, with the consent of SISC, adopt the Plan and participate therein by a properly executed document evidencing said intent of said Qualified Employer.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Governing Board of Qualified Employer does hereby adopt the SISC Flex Plan effective the first day of October, 2011, and the Qualified Employer hereby consents to such adoption and participation upon the following terms:

- a. The categories of employees that are eligible to participate in the Benefit Cost Plan, Qualified Health Care Expense Account, and/or Qualified Dependent Care Expense Account shall be designated by a Qualified Employer on the appendix attached to this Resolution
- b. When an organization ceases to be a member of the SISC III Health Benefits program, that organization’s coverage under the SISC Flex Plan terminates. Should this termination occur in the middle of the SISC Flex Plan Year, the terminating organization is required to pay monthly administration fees for each of the SISC Flex Health Care and Dependent Care Participants until the end of the plan year. These administrative fees are specified in the SISC Flex Plan Document, Appendix A, Service Agreement.
- c. It is the intention of the parties that the Qualified Employer shall be a party to the Plan and treated in all respects as the Qualified Employer thereunder, with its Eligible Employees to be considered as the Employees and Participants, as the case may be, thereunder.

- d. However, the participation of the Qualified Employer in the Plan shall in no way diminish, augment, modify, or in any way affect the rights and duties of the Qualified Employer, its Employees, or Participants, under the Plan.
- e. The execution of this Agreement by this Qualified Employer shall be construed as the adoption of the Plan in every respect, or any part thereof as specified in SISC Flex Plan Document, as if said Plan had this date been executed by the Qualified Employer, except as otherwise expressly provided herein or in any amendment that may subsequently be adopted hereto.
- f. All actions required by the Plan to be taken by SISC shall be effective with respect to the Qualified Employer if taken by SISC, and the Qualified Employer hereby designates SISC as its agent for such purposes.
- g. By participating in the Plan, each Qualified Employer understands and agrees that in the event the Internal Revenue Service or any state or political subdivision thereof should ever assess or impose any taxes, charges and/or penalties upon any benefits received under the Plan, the recipient of the benefit will be responsible for those amounts, without contribution from SISC.
- h. The periods for filing of Salary Reduction Agreement election forms shall be as established by the Qualified Employer as long as they are in accordance with SISC requirements and the Internal Revenue code.
- i. If a Participant fails to claim any amounts in the Qualified Health Care or Dependent Care Expense account by the time allowed in the SISC Flex Plan, such amounts shall not be carried over to reimburse the Participant for expenses incurred during a subsequent Plan Year and rights to such amounts shall be forfeited by the Participant.
- j. If a Qualified Employer maintains any Flex plans in addition to the SISC Flex Plan, the Qualified Employer is responsible for ensuring that the contribution amounts, when aggregated between the existing Flex plans, are in compliance with maximums specified under IRS Code Sections 125 and 129.
- k. All forfeitures under this Plan shall be used first to offset any losses experienced by SISC during the Plan Year as a result of making reimbursements with respect to any Participant in excess of the contributions made by such Participant via salary reductions. Second, forfeitures shall be used to reduce SISC's cost of administering this Plan.

The following resolution, on motion of Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, was duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following vote:

A YES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

GOVERNING BOARD OF THE  
\_\_\_\_\_  
SCHOOL DISTRICT  
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_

Qualified Employer Federal I.D. Number: \_\_\_\_\_

Appendix to Board Resolution No. \_\_\_\_\_;

Qualified Employer: South Orange County Community College District

**DESIGNATION OF EMPLOYEES ELIGIBLE TO PARTICIPATE IN THE SISC FLEX PLAN**

The employees that are eligible to participate in the SISC Flex Plan are (check all that apply):

X Certificated employees (including management)

X Classified employees (including management)

O Part time employees. For this purpose, a part time employee shall mean an employee that works less than 20 hours per week (not considered a 50% employee).

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Adopt Resolution No. 11-27: Classified Employee Layoff  
**ACTION:** Approval

---

**BACKGROUND**

As a result of lack of funds and/or lack of work, it is necessary to reduce four categorically funded classified positions through layoff.

**STATUS**

The categorically funded classified positions in Exhibits A through E shall be eliminated. Order of layoff for Exhibits A through C shall be determined in accordance with the Education Code and the collective bargaining agreement as applicable.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-27 to approve the reductions and/or discontinuance of classified services shown in Exhibits A through E.

**South Orange County Community College District**

**GOVERNING BOARD  
RESOLUTION 11-27**

**CLASSIFIED LAYOFF RESOLUTION**

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of October 13, 2011 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Program Coordinator (134) Categorically Funded NSF Advanced Technological Education Grant Pos #3768 Saddleback College</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement ("Agreement") between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employees (considering displacement or bumping rights) pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on October 13, 2011, subject to negotiations to the extent required by law.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 29<sup>th</sup> day of August, 2011 by the following vote.

\_\_\_\_\_  
Nancy M. Padberg, President

\_\_\_\_\_  
T.J. Prendergast, III, Vice President

\_\_\_\_\_  
Marcia Milchiker, Clerk

\_\_\_\_\_  
Thomas Fuentes, Member

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Frank M. Meldau, Member

\_\_\_\_\_  
Gary L. Poertner, Chancellor  
and Secretary to the Governing Board

**South Orange County Community College District**

**GOVERNING BOARD  
RESOLUTION 11-27**

**CLASSIFIED LAYOFF RESOLUTION**

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of October 13, 2011 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Senior Laboratory Technician (ATAS)(130) Categorically Funded NSF Advanced Technological Education Grant Pos #3858 Saddleback College</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement ("Agreement") between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employees (considering displacement or bumping rights) pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on October 13, 2011, subject to negotiations to the extent required by law.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 29<sup>th</sup> day of August, 2011 by the following vote.

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Nancy M. Padberg, President

\_\_\_\_\_  
T.J. Prendergast, III, Vice President

\_\_\_\_\_  
Marcia Milchiker, Clerk

\_\_\_\_\_  
Thomas Fuentes, Member

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Frank M. Meldau, Member

\_\_\_\_\_  
Gary Poertner, Chancellor  
and Secretary to the Governing Board

**South Orange County Community College District**

**GOVERNING BOARD  
RESOLUTION 11-27**

**CLASSIFIED LAYOFF RESOLUTION**

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of October 13, 2011 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Clerical Assistant (113) Categorically Funded NSF Advanced Technological Education Grant Pos #3985 Saddleback College</i>	<i>24 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement ("Agreement") between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employees (considering displacement or bumping rights) pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on October 13, 2011, subject to negotiations to the extent required by law.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 29<sup>th</sup> day of August, 2011 by the following vote.

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Nancy M. Padberg, President

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T.J. Prendergast, III, Vice President

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Marcia Milchiker, Clerk

\_\_\_\_\_  
Thomas Fuentes, Member

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Frank M. Meldau, Member

\_\_\_\_\_  
Gary Poertner, Chancellor  
and Secretary to the Governing Board

**South Orange County Community College District**

**GOVERNING BOARD  
RESOLUTION 11-27**

**CLASSIFIED LAYOFF RESOLUTION**

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of October 13, 2011 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Advanced Technology Center Director (CM07) Classified Manager Categorically Funded NSF Advanced Technological Education Grant Pos #3121 Saddleback College</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee pursuant to the requirements of law.
3. That said layoff shall become effective on October 13, 2011, subject to negotiations to the extent required by law.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 29<sup>th</sup> day of August, 2011 by the following vote.

\_\_\_\_\_  
Nancy M. Padberg, President

\_\_\_\_\_  
T.J. Prendergast, III, Vice President

\_\_\_\_\_  
Marcia Milchiker, Clerk

\_\_\_\_\_  
Thomas Fuentes, Member

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Frank M. Meldau, Member

\_\_\_\_\_  
Gary Poertner, Chancellor  
and Secretary to the Governing Board

**South Orange County Community College District**

**GOVERNING BOARD  
RESOLUTION 11-27**

**CLASSIFIED LAYOFF RESOLUTION**

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of October 13, 2011 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Manager of Manufacturing Tech (CM07) Classified Manager Categorically Funded NSF Advanced Technological Education Grant Pos #4027 Saddleback College</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee pursuant to the requirements of law.
3. That said layoff shall become effective on October 13, 2011, subject to negotiations to the extent required by law.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 29<sup>th</sup> day of August, 2011 by the following vote.

\_\_\_\_\_  
Nancy M. Padberg, President

\_\_\_\_\_  
T.J. Prendergast, III, Vice President

\_\_\_\_\_  
Marcia Milchiker, Clerk

\_\_\_\_\_  
Thomas Fuentes, Member

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Frank M. Meldau, Member

\_\_\_\_\_  
Gary Poertner, Chancellor  
and Secretary to the Governing Board

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

---

**BACKGROUND**

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibit A and Exhibit B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A and Exhibit B.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. **ADMINISTRATIVE EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)
  - a. HARRIS-CALDWELL, JEANNE is to be employed as Director, Student Health Center, Pos #4372, Student Health Center, Office of Student Services, Saddleback College, Academic Administrator Salary Range I, Step 2, 40 hours per week, 12 months per year, effective August 12, 2011. This position was approved by the Board of Trustees on March 28, 2011, to replace pos #3032. (Exhibit B, Attachment 1)
  - b. KINGHORN, BRUCE, is to be employed as Interim Dean, Social and Behavioral Sciences, Pos #2357, Academic Administrator Salary Range II, Step 2, Division of Social and Behavioral Sciences, Saddleback College, effective July 28, 2011. This interim appointment is a temporary replacement for Patricia Flanigan Chapin, who received a change in status. (Exhibit B, Attachment 2)
2. **ACADEMIC EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)
  - a. SIM, ALEC, is to be employed as Physics Instructor, one year, full-time temporary, Pos #4386, School of Physical Sciences and Technology, Irvine Valley College, effective August 15, 2011. Approximate Salary Placement: Class III, Step 6. This is a temporary replacement for Ernest Freund, who resigned. (Exhibit B, Attachment 3)
3. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Burnett, Cynthia	MS/Counseling	Counseling/IVC	II/6	08-22-11
Carmichael, Jennifer	PhD/Molecular Genetics	Biology/SC	V/6	08-22-11
Christensen, Benjamin	PhD/American History	History/IVC	V/6	08-22-11
Cortes, Manuel	MA/Spanish	Spanish/SC	II/6	08-22-11
Crouch, Jayson	MBA/Business Admin.	Management/IVC	II/6	08-22-11
Duvall, Laura	MA/Psychology	Psychology/SC	II/6	08-22-11
Fisk, Peter	MFA/Music	Music/IVC	II/6	08-22-11
Golban, Nooshin	MA/Architecture	Architecture/SC	II/6	08-22-11
Hannibal, Jeffrey	MA/Counseling Psych.	Counseling/SC	II/6	08-22-11
Hardy, Charles	MA/Economics	Economics/IVC	II/6	08-22-11
<sup>1</sup> Hedenburg, Lacy	MS/Counseling	Counseling/IVC	II/6	08-22-11
Johnson, Muriel	MS/Elec. Commerce	Drafting/SC	II/6	08-22-11
Jordan, Damien	MA/Counseling	Counseling/SC	II/6	08-22-11
Larson, Janette	MA/Literature & Writ.	English/IVC	II/6	08-22-11
Lefebvre, Lyndsey	MA/English	English/IVC	II/6	08-22-11
Lemon, William	MA/Literature/Writing	English/IVC	II/6	08-22-11
Leonard, Norman	MA/English	English/IVC	II/6	08-22-11

<sup>1</sup> Also employed as a Classified Substitute for the District.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
Orrill, Deborah	BA/Communications	Recy/Zero Waste/IVC	I/6		08-22-11
Maehara, Gary Akito	MA/History	History/IVC	II/6		08-22-11
Pfeifer, Stephen	MM/Bass Performance	Music/IVC	II/6		08-22-11
<sup>2</sup> Roley, William	PhD/Social Science	Recy/Zero Waste/IVC	V/6		08-22-11
Roy, Aaron	PhD/Physics	Physics/IVC	V/6		08-22-11
Shoemaker, Jonathan	PhD/Mathematics	Mathematics/IVC	V/6		08-22-11
Tuohino, Swanjte	BFA/Costumes	Fashion/SC	I/6		08-22-11
Whitt, Theresa	EdD/Education	Nursing/SC	V/30		08-22-11
Zia, Ayesha	MA/English	English/IVC	II/6		08-22-11

**EQUIVALENCY**

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
Crum, Steven	High School Diploma	Music/SC		I/6	08-22-11

Equivalency is based on extensive professional experience in addition to coursework in Music completed at California State University, Long Beach, California State University, Fullerton, and the Banff Center for the Arts in Alberta, Canada. Mr. Crum has played lead and jazz trumpet for over 35 years, in addition to being an accomplished jazz pianist. He has extensive professional experience as a composer for film and television, including multiple television programs and commercial jingles. Mr. Crum has toured professionally with artists including Boz Skaggs, Smokey Robinson, and Brian Setzer, to name a few, and has been a member of Diana Ross's touring company for almost 20 years.

Hannan, John	BM/Music	Music/SC		I/6	08-22-11
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Equivalency is based on a Bachelor's degree in Music from California State University, Long Beach, and extensive professional experience. Mr. Hannan has 29 years of experience as one of Orange County's leading Wind Ensemble conductors. He is also the Director of Bands at Mission Viejo High School, and has a long history of collaboration with the Saddleback College Annual Band Festival founded by himself and Dr. Carmen Dominguez. Mr. Hannan's highly specialized skill set and history with the Saddleback College Music Department and its students make him a welcome and highly desirable addition to the Department's part-time faculty.

<sup>2</sup> Rehire, previously taught Environmental Studies as a part-time lecturer for Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
Hansbury, Edward	BFA/Animation/Film	Digital Media Art/IVC	I/6		08-22-11

Equivalency is based upon a Bachelor of Fine Arts degree from the University of the Arts in Philadelphia, Pennsylvania, and an in-progress Master of Fine Arts from Academy of the Arts University in San Francisco. Mr. Hansbury has previously taught various graphic design-related courses at Golden West College and Chapman University. Additionally, Mr. Hansbury has over ten years of professional work experience in the field of Graphic Design as a Creative Director and Graphic Designer. This work experience and graphic design skill have previously been applied to his classroom instruction within a community college environment.

Paig-Tran, Erin	BS/Marine Biology	Biological Sciences/SC	I/6		08-22-11
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Equivalency is based upon a Bachelor of Science degree in Biology from California State University, Long Beach, and her advancement to candidacy for a Doctorate of Philosophy degree from the University of Washington. Mrs. Paig-Tran has passed her doctoral oral qualifications and advanced to PhD candidacy which is equivalent to a Master's degree in biology requirements. Mrs. Paig-Tran has taught lecture and laboratory sections at University of California, Irvine, and University of Washington, Seattle.

Passarelli, Bruno	MS/Biology	Marine Science/SC	II/6		08-22-11
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Equivalency is based upon a Bachelor of Science degree in Marine Biology and a Master of Science degree in Biology from California State University, Long Beach. Mr. Passarelli's graduate research focused primarily on studying the marine live bait trade in California, which included investigating the effects of temperature on the survival of non-indigenous species of live bait. Mr. Passarelli was a part-time Teaching Associate for three years, and is currently a part time Lecturer/Laboratory Instructor of Invertebrate Zoology for the Department of Biological Sciences at California State University, Long Beach.

Reetz, Kelley	MS/Recreation Admin.	Environ. Studies/SC	II/6		08-22-11
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Equivalency is based upon a Bachelor of Art degree in Recreation & Leisure Studies and a Master of Science degree in Recreation Administration from California State University, Long Beach. Ms. Reetz has earned her certification from the National Association for Interpretation as a Certified Interpretive Trainer and Guide, and is a certified Guide Instructor for the Orange County Parks Ranger Academy through the Rancho Santiago Community College District. Ms. Reetz works at the Irvine Ranch Conservancy as a Field Naturalist.

Turner, F. Robin	MA/American Studies	English/SC	II/6		08-22-11
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Equivalency is based upon a Bachelor of Arts degree in English and a Master of Art degree in American Studies from California State University, Fullerton. Mr. Turner has taught as a part-time Lecturer for Saddleback College since August of 2001, and previously taught part-time for Fullerton College. He has also taught Advanced Placement English for the Anaheim Union High School District, since 1990.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
Williams, Jacqueline	MA/Teaching	Music/IVC		II/6	08-22-11

Equivalency is based upon two Bachelor of Music degrees, Music Education and Music Composition respectively, from California State University, Long Beach, and a Master of Arts degree in Teaching from University of California, Irvine. Ms. Williams has numerous years of teaching private instrumental and composition lessons, and has taught music in the California public school system. Some of Ms. William's compositions were chosen by the Department of Music for the Wind Symphony performance at Irvine Valley College, which included her commissioned work *Through the Valley*.

