

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, September 24, 2012

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 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
William O. Jay, David B. Lang, Frank M. Meldau, James R. Wright, Heather Park – Student Trustee
Gary L. Poertner - Chancellor



Meeting of the Board of Trustees

September 24, 2012

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 Evaluation/Discipline/Dismissal/Release/Employment (GC Section 54957)(7)
 - 1. Public Employee Discipline (2)
 - 2. Public Employee Employment (4)
 - a. Faculty Member
 - b. Director Economic and Workforce Development
 - c. Risk Manager
 - d. Custodian
 - 3. Public Employee Evaluation: Chancellor (1)
- 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.
 - 4. Unrepresented Employees: Administrators and Managers
 - a. Agency Designated Negotiator: Gary Poertner
 - 5. Unrepresented Employee: Chancellor
 - a. Agency Designated Negotiators: Nancy Padberg, Esq. - Board President, and Warren Kinsler, Esq. – General Counsel
- C. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [3][C] – *Claim of Tracy Daly*

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee David Lang

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Resolutions/Commendations

A. Resolutions – none

B. Commendations - none

2.6 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 up to two minutes each.***

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

C. Board Request(s) for Reports

- Request for Report on the Board of Governor's New Registration Priority Policies

4.0 DISCUSSION ITEMS

4.1 SOCCCD: District-wide Strategic Plan 2011-2014 - Annual Progress Report 2011-2012

District Director of Research, Planning and Data Management will present to the Board a summary of the District-wide Strategic Plan Annual Progress Report.

4.2 Saddleback College and Irvine Valley College: College Completion Agenda

Representatives from both colleges will provide a follow-up on the Chancellor's Opening Session presentation on articulation efforts among UCI, area community colleges and area junior high and high schools by presenting comments from participants.

4.3 Saddleback College and Irvine Valley College: Accreditation Follow-Up Reports

Saddleback College and Irvine Valley College submit Follow-Up Reports that accurately reflect the progress to date in meeting recommendations as required by the Accrediting Commission for Community and Junior Colleges.

- 4.4 **SOCCCD: Report on Actuarial Study of Retiree Health Benefit Liabilities**
A presentation regarding this report and its implications for the district will be provided.

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.

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on August 27, 2012.
- 5.2 **Saddleback College: Student Out of State Travel – Atlanta, GA**
Approve the out-of-state travel request for up to six students and a Saddleback College staff member to attend the October 24-28, 2012, National Student Electronic Media Convention in Atlanta, GA at a cost not to exceed \$7,667.
- 5.3 **Saddleback College: Forensics Team Out of State Travel - Arizona**
Approve the participation of the Saddleback College Forensics Team and their coaches in the Hell Froze Over, held January 10-14, 2013, in Peoria, Ill. and Arizona Swing Tournament, held February 14-18, 2013, in Glendale, Arizona at a cost not to exceed \$19,160.
- 5.4 **Saddleback College: Study Abroad Program to Salamanca, Spain**
Approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2013, and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements
- 5.5 **Saddleback College: Library and Learning Resource Center Building Name Change**
Approve the naming of the library building to Library and Learning Resource Center.
- 5.6 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.7 **Irvine Valley College: Associated Students of Irvine Valley College (ASIVC) 2012-13 Out-of-State Travel**
Approve out-of-state travel request for Irvine Valley College students and

their advisor(s) for a total cost not to exceed \$73,638.

- 5.8 **SOCCCD: Annual Renewal of Microsoft Campus Agreements for District-wide Microsoft Software Use**
Approve renewal of software licensing agreement with ComputerLand at a cost not to exceed \$134,354.50
- 5.9 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-31 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amend the FY 2012-2013 adopted budget.
- 5.10 **SOCCCD: District Furniture and Equipment Purchases (Revision)**
Approve update to use the listed CMAS contracts and Glendale Unified School District contract for equipment and furniture purchases.
- 5.11 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-01137 through P13-01526 amounting to \$4,657,746.25. Approve confirming requisitions dated August 8, 2012 through September 4, 2012 totaling \$34,994.87.
- 5.12 **SOCCCD: Payment of Bills**
Approve check no. 161590 through 162126 processed through the Orange County Department of Education, totaling \$4,023,635.30; and check no. 010476 through 010510, processed through Saddleback College Community Education, totaling \$72,383.98; and check no. 009027 through 009035, processed through Irvine Valley College Community Education, totaling \$20,834.42.
- 5.13 **SOCCCD: August/September 2012 Contracts**
Ratify contracts as listed.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.15 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Options and Recommendation for Funding the Unfunded Retiree Health Benefit Liability**
Approve Option 1 for funding of the Retiree Health Benefit Liability.
- 6.2 **SOCCCD: Board Policy Revision: BP-4000.5: Harassment and Discrimination Prevention and Complaints, BP-4001: Personal Use of Public Resources, BP-4010: Commitment to Diversity, BP-4021: Classified Managers, BP-4072: Domestic Partners, BP-4209: Classified**