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2010/2011 and 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount</u>	<u>Effective Date</u>
Farthing, Scott	Chair, Music/SC	\$ 1,721.00	08/22/11-12/19/11

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2010/2011 and 2011/2012 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Baker, Erquin	ESL Writing Samples/IVC	08/22/11-12/19/11
Barraza, Greg	Challenge and ESL Essays/SC	08/22/11-12/18/11
Beasley, James	ESL Writing Samples/IVC	08/22/11-12/19/11
Beck, Rebecca	ESL Writing Samples/IVC	08/22/11-12/19/11
Bodnar, Coral	ESL Writing Samples/IVC	08/22/11-12/19/11
Bromberger, Kristine	Challenge and ESL Essays/SC	05/23/11-08/14/11
Bromberger, Kristine	Challenge and ESL Essays/SC	08/22/11-12/18/11
Callum, Ocean	Challenge and ESL Essays/SC	05/23/11-08/14/11
Carlander, David	Challenge and ESL Essays/SC	05/23/11-08/14/11
Carlander, David	Challenge and ESL Essays/SC	08/22/11-12/18/11
Casil, Amy	Challenge and ESL Essays/SC	08/22/11-12/18/11
Chao, Iris	Challenge and ESL Essays/SC	05/23/11-08/14/11
Coleman, Catherine	ESL Writing Samples/IVC	08/22/11-12/19/11
Cooper, Karen	Challenge and ESL Essays/SC	08/22/11-12/18/11

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2010/2011 and 2011/2012 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Cosgrove, Robert	Challenge and ESL Essays/SC	08/22/11-12/18/11
Fesler, Susan	ESL Writing Samples/IVC	08/15/11-12/19/11
Fisher, Katherine	Challenge and ESL Essays/SC	08/22/11-12/18/11
Henderson, Pamela	ESL Writing Samples/IVC	08/22/11-12/19/11
Hildebrand, Colleen	ESL Writing Samples/IVC	08/22/11-12/19/11
Langille, Rachel	Challenge and ESL Essays/SC	08/22/11-12/18/11
Livote, Michelle	ESL Writing Samples/IVC	08/22/11-12/19/11
Luther, Barbara	ESL Writing Samples/IVC	08/22/11-12/19/11
Man, Gina	ESL Writing Samples/IVC	08/15/11-12/19/11
McGirr, Julie	ESL Writing Samples/IVC	08/22/11-12/19/11
Morris Freshwater, Linda	Challenge and ESL Essays/SC	05/23/11-08/14/11
Rivas, Daniel	ESL Writing Samples/IVC	08/15/11-12/19/11
Sims, Larry	ESL Writing Samples/IVC	08/22/11-12/19/11
Stanfield, Scott	Challenge and ESL Essays/SC	08/22/11-12/18/11
Stern, Susan	ESL Writing Samples/IVC	08/15/11-12/19/11
Stevenson, William	Challenge and ESL Essays/SC	08/22/11-12/18/11
Striedter, Anna	ESL Writing Samples/IVC	08/22/11-12/19/11
Tash, Sharon	Challenge and ESL Essays/SC	05/23/11-08/14/11
Tash, Sharon	Challenge and ESL Essays/SC	08/22/11-12/18/11
Turner, Robin	Challenge and ESL Essays/SC	08/22/11-12/18/11
Van Beek, Milo	ESL Writing Samples/IVC	08/22/11-12/19/11
Westover, Leo	Challenge and ESL Essays/SC	08/22/11-12/18/11
Wilson, Jeffrey	ESL Writing Samples/IVC	08/22/11-12/19/11
Ziehm, Carol	Challenge and ESL Essays/SC	08/22/11-12/18/11
Zimmerman, Ray	Challenge and ESL Essays/SC	08/22/11-12/18/11

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2010/2011 and 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Chen, Joanne	Facilitator, ESL/WLC-Basic Sk/IVC	\$ 1,721.00	08/15/11-12/16/11
Konishi, Hiro	Proj. Director, CTE CC Hi Def/SC	3,000.00	08/01/11-11/30/11
Meyer, Clifford	Proj. Mgmt. Perkins CTE Course/SC	2,250.00	07/01/11-12/31/11
Meyer, Clifford	Curriculum Dev. CTE Collab./SC	1,250.00	08/22/11-11/30/11
Ross, Priscilla	Coord/, CalWORKS Alliance/IVC	5,000.00	07/01/11-12/19/11
Sellers, Joey	Musical Perf./Foundation/SC	2,700.00	06/07/11-07/01/11
Stevens, Blake	Curriculum Dev. CTE Collab./SC	1,250.00	08/22/11-11/30/11
Tanriverdi, Fawn	Coord, CalWORKS/TANF/IVC	3,442.00	08/22/11-12/16/11

**D. ADMINISTRATIVE APPOINTMENT**

**1. ADMINISTRATIVE EMPLOYMENT**

- a. KELLY, WILLIAM, ID #1233, Acting Dean, Mathematics, Sciences and Engineering, Pos #4332, Academic Administrator Salary Category II, Step 6, School of Mathematics, Computer Sciences and Engineering, Irvine Valley College, assignment ended effective August 5, 2011.
- b. NELSON, MONICA, ID #14157, Acting Director, Student Health Center, Pos #4373, a temporary assignment, Academic Administrator Salary Category I, Step 2, 40 hours per week, Office of Student Services, Saddleback College, temporary assignment has ended effective August 11, 2011 and returned to permanent Classified Bargaining Unit assignment as Health Center Nurse, Pos #4110, Classified Bargaining Unit Salary Range 136, Step 6, 40 hours per week, 12 months per year, Student Health Center, Office of Student Services, Saddleback College effective August 12, 2011.

**E. AUTHORIZATION TO ELIMINATE AN ACADEMIC ADMINISTRATIVE POSITION AND/OR POSITION NUMBERS**

1. DEAN OF LIBERAL ARTS AND LEARNING RESOURCES, Pos #2355, Academic Administrator Salary Range Category II, Division of Liberal Arts and Learning Resources, Saddleback College seeks authorization to eliminate this full-time position from its staff complement, effective August 1, 2011. This item is contingent upon approval by the Board of Trustees of a change to the Division name being presented to the Board as a separate item by the college at the August 29, 2011 meeting. (Position approved: January 25, 1999)

**F. AUTHORIZATION TO ESTABLISH AN ACADEMIC ADMINISTRATIVE POSITION**

1. DEAN OF LIBERAL ARTS, Academic Administrator Salary Range Category II, Division of Liberal Arts, Saddleback College seeks authorization to establish this full-time position to its staff complement, effective August 1, 2011. This item is contingent upon approval by the Board of Trustees of a change to the Division name being presented to the Board as a separate item by the college at the August 29, 2011 meeting.

**G. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE AND REALIGNMENT**

1. SADDLEBACK COLLEGE seeks authorization to change the organization reporting structure for the faculty, management and staff in the department of Learning Resources reporting to the Dean of Liberal Arts and Learning Resources to begin reporting to the Dean of Online Education and Learning Resources, effective August 1, 2011.
2. SADDLEBACK COLLEGE seeks authorization to change the organization reporting structure for the faculty, management and staff in the department of Liberal Arts reporting to the Dean of Liberal Arts and Learning Resources to begin reporting to the Dean of Liberal Arts, effective August 1, 2011. This item is contingent upon approval by the Board of Trustees of a change to the Division name being presented to the Board as a separate item by the college at the August 29, 2011 meeting.

#### **H. CHANGE OF STATUS**

1. O'CONNOR, KEVIN, Dean of Liberal Arts and Learning Resources, Pos #2355, Academic Administrator Salary Range II, Step 6, Division of Liberal Arts and Learning Resources, Saddleback College, has been given a change in title to Dean of Liberal Arts, Academic Administrator Salary Range II, Step 6, Division of Liberal Arts, Saddleback College, effective August 1, 2011. This item is contingent upon approval of items E1 and F1 of this agenda, and a change to the Division name being presented to the Board of Trustees as a separate item by the college at the August 29, 2011 meeting.

#### **I. WORKLOAD BANKING**

1. COSGROVE, ROBERT, ID #1057, English Composition Instructor, Pos #1516, Division of Liberal Arts and Learning Resources, Saddleback College, is requesting a leave of absence for the Spring, 2012 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.
2. HORLINGS, JANE, ID #3501, Biology Instructor, Pos #1772, Division of Mathematics, Sciences and Engineering, Saddleback College, is requesting a leave of absence for the Spring, 2012 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.
3. WOODWARD, KENNETH, ID #1011, Economics Instructor, Pos #1727, Division of Social and Behavioral Sciences, Saddleback College, is requesting a leave of absence for the Spring, 2012 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.

#### **J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. DOMINGUEZ, M. del Carmen, ID #7919, Music Instructor (Instrumental), Pos #1597, Academic Faculty Salary Class 5, Step 22, Division of Fine Arts and Media Technology, Saddleback College, resignation effective August 5, 2011. Payment is authorized for any compensated time off. (Start date: August 19, 1996)

**ATTACHMENT 1**

**NAME:** JEANNE HARRIS-CALDWELL

**POSITION:** DIRECTOR, STUDENT HEALTH CENTER  
Saddleback College  
Academic Administrator

**EDUCATION:**

M.S.N. Nursing  
University of Phoenix  
Costa Mesa, CA

B.S.N. Nursing  
University of Phoenix  
Monroe, LA

A.D.N. Nursing  
Saddleback College  
Mission Viejo, CA

**EXPERIENCE:**

Ms. Harris-Caldwell has been employed full-time as the Director of Patient Care Services for Saddleback Memorial Medical Center, San Clemente and Laguna Hills, since September, 2006. Her administrative experience includes Director of Clinical Affairs, full-time, for Triage Medical, Inc. in Irvine from August, 2003 to August, 2004 and Director of Nursing, full-time, for Mission Hospital Regional Medical Center, Mission Viejo, from January, 1994 to February, 2003. Ms. Caldwell is also an experienced instructor having been employed full-time as a Professor of Nursing for Corinthian College in Costa Mesa from August, 2004 to July, 2005; and currently as a part-time Professional Expert and part-time Lecturer for Saddleback College since May, 2004.

**CREDENTIALS, LICENSES, AND CERTIFICATES**

- Nursing, Public Health Nurse
- CCRN, American Association of Critical Care Nursing
- ACLS Instructor, American Heart Association
- Sigma Theta Tau, Honor Society of Nursing

**ATTACHMENT 2**

**NAME:** BRUCE KINGHORN

**POSITION:** INTERIM DEAN, SOCIAL AND BEHAVIORAL SCIENCES  
Saddleback College  
Temporary, Academic Administrator

**EDUCATION:**

D.A. Communications  
Western Colorado University  
Grand Junction, CO

Ph.D. (ABD) Dramatic Literature  
Denver University  
Denver, CO

M.A. Theatre  
California State University, Sacramento  
Sacramento, CA

B.A. Speech  
California State University, Chico  
Chico, CA

**EXPERIENCE:**

Dr. Kinghorn was employed full-time, respectively, at American River College in Sacramento as the Interim Dean of Mathematics from January, 2007 to July, 2007; as the Dean of Humanities and Learning Resources from August, 1996 to January, 2006; and as a Professor of Speech Communications from September, 1968 to August, 1996. In addition, he has been the President/Owner of Sigma Consulting since September, 1989; was the Chief of Public Affairs for the California Army National Guard, State Military Department in Sacramento from 1977 to 1988; the Organizational Research and Systems Analysis Officer, Army General Staff for the Pentagon in Washington DC from 1973 to 1977; and the Director of Operations for the Sacramento Jazz Festival from 1977 to 1987. Dr. Kinghorn has over 30 years of military reserve service including seven years on active duty, beginning service as an enlisted airman with the US Air Force Reserve (1958), received a commission as an ensign in the US Navy Reserve (1969), and completed his career as a Lieutenant Colonel in the Army National Guard (beginning in 1973).

**CREDENTIALS, LICENSES, AND CERTIFICATES**

- California Community College Supervisory Credential
- General Secondary Teaching Credential (7-14)

**AWARDS**

- Two Meritorious Service Medals, Department of Defense
- Four Army Commendation Medals, Department of Defense
- Two Achievement Medals, Department of Defense

**ATTACHMENT 3**

**NAME:** ALEC SIM

**POSITION:** PHYSICS INSTRUCTOR (One Year, Temporary)  
Irvine Valley College  
Full-Time, Temporary

**EDUCATION:**

Ph.D. (ABD) Physics  
Utah State University  
Logan, UT

M.S. Physics  
University of Kentucky  
Lexington, KY

B.S. Applied Physics  
California State University, San Bernardino  
San Bernardino, CA

**EXPERIENCE:**

Mr. Sim was employed with the College of the Desert in Palm Desert full-time as a Physics Instructor from January, 2011 to June, 2011. His teaching experience includes working part-time as a Teaching Assistant for Utah State University, Logan, Utah from June, 2003 to December, 2004 and from August, 2008 to December, 2010; as a part-time Physical Science Instructor for Morehead State University, Morehead, Kentucky from January, 2005 to May, 2005; as a part-time Lead Teaching Assistant at the University of Kentucky in Lexington, Kentucky from January, 2005 to June, 2008, and as a part-time Instructor for Utah State University in July, 2004. Mr. Sim was also a full-time Research Assistant from August, 2008 to December, 2010; a part-time Research Assistant from June, 2003 to December, 2004 for Utah State University and a part-time Research Assistant from June 1999 to June 2003 for California State University, San Bernardino. He also worked as a Emergency Medical Technician for American Medical Response from June to October, 2001; and as a Paid Call Firefighter for Crest Forest Fire and Riverside County Fire Departments between October, 1996 through December, 1998.

**RECENT PUBLICATIONS:**

- Alec Sim and JR Dennison, "Parameterization of Temperature, Electric Field, Dose Rate and Time Dependence of Low Conductivity Spacecraft Materials Using a Unified Electron Transport Model," Proceedings of the 11th Spacecraft Charging Technology Conference, (Albuquerque, NM, September 20-24, 2010), 15 pp, in press.
- Charles Sim, Alec Sim, Douglas Ball and JR Dennison, "Temperature and Endurance Time of Electrostatic Field Strengths of Polymeric Spacecraft Insulators," Proceedings of the 11th Spacecraft Charging Technology Conference, (Albuquerque, NM, September 20-24, 2010), 8 pp, in press.
- Alec Sim and JR Dennison, "Charge Dynamics in Insulating materials" Rocky Mountain Space Craft consortium proceedings, March 15th 2010.
- Alec Sim and J.R Dennison, "Unified Model of Charge Transport in Insulating Polymeric Materials," Proceedings of the 15th Rocky Mountain NASA Space Grant Consortium NASA Fellowship Symposium, (Logan, UT, May 1 2010), 10 pp.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

**1. CLASSIFIED EMPLOYMENT**

- a. KLINGE, ELLIOT is to be employed as Front of House Assistant, Pos #4390, Division of Fine Arts and Media Technology, Saddleback College, Classified Bargaining Unit Salary Range 118, Step 1, 29 hours per week, 12 months per year, effective August 11, 2011. This position was approved by the Board of Trustees on April 25, 2011.
- b. LINK, INNA is to be employed as Admissions and Records Specialist I, Pos #2727, Office of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Range 116, Step 1, 25 hours per week, 12 months per year, effective August 8, 2011. This is a replacement for Grisel Heredia, who received a change in status.