Management Personnel Reduction in Force Notification

Discussion/Approval

- 6.3 **SOCCCD: Request to Rescind Spring 2013 Sabbatical**
Approve request from Faculty member to rescind Spring 2013 sabbatical leave.
- 6.4 **SOCCCD: SOCCCD Faculty Association Academic Employee Memorandums of Understanding**
Approve three (3) MOUs related to Department Chair Stipend Implementation, changes in STRS law, and changes in dental plan benefits.
- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrative Employment – Salary Step Correction.
- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reorganization and/or Reclassification of Classified Positions, Change of Status, Out of Class Assignments, Leave of Absence, Volunteers.
- 6.7 **SOCCCD: SOCCCD Police Officers Association Master Agreement**
Approve the Police Officers Association Master Agreement between the District and POA for the term July 1, 2012 to June 30, 2015.
- 6.8 **SOCCCD: Dental Benefits for Unrepresented SOCCCD Employees**
Authorize the District to extend the same dental benefit coverage to unrepresented employees as was authorized for all employees of the collective bargaining units.
- 6.9 **Irvine Valley College: Life Sciences Building: Take Over Agreement**
Approve draft copy of proposed Agreement with Liberty Mutual to take over the Life Sciences Building using SJ Amoroso as the completion contractor.

7.0 REPORTS

- 7.1 **SOCCCD: 2013 Teachers of the Year Recognition Ceremony**
Information on OC Teachers of the Year Program. The nominee being honored from SOCCCD is Marie de la Palme from Irvine Valley College.
- 7.2 **SOCCCD: Proposition 30**
Information on ballot measure.
- 7.3 **Saddleback College and Irvine Valley College: 2011-2012 Reassigned Time and Stipends**
Information on 2011-2012 expenditures for reassigned time and/or stipends at Saddleback College and Irvine Valley College.

- 7.4 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.5 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.6 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.7 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through August 31, 2012.
- 7.8 **SOCCCD: Retiree (OPEB) Trust Fund**
The annual report is for the period ending June 30, 2012 and the trust report is for the period ending August 31, 2012.
- 7.9 **SOCCCD: AB 540 Pension Reform**
Information on the California Public Employees' Pension Reform Act of 2013.
- 7.10 **SOCCCD: Mandated Costs**
The fiscal team recommends the district be paid for mandated costs through the block grant for FY 2012-2013.

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 and 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. Associated Student Government, Saddleback College
- N. Associated Student Government, Irvine Valley College
- O. Police Officers Association

9.0 ADDITIONAL ITEMS

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



BOARD OF TRUSTEES REQUEST FOR REPORT

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the "Requests for Reports" section of the Board meeting agenda.

Date September 24, 2012

Trustee Name David Lang

Specific Request for Report:

1. How both colleges plan on implementing the Board of Governors new registration priority policies.
2. How we will be educating students about the new rules.
3. What those on academic probation will be expected to do under the new policy.
4. How we will be assisting those students near the unit cap to obtain their remaining course requirements.
5. How the new appeals process for students, who lose registration priority for unforeseen reasons, will work in our district.
6. How all these changes will affect overall course offerings, including community education programs.
7. How will college staffing plans be affected by these new requirements for matriculation, counseling, and other areas.
8. Any other ancillary effects of the new policy.

Reason for Request (Please be as detailed as possible and include what Board action may be taken as a result of the report. This will enable a more accurate estimation of the preparation time and that the response is appropriate):

To recognize the challenges of the new registration policies and give a time estimate for resolution.

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD District-wide Strategic Plan 2011-2014 - Annual Progress Report
ACTION: Discussion

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).

In September of 2011 the Board of Trustees approved the first SOCCCD District-wide Strategic Plan 2011-2014.

STATUS

This past academic year was the first year of implementation for the SOCCCD District-wide Strategic Plan 2011-2014. Goal 4, Objective 4.3 states, SOCCCD will prepare and distribute an annual report that outlines the progress on District-wide Goals. The annual report summarizes the status of 6 Goals, 14 Objectives and 76 Action Steps. Additionally, the full detailed report on the status of each action step is provided in the report.

The District-wide Strategic Plan 2011-2014 - Annual Progress Report 2011-2012 (Exhibit A) is provided to the Board for discussion.



District-Wide Strategic Plan 2011-2014
ANNUAL PROGRESS REPORT
2011-2012

SOCCCD



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SOCCCD District-wide Strategic Plan 2011-2014 Annual Progress Report 2011-2012

Introduction

In the first year of the South Orange County Community College District's District-wide Strategic Plan 2011-2014, strides were made in implementing and moving towards accomplishing the goals, objectives and action steps outlined in the plan. The SOCCCD District-wide Strategic Plan 2011-2014 includes six goals, 14 objectives and 76 action steps. In this first year of implementation, 29% (4) of the 14 objectives and 47% (36) of the action steps were completed or close to completion.

On May 30, 2012, 30 participants gathered for an all-day retreat, including members of the District-wide Planning Council and representation from all shared governance groups across the colleges and district services. The day started with an overview of the year-old SOCCCD District wide Strategic Plan 2011-14. Goals for the day included to: 1) review, evaluate, and document the 2011-12 progress of the strategic plan; 2) evaluate the entire strategic plan and 3) assess changes to the plan and plan the council's agenda for the upcoming year. The group was split into six groups, each focusing on one of the

six goals and accompanying objectives and action steps. Each table had a facilitator to guide the discussion and a note taker to record the assessment of progress to date. The morning and afternoon sessions were filled with constructive discussion on the evaluation and adjustments or changes needed to the strategic plan. All of the discussions were documented and shared with the entire group. In the later part of the afternoon the group spent time on further evaluating the strategic plan as a whole and setting an agenda for the upcoming year for the District-wide Planning Council.

Summary by Goal

This annual report summarizes the goals, objectives and action steps outlined in the strategic plan. The full version of the SOCCCD District-wide Strategic Plan 2011-2014 Annual Progress Report using TracDat is included after the summary. TracDat is a web-based program which enables all members of the District-wide Planning Council to view the strategic plan, and add progress and evaluation input to objectives and action steps in the plan.

District-wide Planning Council 2011-2012

Gary Poertner, SOCCCD Chancellor, Chair

Denice Inciong, District Director of Research, Planning and Data Management, Co-Chair

District Services

Bob Bramucci, Vice Chancellor, Technology & Learning Services

David Bugay, Vice Chancellor, Human Resources and Employer-Employee Relations

Brandye D'Lena, Executive Director, Facilities Planning/Purchasing/Material Management

Tere Fluegeman, District Director, Public Affairs & Government Relations

Debra Fitzsimons, Vice Chancellor, Business Services

Grace Garcia, Manager, Office of the Chancellor & Trustee Services

Delores Irwin, Classified Staff Representative

Teddi Lorch, Executive Director, Human Resources and Employer-Employee Relations

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 Busché, Vice President for Instruction

Claire Cesareo-Silva, Faculty

Bob Cosgrove, Faculty, Past Academic Senate President

Carol Hilton, Vice President, College Administrative Services

Don Mineo (Mike Sauter alternate), Classified Staff Representatives

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, Classified Staff Representative

Craig Justice, Vice President of Instruction

Davit Khachatryan, Director of Fiscal Services

Gwen Plano, Vice President of Student Services

Glenn Roquemore, President

Chris Tarman, Research & Planning Analyst

Kathleen Werle, Dean, Academic Programs

District-wide Goal 1 - Summary

SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.		
Summary of objectives and action steps in Goal 1	There are three major objectives and 17 actions steps for the following items: <ul style="list-style-type: none"> • Identify barriers to collaboration and cooperation • Board Policy on mutual respect • Development of a climate survey • Chancellor's communication with employees • Relocation plan for District Services 	Of the 3 objectives <ul style="list-style-type: none"> • 3 are in progress Of the 17 action steps <ul style="list-style-type: none"> • 6 are completed • 11 are in progress
Goal 1 Accomplishments in 2011-2012	<p>The chancellor and the college presidents worked on identifying the top barriers to collaboration and cooperation across the district and developed strategies to address the issues.</p> <p>A Board Policy has been drafted on mutual respect and this will be reviewed at the colleges.</p> <p>The chancellor has made concerted efforts to communicate to all employees through the "Perspective" newsletter, college-wide forums, district updates, and a monthly Board Meeting Highlights newsletter.</p>	
Goal 1 Areas of focus in 2012-2013	<p>The work on addressing barriers to collaboration and cooperation across the district will continue.</p> <p>A district-wide climate survey will be administered in fall 2012 to gauge perceptions of the district and college climates.</p>	

District-wide Goal 2 - Summary

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.		
Summary of objectives and action steps in Goal 2	<p>There is one major objective and five action steps for the following items:</p> <ul style="list-style-type: none"> • Increase completion rates for degrees, certificates and transfer-ready by 5% annually • Professional development on student success factors • Develop a venue for sharing student preparedness and success • Identify and support best practices and innovations 	<p>Of the 1 objective</p> <ul style="list-style-type: none"> • 1 is in progress <p>Of the 5 action steps</p> <ul style="list-style-type: none"> • 5 are in progress
Goal 2 Accomplishments in 2011-2012	<p>The colleges have been documenting their work on the activities related to increasing degree, certificate and transfer rates. Some of the highlighted programs are the Basic Skill Initiative workshops, involvement in the statewide student success task force, and planning for a Student Success Summit in 2013.</p>	
Goal 2 Areas of focus in 2012-2013	<p>After review of this year's work on goal 2, the District-wide Planning Committee felt that a dedicated and focused district-wide committee or task force needed to be formed to address and coordinate the various aspects of student success and completion rates. This year will be focused on forming this group and coordination district-wide.</p>	

District-wide Goal 3 - Summary

SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.		
Summary of objectives and action steps in Goal 3	<p>There is one major objective and six action steps for the following items:</p> <ul style="list-style-type: none"> • SOCCCD Technology Plan 2011-2015 • Determine components and responsibilities for the technology plan • Feedback and development of the plan 	<p>Of the 1 objective</p> <ul style="list-style-type: none"> • 1 is in progress <p>Of the 6 action steps</p> <ul style="list-style-type: none"> • 5 are completed • 1 is in progress
Goal 3 Accomplishments in 2011-2012	The completion of a District-wide Technology Plan. This plan was utilized to support requests for Basic Aid Technology funding in the new BAARC process.	
Goal 3 Areas of focus in 2012-2013	<p>The plan was completed, but on a reduced timeline in order to meet the BAARC schedule. In 2012-2013 more time will be allocated to review and obtain further feedback. Additionally, district-wide meetings will be planned to review and explain the District-wide Technology Plan.</p> <p>A companion District-wide Technology Governance Plan will be developed in 2012-2013.</p>	