- 2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Ferdman, Dean	Painter/IVC	128/1	07/16/11
Fitzgerald, Anne	Human Resources Associate/Dist.	2/1	07/12/11
Greco, Ileana	Custodian/SC	113/1	07/20/11
Hamad, Rania	Career Services Technician/SC	121/1	08/08/11
Hernandez, Milton	Building Maintenance Worker/IVC	124/1	07/01/11
Rosas, Herving	Custodian/SC	113/1	07/20/11

- 3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2010/2011 and 2011/2012** academic years, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
<sup>1</sup> Aboga, Kimberly	CDC Aide/SC	\$ 10.00	07/07/11-06/30/12
Ames, Sydne	Outreach Aide/SC	10.50	08/09/11-06/30/12
Cervantes, Chantel	Project Specialist/IVC	20.00	07/07/11-06/30/12
Dinh, Amber	Project Specialist/SC	16.00	07/29/11-12/31/11
Fitzgerald, Anne	Project Specialist/Dist.	20.00	08/08/11-06/30/12
Gonzalez, Deyanira	Project Specialist/SC	16.00	07/29/11-12/31/11
Guerrero, Jorge	Special Project Coordinator/SC	25.00	07/06/11-06/30/12
Hooshmand, Christopher	Project Specialist/IVC	16.00	07/01/11-06/30/12
Kochanski, Jennifer	Project Specialist/IVC	18.00	07/01/11-06/30/12
Marotta, Rina	Clerk, Short-Term/IVC	12.00	07/08/11-06/30/12
Parra, Antonio	Adapted Kines. Aide/SC	10.50	07/26/11-06/30/12
Pinto, Patricia	Adapted Kines. Aide/IVC	11.50	06/06/11-06/30/12

<sup>1</sup> Daughter-in law of Wes Thomas, Senior Child Development Specialist, Children’s Center, Office of Student Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Schaefer, Alexis	Project Specialist/SC	\$ 20.00	08/08/11-06/30/12
Scott, Leigha	Project Specialist/SC	9.50	07/18/11-09/14/11
Stephens, Gary	Coaching Aide/SC	15.00	07/08/11-06/30/12
Taylor, Delaineey	Project Specialist/SC	13.00	07/01/11-06/30/12
Watters, Damien	Coaching Aide/SC	15.00	07/08/11-06/30/12

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2011/2012** academic year.

<u>Name</u>	<u>Start/End Date</u>
Allen, Ezra	07/25/11-06/30/12
Anda, Dorith	07/28/11-06/30/12
Anorma, Chelsea	07/26/11-06/30/12
Ebol, Anne Kathreane	07/22/11-06/30/12
Elbezri, Rana	07/01/11-06/30/12
Jain, Abhinav	08/09/11-06/30/12
Lawson, Megan	08/08/11-06/30/12
Ly, Claudia	08/01/11-06/30/12
Malik, Amber	07/01/11-06/30/12
Qader, Sheila	07/01/11-06/30/12
Rasouli, Monira	07/01/11-06/30/12
Tran, Cynthia	07/26/11-06/30/12
Van der Meer, Aagje	08/09/11-06/30/12

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Call, Linda	Clinical Skills Spec./SC	\$ 30.00/hr	08/09/11-06/30/12
Dill, Laura	Recreation Leader/SC	30.00/hr	07/15/11-06/30/12
Grubb, Ruth	Clinical Skills Spec./SC	30.00/hr	07/06/11-06/30/12
Lambert, Jane	Clinical Skills Spec./SC	30.00/hr	08/09/11-06/30/12
<sup>2</sup> Marandola, Alesandra	Sr. Lifeguard/SC	15.00/hr	07/15/11-06/30/12
Miller, Michael	Recreation Leader/SC	12.00/hr	07/15/11-06/30/12
<sup>3</sup> Paretta, Francesca	Sr. Lifeguard/SC	11.50/hr	07/15/11-06/30/12

<sup>2</sup> Sister of Christina Marandola, Senior Lifeguard, Office of Community Education and Contract Services, Saddleback College.

<sup>3</sup> Sister of Alexandra Paretta, Senior Lifeguard, Office of Community Education and Contract Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
<sup>4</sup> Parra, Christina	Recreation Leader/SC	\$ 12.00/hr	07/15/11-06/30/12
Strogatz, Brooke	Sr. Lifeguard/SC	15.00/hr	07/15/11-06/30/12
Wilbourn, Charles	Comm. Ed./TVC	2500.00/cs	08/08/11-06/30/12

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. EXECUTIVE ASSISTANT TO THE DEPUTY CHANCELLOR, Pos #3028, Classified Management Salary Range 4, Office of Business Services, District seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2011. (Position approved: August 30, 2004)
2. STUDENT DEVELOPMENT OFFICE ASSISTANT, Pos #4107, Classified Bargaining Unit Salary Range 121, Student Development, Office of Student Services, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective September 1, 2011. (Position approved: May 26, 2009)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. COMMUNITY-BASED JOB TRAINING GRANT PROJECT DIRECTOR (Categorical), a grant funded position, Classified Management Salary Range 7, School of Career Technical Education and Workforce Development, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week grant funded position to its staff complement, effective September 1, 2011 through June 30, 2013. Employment in this categorical, grant funded position is contingent upon the availability of funding by the Community-Based Job Training Grant “Recycling and Resource Management”.
2. CAREER TECHNICAL EDUCATION PROJECT DIRECTOR (Categorical), a grant funded position, Classified Management Salary Range 7, School of Career Technical Education and Workforce Development, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week grant funded position to its staff complement, effective September 1, 2011 through June 30, 2012. Employment in this categorical, grant funded position is contingent upon the availability of funding by the Career Technical Education Project Grants.

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<sup>4</sup> Related to Jacqueline Parra (sister), Project Specialist, Division of Counseling Services and Special Programs, Saddleback College; and Lori Parra (mother), Extended Opportunity Program Specialist, Division of Counseling Services and Special Programs, Saddleback College.

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -  
Continued**

3. EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR OF BUSINESS SERVICES, Classified Management Salary Range 4, Office of Business Services, District seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 1, 2011. This item is contingent upon the approval by the Board of Trustees of item B1 of this agenda.
4. OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, Division of Online Education and Learning Resources, Saddleback College seeks authorization to establish a part-time, 29 hours per week, 12 months per year position to its staff complement, effective August 30, 2011.
5. OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, <sup>5</sup>Division of Liberal Arts and Learning Resources, Saddleback College seeks authorization to establish a part-time, 29 hours per week, 12 months per year position to its staff complement, effective August 30, 2011.
6. OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, Student Development, Office of Student Services, Saddleback College seeks authorization to establish a part-time, 29 hours per week, 12 months per year position to its staff complement, effective August 30, 2011. This item is contingent upon the approval by the Board of Trustees of item B3 of this agenda.
7. VETERANS SPECIALIST, Classified Bargaining Unit Salary Range 126, Office of Fiscal Services, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective August 30, 2011.

**D. AUTHORIZATION TO REORGANIZE REPORTING STRUCTURE FOR CLASSIFIED POSITIONS**

1. APPLICATIONS SPECIALIST III, Pos #4060, Classified Bargaining Unit Salary Range 142, 40 hours per week, 12 months per year, the Vice Chancellor of Technology and Learning Services, District seeks authorization to reorganize the reporting structure for this Classified Bargaining Unit position from reporting to Associate Director of Information Technology, Academic Systems and Special Projects, to begin reporting to the Systems Manager, Management Information Systems, to provide support for the Information Technology User Experience Group, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective September 1, 2011. This position is assigned to Sandra Pope, ID #16307. (Position Approved: May 26, 2009)

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<sup>5</sup> Pending Division name change to Liberal Arts being presented to the Board for approval at the August 29, 2011 meeting. If position approved and Division name changed, this position will be reorganized from reporting to the Dean of Liberal Arts and Learning Resources, to report to the Dean of Liberal Arts.

**D. AUTHORIZATION TO REORGANIZE REPORTING STRUCTURE FOR CLASSIFIED POSITIONS** - Continued

2. APPLICATIONS SPECIALIST II, Pos #4121, Classified Bargaining Unit Salary Range 138, 40 hours per week, 12 months per year, the Vice Chancellor of Technology and Learning Services, District seeks authorization to reorganize the reporting structure for this Classified Bargaining Unit position from reporting to Associate Director of Information Technology, Administrative Systems and Services, to begin reporting to the Systems Manager, Management Information Systems, to provide support for the Information Technology User Experience Group, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective September 1, 2011. This position is assigned to Raul Gutierrez, ID #7669. (Position Approved: May 26, 2009)
3. SENIOR ADMINISTRATIVE ASSISTANT, Pos #3551, Classified Bargaining Unit Salary Range 127, 40 hours per week, 12 months per year, the Vice Chancellor of Technology and Learning Services, District seeks authorization to reorganize the reporting structure for this Classified Bargaining Unit position to continue direct report to the Associate Director of Information Technology, Administrative Systems and Services, and to receive technical supervision from the Systems Manager, Management Information Systems, for up to 50% of work assignment in providing support for the Information Technology User Experience Group, effective September 1, 2011. This position is assigned to Shawn Shreeves, ID #13598. (Position Approved: February 27, 2006)

**E. AUTHORIZATION TO CHANGE A CLASSIFIED POSITION**

1. PROGRAM ASSISTANT, Categorical Funded, Pos #3905, a grant funded position, Classified Bargaining Unit Salary Range 118, 20 hours per week, 12 months per year, Office of College Foundation, Saddleback College seeks authorization to permanently increase hours to 25 hours per week, 12 months per year, effective September 1, 2011. This position is categorical funded by the Foundation program, with employment contingent upon the availability of these funds. (Position Approved: June 24, 2008)

**F. CHANGE OF STATUS**

1. CLASSIFIED EMPLOYMENT

- a. CHO, NANCY, ID #15624, Program Assistant, Categorical Funded, Pos #3905, a grant funded position, Classified Bargaining Unit Salary Range 118, Step 5, 20 hours per week, 12 months per year, Office of College Foundation, Saddleback College, is to be given a permanent increase in hours to 25 hours per week, 12 months per year, effective September 1, 2011, pursuant to Article 7.3.2 of the C.S.E.A. Contract. This item is contingent upon approval by the Board of Trustees of item E1 of this agenda. Employment in this grant funded position is contingent upon the availability of funding by the Foundation program.
- b. CLAVEL, CHERYL, ID #11489, Executive Assistant to the Deputy Chancellor, Pos #3028, Classified Management Salary Range 4, Step 10, 40 hours per week, 12 months per year, Office of Business Services, District has been given a permanent change in title only to Executive Assistant to the Office of the Vice Chancellor, Classified Management Salary Range 4, Step 10, 40 hours per week, 12 months per year, Office of Vice Chancellor of Business Services, District, effective July 1, 2011. This item is contingent upon approval by the Board of Trustees of items B1 and C3 of this agenda.

**F. CHANGE OF STATUS - Continued**

2. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - a. BARTLOMAIN, JOYCE, ID #4397, Senior Administrative Assistant, Pos #3567, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, is to be employed as Executive Assistant, Office of the Chancellor and Trustee Services (Confidential), Pos #3682, Classified Management Salary Range 3, Step 9, 40 hours per week, 12 months per year, Office of the Chancellor, District, effective August 15, 2011. This is a replacement for Grace Garcia, who received a change in status.
  - b. MAIN, DAUNE, ID #10949, Executive Assistant, Pos #3253, Classified Bargaining Unit Salary Range 133, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Irvine Valley College, is to be employed as Executive Assistant to the Office of the Vice Chancellor, Pos #3029, Classified Management Salary Range 4, Step 7, 40 hours per week, 12 months per year, Office of the Vice Chancellor of Technology and Learning Services, District, effective August 24, 2011. This is a replacement for Diane Riopka, who retired.

**G. OUT OF CLASS ASSIGNMENTS**

1. ARIAS, MAYRA, ID #14821, Executive Assistant to the Office of the Chancellor and Trustee Services (Confidential), Pos #3682, a temporary assignment, Classified Management Salary Range 3, Step 6, 40 hours per week, Office of the Chancellor, District, assignment ended on August 12, 2011 and returned to permanent assignment as Senior Administrative Assistant, Pos #3429, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Business Services, District, effective August 15, 2011.
2. ARREOLA, JOSE, ID #1888, Groundskeeper, Pos #2794, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Groundskeeper, Pos #3455, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, Facilities Grounds, Office of Physical Plant, Saddleback College, effective July 14, 2011. This is a temporary reassignment for Brian Mc Mahon.
3. AVRAM, NICUSOR, ID #13864, Groundskeeper, Pos #3907, a temporary assignment, Classified Bargaining Unit Salary Range 118, Step 3, 40 hours per week, Facilities Grounds, Office of Physical Plant, Saddleback College, assignment has ended on July 19, 2011 and returned to permanent assignment as Custodian, Pos #1746, Classified Bargaining Unit Salary Range 113, Step 4, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, effective July 20, 2011.
4. CAMPBELL, DANIEL, ID #12020, Plant Engineer, Pos #3286, a temporary assignment, Classified Bargaining Unit Salary Range 134, Step 5, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, assignment has ended on July 13, 2011 and returned to permanent assignment as Senior HVAC Technician, Pos #4294, Classified Bargaining Unit Salary Range 130, Step 6, plus 5% shift differential, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective July 14, 2011.

**G. OUT OF CLASS ASSIGNMENTS - Continued**

5. OSUNA, ALFREDO, ID #8931, Senior HVAC Technician, Pos #4294, a temporary assignment, Classified Bargaining Unit Salary Range 130, Step 3, plus 5% shift differential, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, assignment ended on July 13, 2011 and returned to permanent assignment as HVAC Technician, Pos #3956, Classified Bargaining Unit Salary Range 128, Step 3, no shift differential, 40 hours per weeks, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective July 14, 2011.
6. PEEBLES, LA NELL, ID #14211, Human Resources Associate, Pos #3058, Classified Management Salary Range 2, Step 9, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Executive Assistant to Office of the Vice Chancellor, Classified Management Salary Range 4, Step 7, 40 hours per week, Office of Vice Chancellor of Business Services, District, effective July 7, 2011 through July 27, 2011. This was a temporary reassignment for Cheryl Clavel.
7. SPEAKMAN, JOYCE, ID #17402, Administrative Assistant, Pos #4354, Classified Bargaining Unit Salary Range 121, Step 1, 29 hours per week, 12 months per year, Division of Mathematics, Sciences and Engineering, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3567, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Division of Fine Arts and Media Technology, Saddleback College, effective August 22, 2011. This is a temporary reassignment for Joyce Bartlomain, who received a change in status.

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. ANDERSON, JULIE, ID #2338, Senior Laboratory Technician, Mathematics, Sciences and Engineering, Pos #3860, Classified Bargaining Unit Salary Range 130, Step 6, plus 5% shift differential, 40 hours per week, 12 months per year, Division of Mathematics, Sciences and Engineering, Saddleback College, resignation effective November 7, 2011 and retirement effective November 8, 2011. Payment is authorized for any compensated time off. (Permanent Start Date: March 24, 1980)
2. CASTORENA, ANTHONY, ID #18057, Custodian, Pos #3156, Classified Bargaining Unit Salary Range 113, Step 1, plus 7.5% shift differential, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, resignation effective July 15, 2011. (Probationary Start Date: March 30, 2011)
3. JENKIN, DAVE, ID #18063, Director, College Foundation, Pos #3039, Classified Management Salary Range 8, Step 5, 40 hours per week, 12 months per year, Office of College Foundation, Saddleback College, resignation effective September 2, 2011. Payment is authorized for any compensated time off. (Start Date: April 29, 2011)
4. LANGE, BROOKE, ID #15608, Curriculum Assistant, Pos #3939. Classified Bargaining Unit Salary Range 121, Step 4, 29 hours per week, 11 months per year, Office of Instruction, Saddleback College, resignation effective August 12, 2011. Payment is authorized for any compensated time off. (Permanent Start Date: February 2, 2009)
5. MC GEE, MOIRA, ID #15294, Library Technician, Pos #1377, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, resignation effective August 8, 2011. Payment is authorized for any compensated time off. (Permanent Start Date: January 2, 2007)

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued**

6. RUBINS, ELIZABETH, ID #17743, Grants Analyst, Pos #4282, Classified Bargaining Unit Salary Range 138, Step 2, 40 hours per week, 12 months per year, Office of Planning Research and Grants, Saddleback College, resignation effective August 31, 2011. Payment is authorized for any compensated time off. (Probationary Start Date: September 27, 2010)

**I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the **2011/2012** academic years.

Advanced Technology and Applied Science, Saddleback College

Batanero, Mike

Career Technical Education and Workforce Development, Irvine Valley College

Akkad, Ahmed

Career Center/Student Services, Irvine Valley College

Cervantes, Chantel

Counseling Services and Special Services, Saddleback College

Aldape, Monica	Bilbao, Sylvia	Buist, Susan
Burns, Cameron	Cabanillas, Bryn	Colonese, Holden
Diarte, Selene	Findiesen, William	Flournoy, Ryan
Miller, Elizabeth	Regas, Rima	Villarreal, Jerry