District-wide Goal 4 - Summary

SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated District-wide planning.		
<p>Summary of objectives and action steps in Goal 4</p>	<p>There are three major objectives and 20 action steps for the following items:</p> <ul style="list-style-type: none"> • Model for District-wide long and short term planning (part of the District-wide Planning and Decision Making Manual.) • District Services Administrative Unit Reviews • Resource allocation processes that ensure expenditures are linked to planning priorities • Annual report on progress of the District-wide Goals 	<p>Of the 3 objectives</p> <ul style="list-style-type: none"> • 3 are in progress <p>Of the 20 action steps</p> <ul style="list-style-type: none"> • 9 are completed • 11 are in progress
<p>Goal 4 Accomplishments in 2011-2012</p>	<p>The following items were accomplished in 2011-2012:</p> <ul style="list-style-type: none"> • The establishment of the District-wide Planning Council, a shared governance council which oversees planning and recommends planning and decision making. • Completion of the first SOCCCD Planning and Decision Making Manual, including the model for the long and short term planning processes. • Completion of the first SOCCCD District Services Administrative Unit Reviews. • Completion of important planning documents, the multi-volume Educational Facilities Master Plan and the District-wide Function Map. • Creation of a draft District-wide Budget and Planning Handbook 	
<p>Goal 4 Areas of focus in 2012-2013</p>	<p>The District-wide Planning Council will oversee the updates and edits to the planning documents which include the District-wide Function Map, District-wide Planning and Decision Making Manual and District-wide Budget and Planning Handbook.</p>	

District-wide Goal 5 - Summary

SOCCCD will develop, document and implement data-driven District-wide decision-making processes that are collaborative, transparent, efficient and effective.		
Summary of objectives and action steps in Goal 5	There are two major objectives and 10 action steps for the following items: <ul style="list-style-type: none"> • Assess the District-wide Planning and Decision-Making Manual • Develop a District-wide Climate survey to assess perceptions of the district-wide climate, decision-making and resource allocation process. 	Of the 2 objectives <ul style="list-style-type: none"> • 2 are in progress Of the 10 action steps <ul style="list-style-type: none"> • 5 are completed • 5 are in progress
Goal 5 Accomplishments in 2011-2012	The development of a district-wide climate survey was the focus during the 2011-2012 year. The research and planning offices at the colleges and district services collaborated and tested pilot climate questions in employee surveys. The results of the pilot questions provide a basis for the district-wide climate survey which will be administered in fall 2012.	
Goal 5 Areas of focus in 2012-2013	This year the first district-wide climate survey will be created and sent to all employees. The results will be analyzed during spring 2013.	

District-wide Goal 6 - Summary

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.		
Summary of objectives and action steps in Goal 6	<p>There are four major objectives and 18 actions steps for the following items:</p> <ul style="list-style-type: none"> • ATEP – Define responsibilities for use and maintenance • Develop a 3-5 year site development plan • Develop an external scan to be used for planning • Define college service areas within the District service areas 	<p>Of the 4 objectives</p> <ul style="list-style-type: none"> • 3 are in progress • 3 are in progress <p>Of the 18 action steps</p> <ul style="list-style-type: none"> • 11 are completed • 7 are in progress
Goal 6 Accomplishments in 2011-2012	<p>The following were accomplished in the 2011-2012 year.</p> <ul style="list-style-type: none"> • An ATEP site plan was developed collaboratively with both college presidents. The plan was approved by the Board of Trustees and funding was adjusted to support the plan. • The components of and timeline for the ATEP site development was identified, and a plan was circulated for review by the colleges and subsequently approved by the Board of Trustees. • Discussions and research occurred regarding the components needed for a district-wide external scan to be used for planning. • Discussions around the college service areas within the district occurred, a draft policy was developed and a resolution was adopted by the Board of Trustees to provide clear and detailed direction for the college's individual service area. 	
Goal 6 Areas of focus in 2012-2013	<p>In the 2012-2013 year an assessment of needs, timelines and potential companies to assist in the development of an external scan will be conducted.</p> <p>More work on the college service areas is being conducted by the presidents in order to develop a board policy and memorandum of understanding addressing coordination of curriculum.</p>	

Full Annual Progress Report 2011-2012 (TracDat)

GOAL 1

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: 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, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan 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 Strategic Plan - Objective 1.1. - SOCCCD Chancellor will take the actions necessary to assure that employees district-wide collaborate on the achievement of common educational benchmarks.	<p>Action Step: 1.1. 1. Analyze the results of the District Services Survey 2011.</p> <p>Target Date: December 2011</p> <p>Estimated Budget: 0.0000</p> <p>Budget Justification: None needed at this time.</p>	<p>12/12/2011 - Each District Services department analyzed the results and identified areas for improvement with action steps. Efforts to improve service include a district services road show at both colleges, increased access to information on the district website and a new SharePoint intranet site. Communications efforts have increased dramatically to keep employees informed through board meeting highlights, district updates, Chancellor's Perspectives and bi-annual college-wide forums.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: District Services Survey/Action Plan</p> <hr/> <p>08/31/2011 - District Services Survey Results 2011 Evaluation and 2011-2012 Action Plans Completed August 2011</p> <p>Update Type:</p>	<p>05/30/2012 - (DWPC Retreat May 2012) It was reported that there was positive feedback provided by attendees from both colleges. There was a good turnout and the road shows were well received.</p> <hr/>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Completed
Reporting Year:
2011-2012
Related Documents:
[District Services Survey Results Evaluation Action Plan 2011-2012_Final_08 29 11.pdf](#)

Action Step:
1.1. 2. Presidents to draft a plan to address the top 5 barriers to collaboration and cooperation across the District.
Target Date:
December 2011
Estimated Budget:
0.0000

05/30/2012 - (DWPC Retreat May 2012) Initial work to identify issues at the college level has been completed. Each college had a retreat relating to addressing the top 5 barriers to collaboration and cooperation. Both college presidents have prepared separate reports and have communicated the results of their retreats with the Chancellor.

As a result of last year's summer retreat, Dr. Eva Conrad was hired back as the consultant to facilitate the upcoming Barriers to Communication and Collaboration Retreat on June 12 at the Duck Club in Irvine.

Update Type:
In Progress
Reporting Year:
2011-2012

Action Step:
1.1. 3. Draft a Board Policy on mutual respect and forward for BPARC review.
Target Date:
March 2012

05/30/2012 - (DWPC Retreat May 2012) Board Policy on mutual respect has been drafted. Each college has completed their process and planning of their work. BPARC is waiting on the college's to forward

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Estimated Budget: 0.0000</p>	<p>their policies for review. President Roquemore indicated that he would email Dr. Fitzsimons the information from IVC. The discussion around the table centered on creating an umbrella policy that combines both college policies into one policy.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <hr/> <p>05/15/2012 - Task Force submitting draft college policy in January and expected approval by February.</p> <p>BPARC is currently waiting for the colleges' policies on mutual respect. If received by the next BPARC meeting on June 8th, the BPARC will have a sub-group work on merging the two respective college policies into a draft district-wide policy on Mutual respect.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 1.1. 4. Identify a timeline for the implementation of the plan to address the top 5 barriers to collaboration and cooperation (see Action Step 1.1.2.)</p> <p>Target Date: December 2011</p> <p>Estimated Budget:</p>	<p>05/30/2012 - A workshop to identify the 5 top barriers to collaboration is scheduled for June 12, 2012. A timeline for implementation will be a topic of discussion at the retreat.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		0.0000	<p>12/12/2011 - This matter will be finalized in the College Council meeting on December 14, 2011.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <hr/> <p>12/12/2011 - A workshop to identify the 5 major barriers to collaboration has been scheduled for June 12, 2012. It will include participation by district wide governance representatives. One outcome of the workshop will be to identify a timeline for implementation.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2010-2011</p> <hr/>	
		<p>Action Step: 1.1. 5. Assign responsibility for implementing the plan to address the top 5 barriers to collaboration</p> <p>Target Date: December 2011</p> <p>Estimated Budget: 0.0000</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Dr. Eva Conrad was tasked with the responsibility of conducting individual interviews with representatives from district-wide governance groups and will present her findings at the retreat on June 12, 2012.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <hr/> <p>05/17/2012 - A workshop to identify the 5 major barriers to collaboration has been scheduled for June 12, 2012. It will include participation by district wide governance representatives. One of workshop</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>outcomes will be the assignment of responsibility. Update Type: In Progress Reporting Year: 2011-2012</p> <hr/> <p>01/20/2012 - IVC has also finalized their list of barriers and will bring this list to the chancellor's meeting on Monday. Update Type: In Progress Reporting Year: 2011-2012</p> <hr/> <p>01/20/2012 - Saddleback has finalized a list at their Consultation Council meeting on Tuesday, January 31st and submitted to the chancellor shortly thereafter. Update Type: In Progress Reporting Year: 2011-2012</p> <hr/>	
		<p>Action Step: 1.1.6. Draft an evaluation plan to assess each activity that addresses the barriers to collaboration. Target Date: March 2012 Estimated Budget: 0.0000</p>	<p>05/30/2012 - (DWPC Retreat May 2012) An evaluation of the barriers to collaboration will be conducted once a plan is implemented and at least a year of implementation has occurred. Update Type: In Progress Reporting Year: 2011-2012</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 1.1. 7. Review draft Board Policy on mutual respect and submit its recommendation to Chancellor for approval by Board of Trustees.</p> <p>Target Date: March 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/30/2012 - (DWPC Retreat May 2012) The draft policy will not be finalized until the end of the fall 2012 semester. Until BPARC has received the college's policies, finalization of the district-wide policy can not be completed.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
			<p>05/16/2012 - Since BPARC has not currently received the colleges' policies on mutual respect, we cannot begin our task of merging them into a district-wide policy on mutual respect yet.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 1.1. 8. Develop a District-wide climate survey that assesses perceptions of the District and College climates including the effectiveness of services, collaboration, and planning (see Direction 5).</p> <p>Target Date: May 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/30/2012 - (DWPC Retreat May 2012) A District-wide climate survey has been discussed by the colleges and district researchers. Both college presidents confirmed that they have piloted climate surveys at both colleges and they had the same set of questions on their surveys. A district wide instrument will be developed to be implemented in the fall 2012 semester.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>05/23/2012 - Pilot survey questions measuring district-wide climate have been assessed at both colleges and at the district office.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
			<p>05/23/2012 - The district and college researchers have met and will schedule a meeting to review the pilot questions test in the fall 11 and spring 12 semesters.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 1.1. 9. Establish a timeline for the distribution of a bi-annual District-wide climate survey.</p> <p>Target Date: May 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/30/2012 - (DWPC Retreat May 2012)The District and College Directors of Research have discussed a timeline for the distribution of a bi-annual District wide climate survey. The first District wide climate survey will be conducted in the fall 2012 semester and every other year going forward.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 1.1.10. Analyze the results of the District-wide climate survey to identify climate-related projects to be addressed in the coming year.</p>	<p>05/30/2012 - (DWPC Retreat May 2012) The colleges and district services have reviewed the pilot climate survey questions and will be analyzing these questions to be</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Target Date: Annual dates contingent on previous step</p> <p>Estimated Budget: 0.0000</p>	<p>included in a district wide survey. Once the district wide climate survey is conducted an evaluation of results will be conducted.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	