KSBR, Fine Arts and Media Technology, Saddleback College

Andrews, Marshall	Arakelian, Cathy	Bennett, Kelly
Bergeson, Gary	Boyer, Gary	Brinkerhoff, Sherry
Buchanan, Jeremy	Christopher, Michael	Crawford, Christopher
Davies, Lex	Flournoy, Ryan	Flucht, Julia
Fontaine, Suzette	Grant, David	Hardwegg, Jeanne
Landresse, PJ	Lewis, Alfreda	Milligan, Jeff
Minter, Thomas	Mooring, Donald	Otto, Jim
Sesar, Nasrin	Strong, Robert	Strong, Susan
Thornton, Donna Jo		

Humanities and Languages, Irvine Valley College

Ando, Rie	Aoyama, Minori	Fujiwara, Masaaki
Fushimi, Tomoko	Hagiwara, Yoko	Harada, Tomoko
Igushi, Yuki	Iwasaki, Emiko	Karlsen, Marisa
Kojima Az	Mitake, Akiko	Miyaguchi, Harayo
Moriguchi, Teiko	Murata, Yuki	Nakamiya, Hiroki
Nozaki, Mari	Okumura, Momoko	Sakuma, Kazuko
Sato, Chiho	Sonoyama, Yoshie	Suzuki, Noriyas
Tada, Ryoko	Tomita, Ayumi	Umehara, Yuka
Yamada, Takayuki	Yesul, Yi	

I. **VOLUNTEERS** - Continued

1. The following individuals are to be approved as Volunteers for the **2011/2012** academic years.

Kinesiology, Physical Education and Athletics, Saddleback College

Anderson, Rick	Banis, Sam	Caley, John
Carlin, Amy	Cherone, Robert	Gemmell, Paul
Gerloff, Marlene	Kasper, Ranna	Torres, Felipe

Kinesiology, Health and Athletics, Irvine Valley College

Byeon, Yukyeong	Capeloto, Richard	Hartman, Victoria
Kimm, Edward	McGrogan, Frank	Park, Chan
Saenz, Gaudalupe	Santamaria, Nicole	Solorio, Miguel

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Chau, Joseph	Chi, Chih-Wong	Dadsetan, Sharareh
Danielson, Warren	Denecour, Ron	Good, Shirley
Green, Mariko	MacDonald, Donald	Martin, Dennis
McConaughy, Richard	Mercado, Romeo	Salinas, Jeannine
Schubert, Pat	Schultz, Dolores	Yang, Seungyong

Learning Center, Irvine Valley College

Kilic, Nehir Sevil	Lee, Joon	Vargas, Andres
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Physical Sciences, Irvine Valley College

McKeown, Donna

Veterans Office, Saddleback College

Bisch, Andrew	Christensen, Eric	MacLean, Thomas
McClendon, Katherine	Odom, Christopher	Vargas, Lisa

**ATTACHMENT 1**

South Orange County Community College District

**CAREER TECHNICAL EDUCATION (CTE) GRANT PROJECT DIRECTOR (Categorical), Job Class ID#\_\_\_ – Classified Management Salary Range 07**

**DEFINITION**

To serve as the project director of Career and Technical Education (CTE) grant activities at Irvine Valley College including, but not limited to, Perkins I-C, SB70 programs, Workforce Investment Board (WIB) activities, Cooperative Work Experience Education (CWEE), and other CTE related projects and activities; plan, develop, organize, coordinate, implement, oversee, monitor, and evaluate all aspects of the grant components, including programs, operations, and activities; administer grant budgets; ensure the timely and accurate preparation and submission of required reports and statistics; and ensure compliance with District policies and applicable State and federal regulations related to the various general fund and grant-funded initiatives; and train, assign, supervise and evaluate the work of assigned staff.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other District classifications in that the position assigned to this classification is funded by categorical, not District, funds. The incumbent assigned to this position does not accrue seniority with the District and is hired only for the duration of the grant.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Irvine Valley College Dean of Career Technical Education & Workforce Development or other administrator assigned by the President.

Exercises functional and technical supervision over assigned administrative support and contractual personnel, including project specialists, sub-award project staff, student workers, contractors, and consultants.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Serve as manager of Perkins CTEA grant operations; plan, organize, coordinate, and direct across-program operations and activities including, but not limited to, bi-annual program assessment and review, advisory groups, CWEE, course/program/certificate development support, and CTE outreach; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; direct, monitor, and evaluate grant activities and operations regularly to ensure that grant objectives are met on a timely basis.

Compile and analyze data related to grant participation and evaluation; develop organizational structures and work processes that facilitate attainment of established goals and objectives; and ensure the timely and accurate preparation and submission of required reports and statistics.

Coordinate program activities and services with representatives of area high schools, Regional Occupational Programs (ROPs), 4-year institutions, business & industry, WIB One-Stops, and other community agencies; serve on committees, task forces, and other work groups as needed; provide technical expertise concerning CTE.

South Orange County Community College District  
Page 2 - Career Technical Education (CTE) Grant Project Director (Categorical)

EXAMPLES OF DUTIES

Explore, develop, implement, and support an online system for Cooperative Work Experience management for the college; assist faculty and the College Career Center with recruiting and engaging employers and students with CWEE; assist in conducting workplace site visits to ensure compliance with Title V and other guidelines regarding CWEE; serve as liaison with the College Career Center and CA Career Café statewide grant initiative.

Assist with CA Career Café professional association and career development website implementation; maintaining currency of materials, tools, and resources; and with workshop effectiveness evaluations.

Assist in identifying and tracking CTE funding opportunities; write project proposal submissions; track and maintain accurate fiscal records that meet governing regulations; research and assist in development and maintenance of program budgets and track program expenditures; assist in planning program deliverables and developing supporting budget and personnel structures.

Plan, organize, and direct administrative processes including human resources, budgeting and accounting, purchasing, printing, and other support for CTE and SB70 programs; assist in selecting, hiring, evaluating, and training to coordinate across-program CTE activities; monitor timecards and stipends; respond to inquiries and concerns from the general public.

Communicate with other College and District personnel, grant partners, representatives of State and federal agencies, educational institutions and others to coordinate programs and activities.

Plan, organize, and execute special events and workshops for students/participants; determine and secure event locations; make set-up, scheduling or other pertinent arrangements; identify and coordinate with event presenters and others involved.

Monitor and ensure the timely maintenance and updating of the CTE website; provide information regularly to assigned Webmaster.

Administer grant budgets; act on budget requests, recommendations, and justifications; forecast funding for staffing, equipment, materials, and supplies; and implement yearly budget adjustments as appropriate.

Train, supervise, and support assigned support personnel; delegate and review assignments and projects; evaluate work products and results; and establish and monitor timelines and prioritize work.

Ensure compliance with District policies and State and federal laws related to assigned project; review and certify the accuracy of data concerning program participation; and ensure the timely and accurate preparation and submission of periodic and annual grant reports and other documentation as required.

Maintain current knowledge of the regulations, policies, application requirements, and eligibility criteria for CTE, including computer hardware and software enhancements.

Make oral presentations to community, professional, and educational groups, including students, parents, counselors, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding Career Technical Education and related programs and services.

Perform related duties as assigned.

South Orange County Community College District  
Page 3 - Career Technical Education (CTE) Grant Project Director (Categorical)

QUALIFICATIONS

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.  
Budget preparation and administration.  
Community demographics and consumer trends.  
Computer systems and software applications related to area of assignment, including capabilities and limitations.  
Correct English composition, grammar, spelling, and vocabulary.  
Development and coordination of federal, State, and private grants  
District and College policies and procedures.  
Interpersonal skills including tact, patience and diplomacy.  
Marketing, promotion and public relations techniques.  
Modern office practices, procedures, methods, and equipment.  
Modern principles, practices, methods and techniques of management.  
Operation of computers, peripherals and software programs, including student information systems, database management, spreadsheet, word processing, and specialized software  
Oral and written communication skills.  
Planning and organizational skills.  
Preparation, publication and distribution of informational and promotional materials.  
Principles and practices of financial record keeping and reporting.  
Principles and practices of training, supervision and performance evaluation.  
Statistical procedures and mathematical concepts.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations  
Collect, compile, and analyze data  
Communicate clearly and concisely, both orally and in writing  
Develop, implement, and evaluate all components of grants  
Establish and maintain cooperative working relationships with those contacted in the course of work  
Interpret, apply, and explain State and federal laws and regulations related to assigned program  
Maintain current knowledge of career technical education programs, trends, and funding sources  
Operate computer applications software including database management, spreadsheet, word processing, and software related to area of assignment  
Operate office equipment such as computer, printer, scanner, calculator, and copier machines  
Plan and organize work  
Plan, organize, coordinate, and direct federal, State, and private grants  
Prepare and administer budgets for assigned program areas  
Prepare effective letters, press releases, and promotional materials  
Prepare oral and written reports and recommendations  
Relate effectively to people of varied academic, cultural, and socio-economic background using tact, diplomacy, and courtesy  
Respond to requests and inquiries from the public  
Select, train, lead, direct, supervise, and evaluate the performance of assigned personnel  
Work effectively with others to achieve common goals  
Work independently with little direction

South Orange County Community College District  
Page 4 - Career Technical Education (CTE) Grant Project Director (Categorical)

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, business or public administration, human services, or closely related field.

Desirable Training

Major coursework in career technical education or workforce development; master's degree preferred.

Experience:

Five years of increasingly responsible teaching, counseling, or student services experience in employment and training programs, at least one of which involved responsibilities for program planning and implementation; or an equivalent combination of training and experience in a field related to career and technical education.

Licenses or Other Requirements:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to communicate with grant partners, attend meetings, or otherwise conduct work. Incumbents are subject to contact with partners, students, and staff; frequent interruptions; noise from talking or office equipment and demanding legal timelines; at least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

## ATTACHMENT 2

South Orange County Community College District

**COMMUNITY-BASED JOB TRAINING GRANT PROJECT DIRECTOR (Categorical), Job Class ID#\_\_\_** – Classified Management Salary Range 07

### DEFINITION

To serve as the operational project director of the Community-Based Job Training (CBJT) Grant at Irvine Valley College; plan, develop, organize, coordinate, implement, oversee, monitor, and evaluate all aspects of the project; direct the development, administration, implementation, and evaluation of all grant components, including programs, operations and activities; administer grant budgets; ensure the timely and accurate preparation, submission and distribution of invoices and required periodic and annual reports and statistics; ensure compliance with District and College policies and procedures and applicable State and federal laws and regulations related to the Community-Based Job Training Grant; train, assign, supervise and evaluate the work of assigned staff; and coordinate grant activities with the Orange County business community and education partners.

### MISSION OF THE COMMUNITY-BASED JOB TRAINING GRANT

The Community-Based Job Training (CBJT) Grant mission addresses the growth of environmentally sustainable industries in the State of California, and specifically the need for individuals to work with business and government partners related to effective recycling and resource management. Objectives include: engaging faculty and staff in new curriculum development for certificate and degree programs in Environmental Studies; strengthen science, technology, engineering, and mathematics, as well as English language arts components of courses included in the certificate and degree programs; increase awareness for teacher preparation at the community college through outreach and recruitment of current professionals; recruit cohorts of unemployed, underemployed, and incumbent workers through the Workforce Investment Board's One-Stops to participate in the program. Work with area employers to meet their needs by placing a skilled and educated workforce who can address issues of recycling and resource management to improve business practices, comply with regulatory guidelines, and provide sustainable business models.

### DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other District classifications in that the position assigned to this classification is funded by categorical, not District, funds. The incumbent assigned to this position does not accrue seniority with the District and is hired only for the duration of the grant.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Irvine Valley College Dean of Career Technical Education & Workforce Development or other administrator assigned by the President.

Exercises functional and technical supervision over administrative support and contractual personnel, including sub-award funded project specialists, consultants, and student workers.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Serve as the overall manager of all components of the Community-Based Job Training Grant in collaboration with key academic stakeholders, including faculty, the Dean responsible for the program, the Vice President of Instruction and academic support staff; plan, organize, coordinate, and direct all administrative programs, operations, services and activities as required by the grant; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; direct, monitor, and evaluate grant activities and operations regularly to ensure that each grant objective is met on a timely basis.

South Orange County Community College District  
Page 2 - Community-Based Job Training Grant Project Director (Categorical)

EXAMPLES OF DUTIES

Compile and analyze data related to grant participation and evaluation; develop organizational structures and work processes that facilitate attainment of established goals and objectives; and ensure the timely and accurate preparation and submission of required reports.

Plan, organize, and direct administrative processes including human resources, budgeting and accounting, purchasing, printing and other support for the grant; evaluate and train support personnel to coordinate the Community-Based Job Training Grant activities; approve timecards and stipends; and respond to inquiries and concerns from the general public.

Monitor and ensure the timely maintenance and updating of the Community-Based Job Training Grant website; provide information regularly to assigned Webmaster.

Administer grant budgets; act on budget requests, recommendations, and justifications; forecast funding for staffing, equipment, materials, and supplies; and implement yearly budget adjustments as appropriate.

Train, supervise, and support assigned support personnel; delegate and review assignments and projects; evaluate work products and results; and establish and monitor timelines and prioritize work.

Coordinate grant activities with the OC business community, education partners, and other stakeholders as necessary; provide technical expertise concerning the grant.

Develop, direct and evaluate grant program activities and operations; compile and analyze data related to program participation and evaluation; develop organizational structures and work processes, which facilitate attainment of established program goals and objectives.

Administer grant budgets; act on budget requests, recommendations, and justifications; forecast funding for staffing, equipment, materials, and supplies; and implement yearly budget adjustments as appropriate.

Train, supervise, and support assigned support personnel; delegate and review assignments and projects; evaluate work products and results; and establish and monitor timelines and prioritize work.

Coordinate program activities and services with representatives of partnering districts; serve on committees, task forces, and other work groups as needed; and provide technical expertise concerning the grant.

Ensure compliance with District policies and State and federal laws related to assigned project; review and certify the accuracy of data concerning program participation; and ensure the timely and accurate preparation and submission of periodic and annual grant reports and other documentation as required.

Prepare and submit narrative reports; and prepare semiannual data and special reports, proposals, recommendations and other materials as requested.

Communicate with other College and District personnel, grant partners, representatives of State and federal agencies, educational institutions and others to coordinate programs and activities.

Serve on relevant education, business and industry advisory committees, taskforce and other work groups; attend meetings to maintain current knowledge of grant issues and program trends; provide technical expertise concerning outreach and development.

South Orange County Community College District  
Page 3 - Community-Based Job Training Grant Project Director (Categorical)

EXAMPLES OF DUTIES

Maintain current knowledge of the regulations, policies, application requirements, and eligibility criteria for the Community-Based Job Training Grant program, including computer hardware and software enhancements.

Make oral presentations to community, professional, and educational groups, including students, parents, counselors, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the Community-Based Job Training Grant and related programs and services.

Develop and direct the distribution of information, schedules, brochures, flyers and other materials to publicize the grant opportunities for District and partners, students and staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.

Budget preparation and administration.

Community demographics and consumer trends.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Correct English composition, grammar, spelling, and vocabulary.

Development and coordination of State and federal grants.

District and College organization, operations, and objectives.

District and College policies and procedures.

Grant compliance issues at the College, State and federal levels.

Interpersonal skills including tact, patience and diplomacy.

Marketing, promotion and public relations techniques.

Modern office practices, procedures, methods, and equipment.

Modern principles, practices, methods and techniques of management.

Operation of computers, peripherals and software programs, including database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Planning and organizational skills.

Preparation, publication and distribution of informational and promotional materials.

Principals and procedures of product design.

Principals and procedures related to technical aspects of grant project.

Principles and practices of financial record keeping and reporting.

Principles and practices of training, supervision and performance evaluation.

Statistical procedures and mathematical concepts.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Collect, compile, and analyze data.

Communicate clearly and concisely, both orally and in writing.

Develop, implement, and evaluate all components of the Community-Based Job Training Grant.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Interpret, apply, and explain State and federal laws and regulations related to assigned program.

South Orange County Community College District  
Page 4 - Community-Based Job Training Grant Project Director (Categorical)

QUALIFICATIONS

Ability to:

- Maintain current knowledge of the Community-Based Job Training Grant.
- Maintain the security of confidential materials.
- Operate computer applications software, including database management, spreadsheet, word processing, and software related to area of assignment.
- Operate office equipment such as computer, printer, scanner, calculator, and copier.
- Plan and organize work.
- Plan, organize, coordinate, and direct a Community-Based Job Training Grant.
- Prepare and administer budgets for assigned program areas.
- Prepare effective letters, press releases, and promotional materials.
- Prepare oral and written reports and recommendations.
- Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Respond to requests and inquiries from the public.
- Select, train, lead, direct, supervise, and evaluate the performance of assigned personnel.
- Work effectively with others to achieve common goals.
- Work independently with little direction.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, business or public administration, science, engineering, or closely related field.

Experience:

At least three years of increasingly responsible grant or project management experience, or other directly-related work experience, preferably in an administrative capacity involving budgets, personnel, State and federal regulations, and reporting procedures. Experience in higher education management, teaching, workplace learning, or student services, including experience working directly with students, educational partners, and area employers is also preferred.

Licenses or Other Requirements:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to communicate with grant partners, attend meetings, or otherwise conduct work. Incumbents are subject to contact with partner students and staff, frequent interruptions, noise from talking or office equipment, and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

South Orange County Community College District  
Page 5 - Community-Based Job Training Grant Project Director (Categorical)

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Prepared and Finalized by Marlys Grodt and Associates, August 11, 2011.

**TO:** Board of Trustees  
**FROM:** Gary Poertner, Chancellor  
**RE:** Saddleback College: Speakers  
**ACTION:** Information

---

**BACKGROUND**

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists an invited speaker and other pertinent information.

Item Submitted By: *Dr. Tod A. Burnett, President*

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT****SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
8/2/11, 5 pm	BGS 104	Lisa Elston	Fashion 31	Deborah Call	Textile Printing/ Manufacturing

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Confirmation of Dissolution of Nonprofit Corporation  
**ACTION:** Information

---

**BACKGROUND**

The Board approved the voluntary dissolution of the South Orange County Community College District Facilities Corporation (the "Facilities Corporation") at its April 25, 2011 meeting.

**STATUS**

The endorsed file copies of (i) the Certificate of Election to Wind Up and Dissolve and (ii) the Certificate of Dissolution for the South Orange County Community College District Facilities Corporation have been received from the California Secretary of State dated June 27, 2011.

Atkinson, Andelson, Loya, Ruud & Romo, SOCCCD counsel for the Facilities Corporation, have filed the final dissolution packet with the office of the California Attorney General with respect to the dissolution of the Facilities Corporation on July 15, 2011. This concludes the formal dissolution process.

The SOCCCD will prepare and file the final annual returns for the period ending June 30, 2011 with the Internal Revenue Service and with the Franchise Tax Board to complete the dissolution process.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Development of District-wide Strategic Plan

**ACTION:** Information

---

## **BACKGROUND**

In a letter dated January 31, 2011, the Accrediting Commission for Community and Junior Colleges (ACCJC) recommended that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4).

## **STATUS**

South Orange County Community College District's 2011-2014 Strategic Plan is the culmination of many months of collaboration, research and planning from faculty, staff and administration representing all constituent groups district-wide.

Throughout the process, opportunities were provided to all employees for review and input through the District-wide Accreditation Committee, Strategic Planning Committee, college councils, Chancellor's Opening Session during flex week, Board of Trustees meetings, the district's SharePoint (intranet) site and district-wide emails. A high level of interaction was maintained in order to facilitate input and move quickly through the process of developing a short term strategic plan that would meet accreditation standards.

The draft version of short term strategic plan (Exhibit A) document will serve as a short term, three-year plan and will provide a framework for ongoing planning that integrates with the colleges' planning cycles and links resource allocation to planning. This short term plan will tie in with the district's long-term plan which identifies education and facilities needs and planning priorities through the year 2031.

The draft plan (Exhibit A) is being provided to the Board of Trustees for the purpose of information and review. The same draft plan has been provided to college and district staff for additional review and input. A final version will be provided to the Board of Trustees at the September 2011 meeting.

# South Orange County Community College District

## District-wide Strategic Plan 2011- 2014

28000 Marguerite Parkway  
Mission Viejo, CA 92692  
<http://www.socccd.edu>

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## **Vision, Mission and Core Values**

### **South Orange County Community College District Vision**

To be an educational leader in a changing world.

### **South Orange County Community College District Mission**

To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community.

### **South Orange County Community College District Core Values/Guiding Principles**

We invest in our students' success, employees, physical plant, and community, with wise use of our resources.

DRAFT

**Letter from the Chancellor goes here**

South Orange County Community College District's 2011-2014 Strategic Plan is the culmination of many months of collaboration, research and planning from faculty, staff and administration representing all constituent groups district-wide.

Throughout the process, opportunities were provided to all employees for review and input through the District-wide Accreditation Committee, Strategic Planning Committee, college councils, Chancellor's Opening Session during flex week, Board of Trustees meetings, the district's SharePoint (intranet) site and district-wide emails. A high level of interaction was maintained in order to facilitate input and move quickly through the process of developing a short term strategic plan that would meet accreditation standards.

Some of the research components for the short term plan included a district services survey that was distributed to all employees and interviews with key faculty, staff, managers and administrators. The results of the survey will provide a foundation for reviewing, planning and improving district services units. Additionally, administrative unit reviews will be conducted annually to ensure that resources are tied to planning. Two strategic planning retreats were also held with representation from all constituencies from the colleges and district services.

This document will serve as a short term, three-year plan and will provide a framework for ongoing planning that integrates with the colleges' planning cycles and links resource allocation to planning. This short term plan will tie in with the district's long-term plan which identifies education and facilities needs and planning priorities through the year 2031.

In a multi-college district, the task of planning is a shared one. Thank you to all of the staff from Saddleback College, Irvine Valley College and District Services for their contributions and collaborative work ethic. My hope is that this short-term strategic plan will provide a strong framework for all future planning cycles so we can continue to support the needs of more than 40,000 students and our diverse community.

## **SOCCCD Strategic Planning Retreats**

Two retreats were held to work on the SOCCCD Strategic Plan:

Monday, June 13, 2011 from 8:45 a.m. to 3 p.m., at the Norman P. Murray Community Center, in Mission Viejo, CA and Wednesday, August 3, 2011 from 8:45 a.m. to 12:00 p.m., at Saddleback College in the Student Services Bldg., room 212.

## **SOCCCD Strategic Planning Ad Hoc Committee**

Gary Poertner, SOCCCD Chancellor, Chair

### **District Services**

Bob Bramucci, Vice Chancellor, Technology & Learning Services

David Bugay, Vice Chancellor, Human Resources

Brandye D'Lena, District Director, Facilities Planning & Purchasing

Tere Fluegeman, District Director, Public Affairs & Intergovernmental Relations

Debra Fitzsimons, Vice Chancellor, Business Services

Teddi Lorch, District Director, Human Resources

Denice Inciong, District Director, Research & Planning

Delores Irwin, Accounting Specialist/CSEA representative

Beth Mueller, District Director, Fiscal Services

Randy Peebles, Associate Vice Chancellor, Economic Development

### **Saddleback College**

Juan Avalos, Vice President of Student Services

Gretchen Bender, Director of Planning, Research & Grants

Tod Burnett, President

Don Busche, Vice President of Instruction

Claire Cesareo-Silva, Faculty

Bob Cosgrove, Faculty, Past Academic Senate President

Carmen Dominguez, Faculty, Past Academic Senate President

Russ Hamilton, Classified Senate President

Carol Hilton, Director of Fiscal Services

Don Mineo, Classified Senate President Elect

John Ozurovich, Director of Facilities

Dan Walsh, Academic Senate President

James Wright, Dean of Math, Sciences & Engineering

**Irvine Valley College**

Lisa Davis-Allen, Academic Senate President

John Edwards, Director of Facilities

Dennis Gordon, Senior Accounting Specialist/CSEA

Craig Justice, Vice President of Instruction

Jeff Kauffman, Faculty

Davit Khachatryan, Director Fiscal Services

Angela Mahaney, Classified Senate President

Gwen Plano, Vice President of Student Services

Glenn Roquemore, President

Keith Shackelford, Dean of Kinesiology, Health & Athletics

Chris Tarman, Research & Planning Analyst

Kathy Werle, Dean of Academic Programs

DRAFT 3

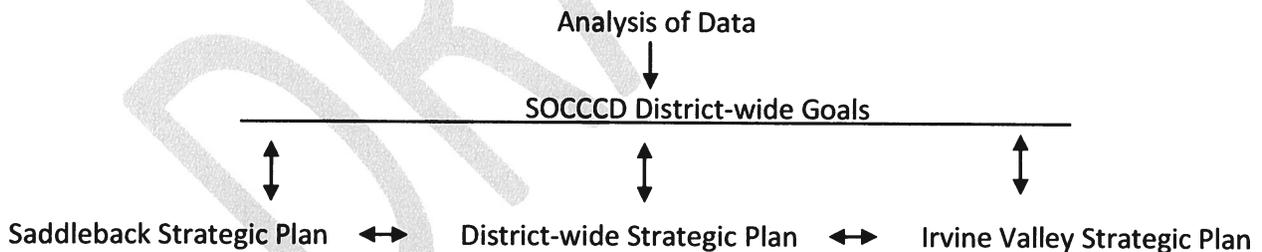
## Introduction

This *District-wide Strategic Plan 2011 – 2014* is the District’s short-term plan. The plan was developed through the collaboration of the District-wide leadership in summer and early fall 2011.

The first step was to identify challenges anticipated in the next decade. The **resources** used for this dialogue were:

- District Mission, Vision and Core Values
- College Planning Documents including the Educational Master Plans and Strategic Plans
- Demographic Projections
- Accreditation Standards and Recommendations
- *Report of the Commission on the Future*

The second step was to develop **District-wide Goals or institutional goals** that articulate District-wide intentions and ambitions related to meeting challenges of the coming decade. The District-wide Goals are achieved through objectives identified in this *District-wide Strategic Plan 2011 – 2014* as well as in the Strategic Plans for Saddleback College and Irvine Valley College. In future years, the District-wide Goals will be both a catalyst for and reinforcement of the Colleges’ planning work as depicted here:



The third step was to develop **District-wide Objectives** to identify the initiatives that will be undertaken to achieve the District-wide Goals. District-wide Objectives are those that require collaboration and coordination among District Services and College administrators, faculty, and staff. The College’s Strategic Plans and the District Services Administrative Unit Reviews also include objectives leading to achievement of the District-wide Goals.

The fourth step was to develop **Action Steps** to describe the specific actions that will be taken to achieve the District-wide Objectives. The action steps include identification of the individuals or groups who are assigned responsibility to complete or ensure completion of the action steps and the timeline.

The District previously identified these as Strategic Directions:

1. Meet capital and scheduled maintenance needs.
2. Broaden revenue sources to support college priorities.
3. Establish environmental sustainability in all areas.
4. Keep the colleges at the forefront of innovative technology.
5. Assess and respond to the educational needs of the community.
6. Implement data-driven decision making and continuous quality improvements in all district processes.
7. Emphasize district-wide training and staff development.

Through the process of developing and implementing an integrated planning model for the District, each of these previously identified Strategic Directions have subsumed into one of the District-wide Goals, this *District-wide Strategic Plan 2011 – 2014* or the appropriate District Services Administrative Unit Review.

This document includes the District-wide Goals, District-wide Objectives, and Action Steps for the next three years. This *District-wide Strategic Plan 2011- 2014* is designed to be a living, often-used document which invites the recording of progress on the action steps in the shaded areas of each page. These reports of progress will be consolidated annually to produce an **Annual Progress Report**.

***South Orange County Community College District Strategic Plan 2011- 2014***  
**District-wide Goals**

District-wide Goal 1. SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the District.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

District-wide Goal 4. SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated District-wide planning.

District-wide Goal 5. SOCCCD will develop, document and implement data-driven District-wide decision-making processes that are collaborative, transparent, efficient and effective.

District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.

**District-wide Goal 1. SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.**



**District-wide Objective 1.1. SOCCCD Chancellor will take the actions necessary to assure that employees district-wide collaborate on the achievement of common educational benchmarks.**

<b>Action Steps for District-wide Objective 1.1</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>1.1.1. Analyze the results of the Spring 2011 campus climate survey and collaborate with College Presidents to draft a plan to address the top 5 barriers to collaboration and cooperation across the District</i>	<i>Chancellor</i>	<i>End of Fall 2011</i>	<i>-0-</i>		
<i>1.1.2. Draft a Board Policy on mutual respect and forward for BPAR Committee review</i>	<i>Chancellor</i>	<i>December, 2011</i>	<i>-0-</i>		
<i>1.1.3. Identify a timeline for the implementation of the plan to address the top 5 barriers to collaboration and cooperation (see Action Step 1.1.1.)</i>	<i>Chancellor's Council</i>	<i>End of Fall 2011</i>	<i>-0-</i>		
<i>1.1.4. Assign responsibility for implementing the plan to address the top 5 barriers to collaboration</i>	<i>Chancellor and College Presidents</i>	<i>End of Fall 2011</i>	<i>To be determined</i>		
<i>1.1.5. Review draft Board Policy on mutual respect and submit its recommendation</i>	<i>BPAR</i>	<i>March 15, 2012</i>	<i>-0-</i>		

<i>to Chancellor for approval by Board of Trustees</i>					
<i>1.1.6. Assess the effectiveness of each implementation</i>	<i>Person/group assigned to implement the recommendation</i>	<i>Fall 2012</i>	<i>-0-</i>		
<i>1.1.7. Develop a District-wide climate survey that assesses perceptions of the District and College climates including the effectiveness of services, collaboration, and planning</i>	<i>Chancellor's Council</i>	<i>Spring 2012</i>	<i>To be determined</i>		
<i>1.1.8. Establish a timeline for the distribution of an annual District-wide climate survey</i>	<i>Director, Research &amp; Planning</i>	<i>Spring 2012</i>	<i>-0-</i>		
<i>1.1.9. Distribute the annual District-wide climate survey</i>	<i>Director, Research &amp; Planning</i>	<i>Annual dates contingent on previous step</i>	<i>-0-</i>		
<i>1.1.10. Analyze the results of the annual District-wide climate survey to identify climate-related projects to be addressed in the coming year</i>	<i>Chancellor and College Presidents</i>	<i>Annual dates contingent on previous step</i>	<i>-0-</i>		

**District-wide Goal 1. SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.**



**District-wide Objective 1.2. SOCCCD Chancellor will periodically communicate directly to employees district-wide.**

<b>Action Steps for District-wide Objective 1.2.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>1.2.1. Develop a process for and schedule of connecting with employees district-wide, such as monthly newsletters and/or town hall meetings</i>	<i>Chancellor</i>	<i>September 2011 September 2012 September 2013</i>	<i>-0-</i>		
<i>1.2.2. Schedule the newsletters and/or on-campus meetings</i>	<i>Chancellor + Director of Public Relations &amp; Intergovernmental Affairs</i>	<i>September 2011 September 2012 September 2013</i>	<i>-0-</i>		
<i>1.2.3. Send the newsletters and/or conduct the meetings on each campus</i>	<i>Chancellor + Director of Public Relations &amp; Intergovernmental Affairs</i>	<i>October 2011 + March 2012 and each year to follow</i>	<i>To be determined</i>		
<i>1.2.4. Ask for feedback on the newsletters and/or town hall meetings as part of the annual District-wide climate survey (See Action Step 1.1.7.)</i>	<i>Chancellor</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>		

**District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the District.**



**District-wide Objective 2.1. SOCCCD will increase the rates of completion for degrees, certificates and transfer-readiness by 5% annually.**

<b>Action Steps for District-wide Objective 2.1.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>2.1.1. Provide professional development training on factors in student success</i>	<i>Chancellor for Trustees and District Staff College Presidents for College faculty and staff</i>	<i>Fall, 2011</i>	<i>To be determined</i>		
<i>2.1.2. Identify innovations and best practices that have proven to be successful based on quantifiable improvement in student success</i>	<i>Vice Chancellor, Technology &amp; Learning Services SB VPI + VPSS IVC VPI + VPSS</i>	<i>October 1, 2011</i>	<i>-0-</i>		
<i>2.1.3. Create a venue for sharing findings across the district</i>	<i>Vice Chancellor, Technology &amp; Learning Services SB VPI + VPSS IVC VPI + VPSS</i>	<i>December 1, 2011</i>	<i>-0-</i>		
<i>2.1.4. Select top 5 innovations/best practices, prepare a cost-benefit analysis and prioritize the identified innovations/best practices</i>	<i>Vice Chancellor, Technology &amp; Learning Services SB VPI + VPSS</i>	<i>February 1, 2012</i>	<i>-0-</i>		