<p>District-wide Strategic Plan - Objective 1.2. - SOCCCD Chancellor will periodically communicate directly to employees district-wide.</p>	<p>Action Step: 1.2.1. Develop a process for and schedule of connecting with employees district-wide, such as monthly newsletters and/or town hall meetings</p> <p>Target Date: September 2011 September 2012 September 2013</p> <p>Estimated Budget: 0.0000</p>	<p>08/20/2012 - The Chancellor periodically communicates directly to employees district-wide through his newsletter, "Perspective." The newsletter is sent periodically on issues of districtwide importance such as the state budget, legislation, regulatory changes, planning, board goals and self evaluation, etc. These newsletters are inventoried on the district's SharePoint site at Public Affairs. A schedule is being developed for bi-annual collegewide (open forum/town hall type) meetings at each college. A forum was held at each college on Nov. 2, 2011 with the Chancellor and several board members.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: Chancellor's Updates</p>	<p>10/03/2011 - College-wide forums were scheduled through the chancellor's office and held at both colleges on November 2, 2011. The chancellor and board president</p> <p>05/30/2012 - (DWPC Retreat May 2012) Townhall meetings will now be known as "College-wide Forums." It was suggested that District services incorporate a</p>
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Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>provided an overview for the college community on progress toward the board's goals, the district strategic plan, and accreditation milestones. The forum was then opened up for questions directed to the chancellor and board members. The forums were well attended by all constituencies and there was positive, interactive dialog. The chancellor and presidents will determine when the next collegewide forum should be held.</p> <p>"Board Meeting Highlights" is a newsletter sent to employees each month, immediately following the board meeting. It provides an overview of recognitions, news, discussion items and board approved agenda items. The public affairs director and chancellor meet weekly to discuss potential subjects. Additionally, the public affairs director holds bi-monthly "Communication Topics" meetings with the chancellor and vice chancellors to discuss district services activities and identify opportunities to keep employees informed.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>District Services Forum.</p> <hr/>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 1.2.2. Schedule the newsletters and/or on-campus meetings</p> <p>Target Date: September 2011 September 2012 September 2013</p> <p>Estimated Budget: 0.0000</p>	<p>05/16/2012 - 1) Chancellor's Opening Session - August 2011 2) Chancellor's Perspective emails - periodic as topics arise 3) Collegewide meetings - November 2011</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: Chancellor's Updates</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Newsletters have been well received and are being sent out periodically as topics arise.</p>

Action Step:
1.2.3. Send the newsletters and/or conduct the meetings on each campus

Target Date:
October 2011
March 2012
March 2013

05/17/2012 - "Perspective," the chancellor's newsletter, was sent districtwide on the following dates and subjects:

12/15 Holiday greetings and 2011 Highlights
1/13 State budget and student success
1/26 Update on ATEP
3/14 Student Success Initiative
5/7 Results of Board Evaluation and 2012-2013 Goals
5/7 District Services Administrative Unit Reviews

Additionally, many news items and announcements have been sent from public affairs, business services and HR on a variety of subjects.

College-wide forums were held at both colleges on November 2, 2011. The chancellor and board president provided an overview for the college community on progress toward the board's goals, the district strategic