	<i>IVC VPI + VPSS</i>				
<i>2.1.5. Identify funding for innovations/best practices to that will be implemented in Fall 2012, 2013 and 2014</i>	<i>Chancellor and College Presidents</i>	<i>Annually contingent on budget cycle</i>	<i>To be determined</i>		

DRAFT 3

**District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.**



**District-wide Objective 3.1. SOCCCD articulate its vision for future innovations in an annually updated *SOCCCD Technology Plan* which will be collaboratively developed, widely distributed and implemented according to defined priorities.**

<b>Action Steps for District-wide Objective 3.1.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>3.1.1. Convene a collaborative group for the purpose of developing the <u>SOCCCD Technology Plan 2011- 2015</u></i>	<i>Vice Chancellor, Technology &amp; Learning Services SB VPI + VPSS IVC VPI + VPSS</i>	<i>September 2011</i>	<i>-0-</i>		
<i>3.1.2. Determine the format and components of this technology plan and assign responsibility for drafting various components of the plan</i>	<i>Group identified in Action Step 3.1.1</i>	<i>October 2011</i>	<i>-0-</i>		
<i>3.1.3. Distribute the <u>SOCCCD Technology Plan 2011- 2015</u> and request feedback</i>	<i>Group identified in Action Step 3.1.1</i>	<i>April 2012</i>	<i>-0-</i>		
<i>3.1.4. Use the feedback to revise the format and/or content of the technology plan</i>	<i>Group identified in Action Step 3.1.1</i>	<i>May 2012</i>	<i>-0-</i>		
<i>3.1.5. Use the feedback to revise the format and/or content of the technology plan</i>	<i>Group identified in Action Step 3.1.1</i>	<i>May 2012</i>	<i>-0-</i>		

<i>3.1.6. Complete the penultimate draft of the <u>SOCCCD Technology Plan 2011- 2015</u> and present to appropriate groups for final comment</i>	<i>Group identified in Action Step 3.1.1</i>	<i>August 2012</i>	<i>-0-</i>		
<i>3.1.7. Prepare a final <u>SOCCCD Technology Plan 2011- 2015</u> and present to the Board of Trustees as an information item</i>	<i>Group identified in Action Step 3.1.1</i>	<i>September 2012</i>	<i>-0-</i>		

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**District-wide Goal 4. SOCCCD will increase the effective use of all resources by  
developing and implementing a cycle of integrated District-wide planning.**

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**District-wide Objective 4.1. SOCCCD will develop and implement a model for a cycle of District-wide long-term and short-term planning including a process for District Services Administrative Unit Review.**

<b>Action Steps for District-wide Objective 4.1.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>4.1.1. Assign responsibility for the District-wide Strategic Plan and to lead a district planning group</i>	<i>Chancellor</i>	<i>August 2011</i>	<i>-0-</i>		
<i>4.1.2. Research potential District Services Administrative Review processes and develop a draft process</i>	<i>Associate Vice Chancellor</i>	<i>August 2011</i>	<i>-0-</i>		
<i>4.1.3. Distribute the draft process and implementation timeline for review and comment and then incorporate the feedback to finalize the process and timeline</i>	<i>Associate Vice Chancellor</i>	<i>September 2011</i>			
<i>4.1.4. Implement the new District Services Administrative Unit Review</i>	<i>Chancellor</i>	<i>September 2011</i>			
<i>4.1.5. Identify the necessary components of an integrated planning model</i>	<i>District-wide Planning Council</i>	<i>October 2011</i>	<i>-0-</i>		

<p><i>4.1.6. Craft an integrated planning model for SOCCCD that includes (1) annual planning processes, (2) long-term planning processes and (3) District Services Administrative Unit Review</i></p>	<p><i>District-wide Planning Council</i></p>	<p><i>January 2011</i></p>	<p><i>-0-</i></p>		
<p><i>4.1.7. Distribute the proposed model for review and comment</i></p>	<p><i>District-wide Planning Council</i></p>	<p><i>February 2012</i></p>	<p><i>-0-</i></p>		
<p><i>4.1.8. Incorporate feedback to finalize the integrated planning model and present to the Board of Trustees for information</i></p>	<p><i>District-wide Planning Council Chancellor</i></p>	<p><i>March 2012</i></p>			
<p><i>4.1.9. Implement the planning model including verifying that all District Services Administrative Unit Reviews are completed</i></p>	<p><i>Chancellor</i></p>	<p><i>Beginning Fall 2012</i></p>	<p><i>-0-</i></p>		
<p><i>4.1.10. Include assessment of the planning model and processes in the annual District-wide climate survey</i></p>	<p><i>District-wide Planning Council</i></p>	<p><i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i></p>	<p><i>-0-</i></p>		
<p><i>4.1.11. Revise the planning model and processes as needed based on feedback</i></p>	<p><i>District-wide Planning Council</i></p>	<p><i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i></p>			

**District-wide Goal 4. SOCCCD will increase the effective use of all resources by  
developing and implementing a cycle of integrated District-wide planning.**



**District-wide Objective 4.2. SOCCCD will review and revise the resource allocation processes to ensure that expenditures are linked to planning priorities.**

<b>Action Steps for District-wide Objective 4.2.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>4.2.1. Prepare a proposal to include funding for District-wide planning priorities, including the criteria for prioritizing the funding requests</i>	<i>District-wide Planning Council</i>	<i>December 2011</i>	<i>-0-</i>		
<i>4.2.2. Present the proposal to the appropriate decision-making groups</i>	<i>District-wide Planning Council</i>	<i>Spring 2012</i>	<i>-0-</i>		
<i>4.2.3. Implement the process for funding District-wide planning priorities</i>	<i>Vice Chancellor of Business Services</i>	<i>Spring 2012</i>	<i>-0-</i>		
<i>4.2.4. Annually assess the revised resource allocation processes in the annual District-wide climate survey and revise the model as needed</i>	<i>District-wide Planning Council</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>		

**District-wide Goal 4. SOCCCD will increase the effective use of all resources by  
developing and implementing a cycle of integrated District-wide planning.**

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**District-wide Objective 4.3. SOCCCD will prepare and distribute an annual report that outlines the progress on District-wide Goals.**

<b>Action Steps for District-wide Objective 4.3.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>4.3.1. Determine the format and components of an annual report</i>	<i>District-wide Planning Council</i>	<i>December 2011</i>	<i>-0-</i>		
<i>4.3.2. Assign responsibility for completing the various components of the annual report</i>	<i>District-wide Planning Council</i>	<i>January 2012</i>	<i>-0-</i>		
<i>4.3.3. Compile and distribute the <u>2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014</u></i>	<i>District-wide Planning Council</i>	<i>August 2012</i>	<i>To be determined</i>		
<i>4.3.4. Request feedback on the <u>2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014</u></i>	<i>District-wide Planning Council</i>	<i>October 2012</i>	<i>-0-</i>		
<i>4.3.5. Use the feedback to revise the format and/or content of the subsequent annual report</i>	<i>District-wide Planning Council</i>	<i>August 2013 August 2014</i>	<i>-0-</i>		

**District-wide Goal 5. SOCCCD will develop, document and implement data-driven District decision-making processes that are collaborative, transparent, efficient and effective.**



**District-wide Objective 5.1. SOCCCD will prepare a decision-making manual to describe the steps and timelines in these processes as well as the charge, composition, and calendar of collaborative groups that develop recommendations to the Chancellor.**

<b><i>Action Steps for District-wide Objective 5.1.</i></b>	<b><i>Responsible Party</i></b>	<b><i>Target Date</i></b>	<b><i>Estimated Budget</i></b>	<b><i>Progress</i></b>	<b><i>Indices of Program Improvement</i></b>
<i>5.1.1. Create the template for a decision-making manual that identifies the elements to be included for each process</i>	<i>District-wide Planning Council</i>	<i>March 2012</i>	<i>-0-</i>		
<i>5.1.2. Assign responsibility for preparing specific sections of the manual</i>	<i>District-wide Planning Council</i>	<i>March 2012</i>	<i>-0-</i>		
<i>5.1.3. Consolidate a first draft of the decision-making manual and distribute for review and comment</i>	<i>District-wide Planning Council</i>	<i>September 2012</i>	<i>-0-</i>		
<i>5.1.4. Revise as needed based on the feedback and distribute online</i>	<i>District-wide Planning Council</i>	<i>October 2012</i>	<i>-0-</i>		
<i>5.1.5. Present to the Board of Trustees for information</i>	<i>Chancellor</i>	<i>September 2012</i>	<i>-0-</i>		
<i>5.1.6. Assess the decision making manual in the annual District-wide climate survey and revise the manual as needed</i>	<i>District-wide Planning Council</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>		

**District-wide Goal 5. SOCCCD will develop, document and implement  
District decision-making processes that are streamlined, transparent, and effective.**



**District-wide Objective 5.2. SOCCCD will annually assess its decision-making processes with an eye toward continual improvement.**

<b>Action Steps for District-wide Objective 5.2.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>5.2.1. Convene a group to collaborate on the content and timeline for an annual District-wide climate survey that includes assessment of the transparency and effectiveness of decision-making processes</i>	<i>Director of Research &amp; Planning</i>	<i>Spring 2012</i>	<i>-0-</i>		
<i>5.2.2. Distribute and summarize the results of the annual District-wide climate survey</i>	<i>Director of Research &amp; Planning</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>To be determined</i>		
<i>5.2.3. Decision-making groups review the results of the campus climate survey and use the results to revise processes as appropriate</i>	<i>Chancellor College Presidents Chairs of Councils/Committees</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>		
<i>5.2.4. Update the decision-making manual as needed</i>	<i>District-wide Planning Council</i>	<i>As needed based on feedback</i>	<i>-0-</i>		

**District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.**



**District-wide Objective 6.1. SOCCCD Chancellor and College Presidents will collaborate to determine responsibility for the use and maintenance of Advanced Technology & Education Park.**

<b>Action Steps for District-wide Objective 6.1.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>6.1.1 Invite College Presidents to prepare a collaborative proposal outlining responsibility for the use and maintenance of ATEP</i>	<i>Chancellor</i>	<i>July 31, 2011</i>	<i>-0-</i>		
<i>6.1.2. Review proposal and either revise as needed or approve</i>	<i>Chancellor</i>	<i>September 30, 2011</i>	<i>-0-</i>		
<i>6.1.3. Present proposal as an information item to the Board of Trustees</i>	<i>Chancellor</i>	<i>December 2011</i>	<i>-0-</i>		
<i>6.1.4. Adjust budgeting and decision-making processes as needed to comply with the agreed-upon division of responsibilities</i>	<i>Vice Chancellor of Business Services</i>	<i>December 2011</i>	<i>-0-</i>		

**District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.**



**District-wide Objective 6.2. SOCCCD Chancellor and College Presidents will collaborate to develop a 3- to 5-year site development plan for the maintenance and use of the Advanced Technology & Education Park.**

<b>Action Steps for District-wide Objective 6.2.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
6.2.1 Identify the necessary components of a site development plan	Chancellor and Chancellor's Executive Team	November 2011	-0-		
6.2.2. Establish a timeline for the development of a site plan	Chancellor and Chancellor's Executive Team	November 2011	-0-		
6.2.3. Assign responsibility for drafting the plan for each components of the development plan	Chancellor and Chancellor's Executive Team	November 2011	-0-		
6.2.4. Distribute the draft development plan for review and comment	Chancellor and Chancellor's Executive Team	January 2012	-0-		
6.2.5. Complete the development plan and present to the Board	Chancellor and Chancellor's Executive Team	March 2012	-0-		

**District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.**



**District-wide Objective 6.3. SOCCCD will include an analysis of external scans data in the *Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014* and will adjust the next year's action steps accordingly.**

<b>Action Steps for District-wide Objective 6.3.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
<i>6.3.1. Determine the components to be included in an annual external scans</i>	<i>Director of Research &amp; Planning</i>	<i>Fall 2011</i>	<i>-0-</i>		
<i>6.3.2. Complete the external scans each year including an analysis of the key indicators that are relevant to planning</i>	<i>External Consultant</i>	<i>Spring 2012</i>	<i>To be determined</i>		
<i>6.3.3. Distribute and discuss the key indicators in appropriate decision-making meetings</i>	<i>Chancellor and College Presidents</i>	<i>Fall 2012 Fall 2013 Fall 2014</i>	<i>-0-</i>		
<i>6.3.4. Adjust action steps for the coming year as needed based on the key indicators</i>	<i>District-wide Planning Council</i>	<i>Contingent on dates for the preparation of the Annual Progress Report</i>	<i>-0-</i>		

**District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.**



**District-wide Objective 6.4. SOCCCD will define College service areas within the larger District service area.**

<b>Action Steps for District-wide Objective 6.4.</b>	<b>Responsible Party</b>	<b>Target Date</b>	<b>Estimated Budget</b>	<b>Progress</b>	<b>Indices of Program Improvement</b>
6.4.1. Meet with College Presidents to identify the pros and cons of College-specific service areas within the larger District service area	Chancellor	By September 15, 2011	-0-		
6.4.2. Draft a policy related to this topic and distribute the draft policy for review and comment	Chancellor	Fall, 2011	-0-		
6.4.3. Implement the Chancellor's decisions related to College-specific service areas within the larger District service area	College Presidents	Fall, 2011	-0-		
6.4.4. Ask for feedback on this decision as part of the annual District-wide climate survey	Chancellor	Annually contingent on dates chosen for the distribution of this District-wide climate survey	-0-		

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 7/25/11 Total Basic Aid Estimated Receipts of \$433.2M less Total Approved Projects in the amount of \$392.8M leaves a \$40.4M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2011 – 2012	\$39,203,922
2012 – 2013	\$36,317,404
2013 – 2014	\$35,279,068
2014 – 2015	\$34,204,878

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of July 25, 2011 Board Meeting**

	1999-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	Total
Actual Basic Aid Receipts	\$114,528,126	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$39,022,021	\$38,737,963	\$393,955,568
Estimated Basic Aid Receipts 2011/12								\$39,203,922
								<b>Total Receipts \$433,159,490</b>
								<b>Total Approved Projects \$392,765,371</b>
								<b>Uncommitted Basic Aid Funds \$40,394,119</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
Retiree Benefit Liability Contribution	\$38,017,938					\$38,017,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC, ATEP & District		\$136,477	\$5,297,000	\$5,203,275	\$8,667,343	\$19,304,095
ATEP First Building Phase 3A		\$12,500,000				\$12,500,000
ATEP Operating Budget		\$10,963,521				\$10,963,521
ATEP Staffing, Equipment, Program Development		\$891,611				\$891,611
ATEP Renovation/Temp Bldgs		\$7,964,191				\$7,964,191
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$0				\$0
ATEP Site Development		\$340,436				\$340,436
ATEP Site Development Negotiations		\$4,265,883				\$4,265,883
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$176,414				\$176,414
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$17,410,000		\$17,410,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,553,656		\$4,553,656
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,796,000		\$1,796,000
IVC Performing Arts Center				\$17,006,209		\$17,006,209
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$484,122		\$484,122
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$1,902,389		\$1,902,389
IVC A-400 Building Remodel				\$1,000,000		\$1,000,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Early College Program				\$60,000		\$60,000
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$128,710	\$128,710
SC M/S/E Plaza Repair					\$69,288	\$69,288
SC M/S/E Renovation					\$39,000	\$39,000
SC M/S/E Bldg Ventilation System					\$0	\$0
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$24,250	\$24,250
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC Sciences Building					\$47,656,346	\$47,656,346
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Bridge Replacement					\$1,700,000	\$1,700,000
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$735,010					\$735,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$285,000					\$285,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Document Management Solution	\$659,202					\$659,202
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$7,976,770			\$7,976,770
SOCCCD Legal Defense for Invocation Complaint	\$2,000,000					\$2,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,398,988					\$1,398,988
<b>Total Approved Projects</b>	<b>\$83,603,567</b>	<b>\$47,988,533</b>	<b>\$35,855,357</b>	<b>\$88,025,412</b>	<b>\$137,292,502</b>	<b>\$392,765,371</b>

**South Orange County Community College District  
Expenditure History for Approved Projects**

<b>Project Description</b>	<b>Approved Amount</b>	<b>1999/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Actual</b>	<b>2007/08 Actual</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2012 and Forward</b>	<b>Total</b>
College Scheduled Maintenance Projects	5,000,000	381,124	900,200	431,327	161,938	1,428,062	1,184,918		512,432	5,000,000
2005/06 Allocation for Salary Schedule Restructure	4,245,000		4,245,000		-	-	-		-	4,245,000
2005/06 College Instructional Equipment Needs	1,392,000		438,461	41,503	378,311	473,955	55,237.32		4,532	1,392,000
Technology Needs for IVC, SC & District	19,304,095	2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	923,579	431,902	19,304,095
Campus Appearance Improvement IVC & SC	1,000,000					378,837	215,312	144,365	261,486	1,000,000
ATEP Operating Budget*	10,963,521	266,981	706,587	1,119,887	1,841,834	2,273,645	2,401,548		2,353,039	10,963,521
ATEP Staffing, Equipment, Program Development	891,611					20,689	171,285		699,637	891,611
ATEP Renovation	7,964,191	1,000,339	1,035,239	3,838,068	1,318,978	103,660	450,213	153,872	63,821	7,964,191
ATEP Building Demolition	7,000,000					61,693	12,192	1,439,404	5,486,711	7,000,000
ATEP Hangar & Chapel Utilities	-					-	-	-	-	-
ATEP Site Development	340,436								340,436	340,436
ATEP Site Development Negotiations	4,265,883			12,066	887,067	1,080,568	592,509	618,846	1,074,828	4,265,883
ATEP Development	3,750,000				565,425	1,041,250	750,807	735,035	657,483	3,750,000
ATEP Parking Lot Renovation	176,413					-	176,205		208.340	176,413
ATEP First Building Phase 3A	12,500,000								12,500,000	12,500,000
College/District Contributions for Debt Retirement - COPS	4,380,701	2,894,983	1,485,718	-	-	-	-	-	-	4,380,701
Debt Retirement Contribution	34,400,000	26,000,000	4,200,000	4,200,000	-	-	-	-	-	34,400,000
IVC Business & Technology Innovation Center	12,882,000		25,860	981,852	5,563,594	2,392,351	1,477,228	515,262	1,925,853	12,882,000
IVC Design and Install Entrance from Barranca	2,850,000		9,950	-	-	-	41,576	45,644	2,752,829	2,850,000
IVC Fine Arts Building	4,652,000				61,163	115	-	-	4,590,722	4,652,000
IVC Floor Repairs	58,340	57,458	882	-	-	-	-	-	-	58,340
IVC Life Sciences Project	17,410,000					81,776	793,360	448,231	16,086,633	17,410,000
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759	1,500	222,418	1,183,432	69,409	-	-	-	-	1,476,759
IVC Maintenance and Police Facility	4,553,656	90,046	1,575,308	1,412,747	1,475,172	383	-	-	-	4,553,656
IVC Modular Building	370,000	370,000				-	-	-	-	370,000
IVC Landscaping (PAC & BSTIC)	1,796,000						105,493	146,485	1,544,022	1,796,000
IVC Performing Arts Center	17,006,209	681,476	4,235,617	10,727,931	1,137,271	38,469	185,445	-	-	17,006,209
IVC Science Equip & TV Studio	500,000	500,000				-	-	-	-	500,000
IVC Sports Facilities	896,000	896,000				-	-	-	-	896,000
IVC Replace Main Water Valves	275,000						6,035	76,957	192,008	275,000
IVC Replace Natural Gas Piping A&B Quads	230,000						3,088	41,368	185,544	230,000
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000						-	215,836	184,164	400,000
IVC SSC HVAC System	800,000						1,346	19,668	778,986	800,000
IVC Utility Service Project	416,000		125,332	220,576	315	-	-	-	69,778	416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	484,123		35,700	413,103	29,853	5,466	-	-	-	484,123
IVC Modular Bldg Replacement (CEC)	197,402			197,402	-	-	-	-	-	197,402
IVC Science Lab Addition & Remodel	6,980,000			276,823	86,014	2,373,462	2,024,161	412,531	1,807,009	6,980,000
IVC A-300 Bldg Remodel	1,902,389			49,177	94,785	1,529,452	228,508	467	-	1,902,389
IVC A-400 Bldg Remodel	1,000,000								1,000,000	1,000,000
IVC Early College Program	60,000				19,626	40,374	-	-	0	60,000
Retiree Benefits	38,017,938	5,874,987	3,361,039	4,681,912	10,500,000	500,000	2,500,000	-	10,600,000	38,017,938
SC M/S/E Bldg, Soil, & Slab Repairs	128,710	57,748		9,684	61,163	115	-	-	-	128,710
SC M/S/E Plaza Repairs	69,288					69,288	-	-	-	69,288
SC M/S/E Renovation	39,000					39,000	-	-	-	39,000
SC Building Repairs - TAS Building	1,956,000	26,775	97,135	28,465	-	1,048	-	13,800	1,788,776	1,956,000
SC Building Repairs - Library Remodel	20,141,000	77,892	-	-	-	-	511,511	9,685,166	9,866,431	20,141,000
SC Demolition of Lower Campus Buildings	1,719,000	981,290	737,255	-	-	-	-	-	455	1,719,000
SC Demolition and Upper Quad Remodel	1,000,000								1,000,000	1,000,000
SC Village Remodel	4,130,000				244,229	2,014,945	1,311,975	124,943	433,909	4,130,000
SC Village Expansion	3,942,000					463,110	2,942,595	474,450	61,844	3,942,000
SC Golf Driving Range Net Replacement	300,000		1,800	43,400	46,600	5,000	5,000	4,950	193,250	300,000
SC Health Science/District Office Building	15,251,655	15,043,551	189,994	5,096	13,014	-	-	-	0.460	15,251,655
SC Hire Consultant for Parking/Traffic Study	24,250	24,250	-	-	-	-	-	-	-	24,250
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	1,335,000							-	1,335,000
SC BGS Mold Abatement and Air Quality Improvements	8,724,200		682,740	3,735,624	4,277,090	28,746	-	-	-	8,724,200
SC Sciences Building (M/S/E annex)	47,656,346			29,595	-	-	-	258,563	47,368,187	47,656,346

**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	Total
SC Science Equip & TV Studio	500,000	500,000			-	-	-		-	500,000
SC Science/Applied Science Bldg	14,850	14,850	-	-	-	-	-		-	14,850
SC Sports Facilities	817,310	805,320	11,990		-	-	-		-	817,310
SC Bridge Replacement	1,700,000						2,693	97,266	1,600,041	1,700,000
SC M/S/E Bldg Ventilation System Upgrade	-						-		-	-
SC Pool Deck Replacement	1,500,000						23	1,276,844	223,133	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000						166,833	851,935	481,232	1,500,000
SC Temporary Classroom Facilities	7,269,285	714	3,729,338	3,341,007	105,308	450	300		92,168	7,269,285
SC McKinney Theater Restroom remodel	2,542,000			162,708	105,248	2,023,613	72,862	121	177,448	2,542,000
SC Loop Road	3,442,000				-	-	5,740	212,701	3,223,559	3,442,000
SOCCCD: Replace HR & Bdgt Dev Systems	897,740		208,797	672,943	16,000	-	-		0	897,740
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260			3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725	14,102,260
SOCCCD: Districtwide Telephone System	4,499,498	3,764,183	627,911	107,404	-	-	-		0	4,499,498
SOCCCD: Fiscal and HR Systems Repl.	27,500		27,500		-	-	-		-	27,500
SOCCCD: Consultant District Educational & Facilities Master Plan	735,010		370,010		-	-	-	321,010	43,990	735,010
SOCCCD: HR Recruitment Work Plan	85,911	85,911			0	-	-		-	85,911
SOCCCD: Legislative Advocacy Services - Basic Aid	285,000	39,702	24,298	24,000	14,000	34,354	13,140		135,506	285,000
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830		184,690	85,327	59,813	-	-		-	329,830
SOCCCD: Document Management Solution	659,202								659,202	659,202
SOCCCD: IT Projects SC/IVC/ATEP Instruct & Student Svc	7,976,770						2,906,089	2,665,868	2,404,813	7,976,770
SOCCCD: Legal Defense for Invocation Complaint	2,000,000								2,000,000	2,000,000
SOCCCD: Additional 1% Contingency	1,278,101					-	-		1,278,101	1,278,101
SOCCCD: Trustee Election/General Election Expense	1,398,988	453,867			-	527,830	-		417,291	1,398,988
<b>Totals</b>	<b>392,765,370</b>	<b>64,620,943</b>	<b>33,077,552</b>	<b>44,726,959</b>	<b>38,085,375</b>	<b>27,063,190</b>	<b>23,641,810</b>	<b>22,179,560</b>	<b>139,369,983</b>	<b>392,765,371</b>

	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward
Commitments	141,294,076	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	41,176,493	2,072,138
Cumulative Commitments	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	392,765,371
Receipts	114,528,126	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	64,620,943	97,698,495	142,425,454	180,510,829	207,574,019	231,215,829	253,395,388	392,765,371
Cash Balances	49,907,183	63,728,834	71,897,892	84,505,390	108,621,565	124,001,776	140,560,180	40,394,119

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## FACILITIES PLAN STATUS REPORT

August 29, 2011

### SADDLEBACK COLLEGE

#### 1. JAMES B. UTT LIBRARY REMODEL

Reallocation of basic aid funding has allowed this project to move forward. Board awarded construction in May 2010. Curtain wall system installation continues. Installation of sprayed on fireproofing is completed on *all three* floors. Second and third floor wall insulation and drywall is ongoing. *First and second floor drywall taping is ongoing.* Roofing installation is *100%* complete. Installation of MEP seismic bracing is *complete.* Installation of aluminum storefronts *and glazing* on the *first, second and third* floors is ongoing. *Second coat painting at the third floor is ongoing.* *Installation of ceramic tile in third floor restrooms is ongoing.* *Installation of lights on the third floor is ongoing.* ADA Compliance work at parking lots 9, 10, and 11 is ongoing. The District and furniture consultant *coordinated vendor contracts* for purchase of the FF&E. Project updates may be viewed at: <http://socccd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000.

#### 2. SCIENCES BUILDING

The Final Project Proposal (FPP) was re-submitted to the State Chancellor's Office on September 30, 2010 with a shift for funding to the 2012-2013 fiscal year. On February 28, 2011, the Board approved moving forward with the Sciences building with awareness that State funding is compromised and reassigned \$14,789,346 basic aid dollars from other Saddleback College projects to the Sciences building. The Board of Trustees approved Dougherty and Dougherty as the Architect. Parking lot #5 was selected as the building location site. Meetings of the Design Team are being held on a bi-weekly basis and building programming and schematic design is continuing. *Individual departmental meetings with user groups were conducted this month to define storage and support space requirements.* The overall project budget is \$58,835,000 with \$47,656,346 currently assigned from basic aid and \$11,178,654 anticipated from future basic aid distribution.

#### 3. LOOP ROAD

The Board approved the Loop Road project in March, 2009. After further Education and Facilities Master Planning analysis, the preliminary budget estimate for this project is \$11,697,000 (Previously the estimate was reported as inadequate at \$5,650,000. Project phasing is under consideration.) Architectural selection was Board approved in February, 2010. In September and October, the project team including the engineering group met with the City of Mission Viejo and the Army Corp of Engineers. Mission Viejo accepted the design and the project related reports. On February 28, 2011, the Board approved moving forward with phase II of the design and secondary effects. This project will be included in the Environmental Report that is underway and will continue upon

completion of that effort. \$3,442,000 of the overall project budget is approved for funding through basic aid. Recent estimates identify the project cost at \$7,914,000.00.

#### 4. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project in November, 2008. The Notice of Completion for the building portion was filed in June 2010. The final for the site work was filed in August 2010. DSA Close Out and close out of the outstanding stop notices filed with the surety are underway. The overall project budget is \$3,942,000 funded through basic aid.

#### 5. BRIDGE REPLACEMENT PROJECT

In March 2010, the Board approved an architect and basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity. DSA approval of plans for construction was obtained in April and bid June 7, 2011. Bids were received and the Board approved the award of the construction contract in June. *The kick off meeting for construction was held this month and the Notice to Proceed was issued. Mobilization for construction is underway. The overall project budget is \$1,700,000 funded through basic aid.*

#### 6. TAS RENOVATION PROJECT

On February 28, 2011, the Board approved moving forward with the renovation of the TAS building. After further Education and Facilities Master Planning analysis, the preliminary budget estimate for this project is \$15,616,000 finalized early in the design phase anticipated for Spring/Summer 2011 (Previously this project was estimated at \$8,755,055.) The current basic aid assignment of \$1,956,000 is sufficient to meet anticipated design costs. *An Agenda item was approved by the Board in June to hire gkkworks to provide construction documents for the seismic and minor interior renovation of the building and is resubmitted for approval this month to address the full renovation. An RFP has been provided to the district's pool of architects for the design of the ATAS Swing space.*

### IRVINE VALLEY COLLEGE

#### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding and are necessary to arrive at DSA close out. *Follow up continues with a shifting of assigned personnel at the San Diego office relative to scheduling and furloughs causing a bit of a delay.*

#### 2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. The Notice of Completion was filed on July 8, 2010. DSA close out is ongoing. The overall project budget is \$6,980,000 funded through

basic aid. *Follow up continues with a shifting of assigned personnel at the San Diego office relative to scheduling and furloughs causing a bit of a delay.*

### 3 LIFE SCIENCES PROJECT

The Board of Trustees *awarded construction on April 25, 2011.* Project updates may be viewed at: <http://socccd.edu/businessservices/ProjectUpdates.html>. The project has had a rough start. The general contractor has proposed recovery of lost time in their schedule. *Progress continues to be slow.* The overall project budget is \$21,036,000 with \$13,568,000 from the state and \$7,468,000 funded through basic aid. The Board has assigned basic aid funding to this project in the amount of \$17,410,000 to address the potential lack of bond funding from the state.

### 4. FINE ARTS BUILDING

The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted *once more* with a shift to funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$34,552,000 with \$24,330,000 anticipated from the state and \$10,222,000 proposed as funded through basic aid.

### 5. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project March, 2010. On February 28, 2011, the Board approved moving forward phase II of the design. The first of two plan check fees has been submitted to the City of Irvine. This review precedes final design and submittal to DSA. The overall project budget is \$2,850,000 funded through basic aid.

### 6. GREAT LAWN PROJECT

The Board of Trustees approved the Landscape Improvements project in March, 2009. Contractor was approved August, 2010. The *original* Contractor declared bankruptcy on December 6, 2010. Staff *has finalized a take-over agreement* with the Surety *and will re-engage the project using the recommended contractor, Diversified Landscape Management, Inc.* for project completion. *The kick off meeting was held August 19, 2011.* The overall project budget is \$1,796,000 funded through basic aid.

### 7. A400 RENOVATION AND EXPANSION PROJECT

On February 28, 2011, the Board approved moving forward with the renovation of the A400 building. During the Education and Facilities Master Planning process, this building was identified for a renovation and expansion. The preliminary budget estimate for this project is \$11,568,000. (Previously this project was estimated at \$3,004,051.) Budget will be finalized early in the design phase anticipated for *winter, 2011.* The current basic aid assignment of \$1,000,000 is sufficient to meet anticipated design costs.

## ATEP

### 1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. Repair procedures for window remediation are 100% complete. The contractor has requested a review of previously submitted change orders. On June 27, 2011, the Board approved the final change order and final payment. To date, total change orders represent 3.01% of the original contract amount. *This project is now closed and will be removed from future reports*

### 2. ATEP BUILDING DEMOLITION

The Board approved both Phase I and II contractors on October 25, 2010. Phase I contractor is complete. Mobilization of Phase II began on July 11, 2011. Demolition work is underway. *The Phase II contractor will include the demolition of the chapel in their scope of work and costs will be addressed using the allowance.* Another demolition phase is under design to include the hanger at the southwest edge of the property. Project updates may be viewed at: <http://socccd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$7,000,000 funded through basic aid.