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>plan, and accreditation milestones. The forum was then opened up for questions directed to the chancellor and board members. The forums were well attended by all constituencies and there was positive, interactive dialog. The chancellor and presidents will determine when the next collegewide forum should be held.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: Chancellor's Updates on SharePoint</p> <hr/> <p>02/23/2012 - Board highlights, district updates and chancellor's updates are sent regularly and as needed to keep constituencies informed. These are kept on the public affairs sharepoint site under communications.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: Public Affairs Sharepoint site</p> <hr/>	
		<p>Action Step: 1.2.4. Assess and request feedback on the newsletters and/or town hall meetings as part of the annual District-wide climate survey (See Action Step 1.1.8.)</p> <p>Target Date: Contingent on dates chosen for the</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Feedback is continuously being requested on the newsletters in the District Services Public Affairs Office.</p> <p>Update Type: In Progress</p> <p>Reporting Year:</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>distribution of this District-wide climate survey</p> <p>Estimated Budget: 0.0000</p>	<p>2011-2012</p>	
	<p>District-wide Strategic Plan - Objective 1.3. - SOCCCD will relocate District Services to provide equitable accessibility for both campuses and facilitate more effective district service-college collaboration.</p>	<p>Action Step: 1.3.1. A relocation plan for District Services will be developed.</p> <p>Target Date: 2016-2021 timeline stated in Education and Facilities Master Plan for District Overview.</p> <p>Related Documents: EFMP 2011-2031 District Overview VOL 1</p>	<p>03/22/2012 - The Education and Facilities Master Plan 2011-2031 in DISTRICT OVERVIEW, page 53, states the districtwide plan that active planning groups will engage with this project 2016-2021. The planning statement is shown below:</p> <p>The SOCCCD District Services Offices are currently housed on the second and third floor of the Health Sciences Building, located on the Saddleback College campus. In the 2011 EFMP process, expansion of Health Sciences on the Saddleback College campus is noted. This expansion could result in renovation of the second and third floors for academic use, and relocation of district services to a new location. This relocation is projected during the 2016-2021 planning timeline. At this time a new location is not identified.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Suggestions from the retreat included a vacant building in El Toro that could possibly house the District Services offices. It was recommendation that the district take advantage of current market conditions and financial opportunities. Discussion also revolved around the process which the Educational Facilities Master Plan drives planning and how this would also be incorporated into budgeting decisions.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 1.3.2. A timeline and parameters for the relocation will be developed.</p> <p>Target Date: 2016-2021 timeline stated in Education and Facilities Master Plan for District Overview.</p> <p>Related Documents: EFMP 2011-2031 District Overview VOL 1</p>	<p>03/22/2012 - See 1.3.1 progress description.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 1.3.3. Relocate District Services according to the relocation plan.</p> <p>Target Date: 2016-2021 timeline stated in Education and Facilities Master Plan for District Overview.</p> <p>Related Documents: EFMP 2011-2031 District Overview VOL 1</p>	<p>03/22/2012 - See 1.3.1 progress description.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	

Full Annual Progress Report 2011-2012 (TracDat)

GOAL 2

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: 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, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
<p>Strategic Plan 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.</p>	<p>District-wide Strategic Plan - Objective 2.1. - SOCCCD will increase the rates of completion for degrees, certificates and transfer-readiness by 5% annually.</p>	<p>Action Step: 2.1.1. Plan professional development training on factors in student success. Type of Data: Institutionalization of Action Step Target Date: December 2011 and ongoing</p>	<p>06/29/2012 - 1. IVC funding for faculty professional development was increased from \$20,000 to \$60,000 for 2011-2012. 2. Faculty were encouraged to attend regional BSI workshops, which resulted in interest and participation to develop and offer accelerated BSI English curriculum (3CSN Community of Practice in Accelerated Curriculum and Practice). 3. The planned fall 2012 flex week includes one full day of student success presentation topics. 4. English faculty were funded to work on student learning outcome development and assessment for all English courses. 5. Updates on the work of the Statewide Student Success Task Force were reported on in Academic Senate Rep Council meetings. Update Type: In Progress Reporting Year:</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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2011-2012

Action Step:

2.1.2. Identify innovations and best practices that have proven to be successful based on quantifiable improvement in student success.

Target Date:

December 2011 and ongoing

Estimated Budget:

0.0000

06/29/2012 - 1. Both colleges have been meeting jointly to identify registration priorities to reflect the SSTF recommendations and improve student success. IVC and SC have each discussed and implemented student success activities at their campus.

2. A joint presentation was made at the District Administrators and Managers meeting on June 22 to share updated information from the Student Success Task Force and what initiatives are underway at each campus. An updated presentation is planned for the July 30 Board of Trustees meeting.

3. Administrators and faculty from both campuses met to review SSTF recommendations that require coordinated efforts from both colleges, such as student enrollment priorities.

At IVC:

1. Funding for tutoring was augmented with Basic Skills funding.

2. Funding was provided for faculty coordination of the English Diagnostic Assessment offered each semester.

3. Math faculty provided sample assessment questions and strategies for assessment preparation on the IVC website to help students test into appropriate math levels.