### 3. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

### 4. ATEP FIRST BUILDING PHASE 3A

On February 28, 2011, the Board approved moving forward with the First Building of Phase 3A. The budget estimate for this project is \$23,500,000. The current basic aid assignment of \$12,500,000 is sufficient to meet anticipated design costs. Program level planning is underway.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 7.6**  
**DATE: 8/29/11**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Quarterly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

**STATUS**

The California Community Colleges Quarterly Financial Status Report for SOCCCD, as of June 30, 2011 for the 2010/11 fiscal year, is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (890) SOUTH ORANGE

Fiscal Year: 2010-2011  
Quarter Ended: (Q4) Jun 30, 2011

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,706,923	180,702,584	181,588,225	179,153,230
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	177,706,923	180,702,584	181,588,225	179,153,230
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	120,989,151	133,868,154	136,661,585	143,192,281
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	47,257,511	48,636,000	44,656,082	41,068,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	168,246,662	182,504,154	181,317,667	184,260,281
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,460,261	-1,801,570	270,558	-5,107,051
D.	Fund Balance, Beginning	18,913,568	28,373,829	26,572,259	26,842,817
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	18,913,568	28,373,829	26,572,259	26,842,817
E.	Fund Balance, Ending (C. + D.2)	28,373,829	26,572,259	26,842,817	21,735,766
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.9%	14.6%	14.8%	11.8%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	24,196	25,759	26,233	28,199
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		36,009,617	37,039,208	29,287,915
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	30,119,630	36,009,617	37,039,208	29,287,915

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,476,020	177,476,020	179,153,230	100.9%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	177,476,020	177,476,020	179,153,230	100.9%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	154,911,267	151,132,488	143,192,281	94.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	37,150,530	40,929,309	41,068,000	100.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	192,061,797	192,061,797	184,260,281	95.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-14,585,777	-14,585,777	-5,107,051	
L	Adjusted Fund Balance, Beginning	26,842,817	26,742,817	26,842,817	
L.1	Fund Balance, Ending (C. + L.2)	12,257,040	12,157,040	21,735,766	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.4%	6.3%		

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

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

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent		Temporary	
	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>				
Year 1:				
Year 2:				
Year 3:				
<b>b. BENEFITS:</b>				
Year 1:				
Year 2:				
Year 3:				

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

District: (890) SOUTH ORANGE

CHANGE THE PERIOD  
Fiscal Year: 2010-2011  
Quarter Ended: (Q4) Jun 30, 2011

Your Quarterly Data is ready for certification.  
Please complete the fields below and click on the 'Certify This Quarter' button

**Chief Business Officer**

**CBO Name:**

**CBO Phone:**

**CBO Signature:**

**Date Signed:**

**Chief Executive Officer Name:**

**CEO Signature:**

**Date Signed:**

**Electronic Cert Date:**

**District Contact Person**

**Name:**

**Title:**

**Telephone:**

**Fax:**

**E-Mail:**

**Certify This Quarter**

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [atalig@ccccc.edu](mailto:atalig@ccccc.edu) or Tracy Britten (916)323-6899 [tbritten@ccccc.edu](mailto:tbritten@ccccc.edu)  
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**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Quarterly Investment Report  
**ACTION:** Information

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**BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

**STATUS**

This report is for the quarter ending on June 30, 2011. Our cash balances at the end of June 30, 2011 were One Hundred Eighty-Two Million, Six Hundred Fifty-Nine Thousand, Seven Hundred Fifty-Seven Dollars and 92/100 (\$182,659,757.92) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Seven Hundred Fifty-One Thousand, Seven Hundred Thirty-Seven Dollars and 36/100 (\$25,751,737.36) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.72% and the LAIF investment pool is yielding an average of 0.48% for the fiscal quarter ending June 30, 2011. Both pools are highly liquid, with overnight wire transfers available upon request.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 7.8**  
**DATE: 8/29/11**

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Transfer of Appropriations at Close of Fiscal Year 2010-2011

**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees annually adopts a resolution that grants the Orange County Department of Education (OCDE) the authority to make necessary budgetary transfers at the close of the fiscal year to meet the obligations of the District. Resolution No. 11-24 adopted by the Board of Trustees on July 25, 2011, has granted such authority to the OCDE for fiscal year 2010/11.

### **STATUS**

On August 8, 2011, the OCDE made budgetary transfers for the fiscal year 2010/2011. The transfers are reflected in Exhibit A.

**SOCCCD**  
**County Year-End Transfers of Budget Appropriations**

OCDE Major Object Code	Description	From	To
01-7900	Reserve for Contingency (Budget)	\$ 4,018,849.77	
01-7300	Interfund Transfers Out		\$ 3,924,967.00
01-7500	Student Financial Aid - Includes Scholarships Reported on 1098's		\$ 7,370.00
01-7600	Other Payments to Students (non-cash assistance)		\$ 86,512.77
		<u>\$ 4,018,849.77</u>	<u>\$ 4,018,849.77</u>
OCDE Major Object Code	Description	From	To
12-8981	Interfund Transfer In	\$ 47,000.00	
12-2100	Non-Instructional Salaries, Regular Full-Time Schedule		\$ 47,330.11
12-3220	PERS - Non-Instructional Staff		\$ 18,206.41
12-7600	Other Payments to Students (non-cash assistance)		\$ 3,309.00
12-5900	Grants/Sub Award Allocations	\$ 21,845.52	
		<u>\$ 68,845.52</u>	<u>\$ 68,845.52</u>
OCDE Major Object Code	Description	From	To
40-8981	Interfund Transfer In	\$ 10,126.35	
40-2300	Non-Instructional Salaries, Part-time Schedule		\$ 942.50
40-3620	Work Comp - Non-Instructional Staff		\$ 22.46
40-4600	Non-Instruc. Supp. & Materials		\$ 9,161.39
		<u>\$ 10,126.35</u>	<u>\$ 10,126.35</u>
<b>TOTAL</b>		<u><b>\$ 4,097,821.64</b></u>	<u><b>\$ 4,097,821.64</b></u>

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Written Reports  
**ACTION:** None

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**Written Reports**

Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.

Saddleback College Academic Senate  
Faculty Association  
Irvine Valley College Academic Senate  
Associate Vice Chancellor, Economic Development  
President, Irvine Valley College  
President, Saddleback College  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association  
Associated Student Government of SC  
Associated Student Government of IVC



## MEMORANDUM

TO: Chancellor Gary Poertner  
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Associate Vice Chancellor

DATE: August 19, 2011

RE: ATEP Report for the August 29, 2011 Board of Trustees Meeting

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Recent accomplishments in the planning and development of the ATEP site include:

- The Board of Trustees, at the February 2011 meeting, authorized the district to proceed with the first building in the approved Phase 3A concept plan development of the site. Building design will begin this year as the colleges agree on the programs to be included in this first building that is estimated at 30,000 gross square feet.
- A national search for education institution partners was launched this summer 2011 as CB Richard Ellis, commercial real estate brokers, began efforts on the district's behalf to advertise partnership opportunities at the 68 acre site. These partners will provide important income to the district in support of the ongoing and future costs related to site infrastructure and buildings. Commercial and business partners may also be considered as discussions continue with the City of Tustin regarding pending agreements for our extended use of the property.
- The district is pursuing federal funding as part of a New Markets Tax Credit project supporting the first buildings to be constructed in the ATEP Phase 3A Concept Plan. The federal government approved additional funding nationally for these grant-type allocations which will become available early in 2012. The district will continue to actively seek these funds for the ATEP development project.
- Demolition of the base buildings continues on schedule with over fifty percent completed at this time. All of the remaining buildings on the district site will be demolished by the end of the calendar year with the exception of the helicopter hanger, now in the planning stages for demolition in 2012. The clearing of these buildings greatly increases the value of this central Orange County property for development.
- Meetings and discussions are ongoing with the City of Tustin and the County of Orange regarding land exchanges that will enhance the usable shape and configuration of the properties. These land exchanges will be a win-win for all the participants in the Tustin Legacy project and for our future students at the site.
- Recently ATEP was included in the new District-Wide Strategic Plan and Long Range Education & Facilities Master Plan. Staff from both colleges along with district services staff participated in these planning efforts.

**TO:** Gary L. Poertner, Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President 

**DATE:** August 19, 2011

**SUBJECT: President's Report for the August 29, 2011 Board of Trustees Meeting**

### **Psi Beta Member Wins National Recognition**

Congratulations to Psi Beta member Theresa Lavery for winning third place in the 2011 Pearson Education/Psi Beta Student Research Paper Award competition. Theresa will be presented with her award and a check for \$200 at the 2011 American Psychological Association convention in Washington, DC on August 6.

### **Extended Education Offers Partnership Training/Testing in HVAC**

IVC Extended Education is partnering with CBPCA Basic HERS Training to provide the 2011 Classroom/Written Test on 8/17-19, 2011 and Individual Field Tests on 8/23-25, 2011 for contractors and raters. Tuition assistance and/or reimbursement may be available. This training and testing is important for those seeking employment in the HVAC field.

### **IVC Marks Successful Welcome Week**

For Fall 2011, IVC's Student Services kicked it into high gear to welcome back students. ASIVC welcomed students back to campus with four days of celebratory events and opportunities for students to meet their ASIVC student government leaders. Each year welcome week activities invite new and returning students to get involved and have their voices heard on campus. Highlights of the week were music, food, and discount tickets to amusement park and area businesses. Some of the student favorites were free Ben & Jerry's Ice Cream for the first 200 students on Tuesday, along with great music from AMP radio, a broadcast by Power 106 Radio Station on Thursday, and lots of other great food and games all week long. In addition, student services coordinated the logistics for three welcome/information tables that were staffed with administrators, managers, and classified staff from August 22 thru August 25 from 7:30 until 11:30 a.m. and again from 6:00 until 7:30 p.m.

### **IVC Part-time Faculty Selected for License Design**

Bill Atkins, IVC's part-time faculty member in Digital Media Arts, was selected out of more than 300 entries in a contest created by the California Coastal Commission to design a new Whale Tail® Ecoplate for the State of California. Bill, a graphic designer and illustrator from Laguna Beach, CA, and Elizabeth Robinette Tyndall, a painter who lives in Bethel Island on Northern California's Delta in Contra Costa County were invited by the Coastal Commission to collaborate on a new Whale Tail® image, combining facets of each of their winning designs. A team of graphic designers made final refinements. To thank the artists for their efforts, the Coastal Commission rewarded each with \$1,000, and invited them to attend Whale Tail® Ecoplate press conferences held on August 2. Bill was hosted by the City of Dana Point at the harbor.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III  
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

### **IVC Launches Zero Waste For-Credit Certificate Program**

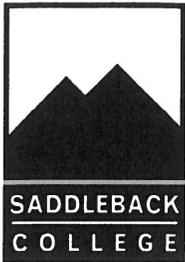
An innovative new certificate program in Recycling and Zero Waste begins August 22<sup>nd</sup> at Irvine Valley College. Part of the Department of Life Sciences' Environmental Studies Program, the certificate courses will provide participants with knowledge and skills to implement recycling and zero waste here in Southern California. Funded by a community-based job-training grant through the U.S. Department of Labor, this program especially targets those individuals who are unemployed, underemployed, or incumbent workers. Orange County's Workforce Investment Board contributes to the program through local One Stops to provide support in recruitment and job placement. Curriculum for the certificate program was developed in partnership by faculty from Santa Monica, Golden West, and Irvine Valley colleges, with support from the California Resource Recovery Association. An independent advisory board—including representatives from Vons, Albertsons, Ricoh, Disney, and Waxie Supply—meets regularly to ensure the program addresses industry needs for Zero Waste training.

### **IVC Gallery Features Cosmic Seduction**

Irvine Valley College Art Gallery is proud to announce COSMIC SEDUCTION: The Art of Daniel du Plessis from September 1 - October 14, 2011. An opening reception with the artist will be held on September 1 from 6:00 to 8:00 p.m., with an artist talk at 7:00 p.m. Investigations into the universe and how we understand ourselves within this vastness continues to occupy the hearts and minds of great scientists, writers and visual artists. South African born artist Daniel du Plessis is a mixed media artist whose work is an exploration of both the cosmic and the earthbound. Du Plessis resides in Southern California, where he continues to paint showing his work in the U.S. and South Africa. The Mission of the IVC Art Gallery is to provide students, faculty, staff, and the community with direct access to original works of art that encourage intellectual curiosity, instructional discourse and interdisciplinary dialogue. As a learning laboratory, the IVC Art Gallery provides an interactive space for the study of art in society: creative processes, professional practices, and historical contexts. The Gallery is open Wednesday through Friday 1:00 to 6:00 p.m.

### **IVC to Hold Tenth Anniversary 9/11 Commemoration**

The Irvine Valley College community will commemorate the tenth anniversary of 9/11 on Friday, September 9, from 12:00 to 12:30 p.m. in the IVC Performing Arts Center. Guest speakers will include Irvine Police Chief David Maggard, Jr., Orange County Sheriff Sandra Hutchens and Orange County Fire Authority - Irvine Division Chief Michael Moore. The Irvine Police Honor Guard will present the colors and South Orange County Community College District President Nancy Padberg will offer welcoming remarks. Other participants will include Sukee Kang, Mayor of Irvine, Larry Broughton President & CEO, Broughton Hospitality Group, Dr. Glenn R. Roquemore, President of Irvine Valley College, Dr. Matthew Tresler, Professor and Choral Director, Irvine Valley College, and Patric Taylor, Theatre Production Manager at Irvine Valley College who will serve as the Master of Ceremonies. The ceremony will also include a moment of silence in commemoration of the lives lost on this day.



## MEMORANDUM

TO: Members of the Board of Trustees  
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR AUGUST 29, 2011 BOARD OF TRUSTEES' MEETING

In-service week at Saddleback College was a great success. Highlights included the President's Faculty Breakfast, Classified Staff Luncheon, and Associate Faculty Dinner, where the president delivered his State of the College address which focuses on student success and outlines the president's top 10 goals for the 2011-12 academic year. The goals are: student success meetings, high school partners, accreditation, major facility projects, new faculty center, capital campaign, alumni outreach, economic and workforce development, student success technology, and ATEP. Thank you to Professor Jane Horlings for her excellent work in coordinating in-service week.

At in-service week, the associate faculty dinner hosted by the president also provided a program with information specifically for associate faculty. Thank you to Dean Patricia Flanigan for her notable work on the associate faculty website, which shows the resources available to this distinct group of college instructors.

President Burnett spoke about the college's emphasis on student success at the Chancellor's Opening Session. The president's presentation focused specifically on the college's response to the Community College League of California's Vision for 2020 for student success and improvement in student completion rates and understanding of pathways to success.

The college's management team participated in its annual retreat in Palm Springs August 12-13, which ties into the president's goal for the development of the management team, one of his top ten projects for 2010-11.

Classes began on August 22<sup>nd</sup>. Kudos to our faculty, staff, and administrators for a very successful start to the fall semester. The summer was extremely busy with enrollment and registration for students and all of our student services personnel are commended for their expert handling of this influx of students.

### **Office of Instruction**

Performing Arts and Community Education collaborated this year in forming a new children's theatre company titled Mainstage Kids. This new company performed *Seussical Jr.* in the McKinney Theatre on August 6<sup>th</sup> and 7<sup>th</sup> to sold-out houses. Also in August, the Department of Theatre Arts held auditions for *Cabaret*, *The Importance of Being Earnest* and *A Christmas Carol*. Jazz, choral and music auditions also took place in August. Joey Sellers and the Saddleback Jazz Faculty performed a rousing concert in the McKinney Theatre on August 29<sup>th</sup>.

The college's culinary arts department was featured in the City of Mission Viejo's City Outlook Newsletter, which is sent to all residents in Mission Viejo. The piece highlights the program's classes and the accomplishments of Lisa Inlow, the college's first full-time instructor of the program.

A task force created a Student Technical Help website to provide additional resources to students with Blackboard, MySite, distance education, and other platforms used by students at the college.

### **Office of Student Services**

The Office of Student Development and Outreach are hosting Welcome Week during the first week of classes. The events include informational booths on college programs, chess competitions, music from local bands and radio stations, and barbecues and food trucks.

The orientation for international students was held on August 10<sup>th</sup>, with 32 students attending. Fifty-two new international students were admitted to attend Saddleback College this fall semester.

The Associated Student Government's leadership retreat was held on August 18<sup>th</sup>.

The VETS program hosted a training with Loma Hopkins of Disabled Students Program and Services to educate our faculty on the classroom needs of returning veterans.

**Public Information and Marketing**

The department introduced the college's new communications and graphics manual during in-service week. The new manual provides information and a tool kit on communications and graphics standards, including but not limited to proper use of the college logo, college colors, the college's new stationery (including letterhead and business cards), and publicity requests and graphics work orders. It is our hope that this manual will streamline the college's communications and provide a greater understanding of branding standards. The college stationery in the manual was entirely designed by the college's graphics department, who also oversaw the design of the new manual along with the new artwork that will be available to all college departments.