4. English faculty applied and were accepted into the regional BSI

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Community of Practice in Accelerated Curriculum and Pedegogy, to begin in fall 2012.</p> <p>5. English faculty provided workshops with UCI for high school English teachers to share entry and exit competencies for Writing 1, and to help align curriculum across the educational segments.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: Student Success Presentation Final June 2012.pptx</p>	
			<p>02/10/2012 - Summer Bridge is a program addressing college readiness for incoming students. It focuses on under-prepared, under-served students. The program has run for three years and is ready to be institutionalized.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 2.1.3. Develop a venue for sharing and highlighting student preparedness and success across the district.</p> <p>Target Date: September 2013</p> <p>Estimated Budget:</p>	<p>06/29/2012 - 1. Both colleges individually will hold student success sessions during flex week in fall 2012.</p> <p>2. SC and IVC are working together to hold a Student Success Summit during Spring flex week, 2013. A half day workshop is planned to kick off this summit in early fall 2012 with</p>	<p>07/19/2012 - Significant progress was made during 2011-2012 but much remains to be done.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		0.0000	<p>external speakers who will provide the context for this work.</p> <p>3. The Chancellor requested that the colleges provide several Student Success presentations to the Board of Trustees including the ARCC data presentation in November, 2011 and a Student Success Report in July, 2012.</p> <p>4. At the district planning retreat to review progress on the district strategic plan, a recommendation was made to create a district-wide student success task force or committee, that would coordinate joint activities of the district. The Chancellor has requested updates from the campuses on high impact student success activities at the 2012 Chancellor's Opening Session.</p> <p>At IVC:</p> <p>1. All funded BSI project coordinators reported project outcomes to the Institutional Effectiveness Committee in spring 2012.</p> <p>2. ARCC Report data was reviewed by the Institutional Effectiveness Committee in spring 2012.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: ARCC IVC March 2012.PDF</p> <hr/> <p>05/24/2012 - Student Success presentations have been made to the District Administrators and</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Managers (DAM) group and the Board of Trustees. Regular updates will be provided to these groups.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
			<p>01/30/2012 - There are several venues for featuring successful efforts to increase student preparedness and success across the District. Projects/interventions need to be recognized at the Chancellor's opening convocation, the President's opening session, and spotlighted as a collegewide achievement through electronic communication.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 2.1.4. Select top 5 innovations/best practices, prepare a cost-benefit analysis and prioritize the identified innovations/best practices.</p> <p>Target Date: December 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/24/2012 - A list of top 5 innovations/and best practices was created and delivered to the Chancellor; the next steps are to prepare a cost/benefit analysis and prioritize the list.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
			<p>02/10/2012 - 1. English Departmental Diagnostic: This has received Statewide attention. UCI has partnered with the English</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Department, in creating a seamless process for our students to move from IVC to the university.</p> <p>2. Summer Bridge: This national program has been ongoing at IVC for three or more years. Students in this program have high persistence and high retention rates.</p> <p>3. Project Start: This program has completed its first year. Focusing on Veterans, it includes a special orientation for the students, ongoing mentoring and advisement, and a COUN 10 course. Veterans in the program are very successful and highly complimentary about the program.</p> <p>4. Student Success Learning Community: Focused on underprepared students, this learning community creates a support group for students. The persistence and retention rate for students in this program is very high. This program has been ongoing for four years. At core are three courses: counseling, reading and math.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	

Action Step:
2.1.5. Identify funding for innovations/best practices that will be implemented in Fall 2012, 2013 and 2014.

Target Date:

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		Annually contingent on budget cycle	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved this objective and action steps were too general and broad. It was difficult to assess and document because there are so many activities in various parts of the college that are addressing this objective.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	<p>08/27/2012 - (DWPC Retreat May 2012) After review of the action steps the group felt that a dedicated and focussed committee needed to be formed to address this topic of student success during the 2012-2013 academic year.</p>

Full Annual Progress Report 2011-2012 (TracDat)

GOAL 3

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: 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, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 3 - SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.	District-wide Strategic Plan - Objective 3.1. - SOCCCD will 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.	Action Step: 3.1.1. Convene a collaborative group for the purpose of developing the SOCCCD Technology Plan 2011-2015.	07/31/2012 - In July 2011, the formulation of a district-wide Technology Plan Taskforce was placed on the agenda of the District Technology Committee (DTC). The committee agreed that of the two existing district-wide participatory governance committees for technology, DTC was the appropriate group to assume this task.	
		Target Date: September 2011	Update Type: Completed Reporting Year: 2011-2012	
		Estimated Budget: 0.0000	09/27/2011 - A District wide Technology Plan Task force was established and had its first meeting in September 2011.	
			Update Type: Completed Reporting Year: 2011-2012	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 3.1.2. Determine the format and components of this technology plan and assign responsibility for drafting various components of the plan</p> <p>Target Date: October 2011</p> <p>Estimated Budget: 0.0000</p>	<p>07/31/2012 - The District Technology Committee created a Technology Plan Workgroup; a SharePoint site was created to house over 50 Technology Plans from the California Community Colleges so that the Workgroup could gain familiarity with various plans as well as their scope and organization; the Workgroup met to determine the scope and components of the draft Technology Plan.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: CCC Technology Plan Examples</p> <hr/> <p>04/30/2012 - Agenda and minutes of the District wide Technology Plan Task Force is housed in the District Services SharePoint site and is linked to this progress. The minutes from these meetings recorded detailed information on the format and components of the plan.</p> <p>Summary of process is as follows:</p> <ul style="list-style-type: none"> * District-wide Technology Plan outline was drafted following review of IVC, SC and DS technology plans. * Members agreed to using the existing vision/mission, goals, and strategies from the college plans. * Members outlined the functional areas and resource requests were listed under these areas. * The additional requirement of having the District-wide Technology Plan ready and used for the Basic 	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Aid Resource Allocation process for 2012-13, pushed up the deadline to May instead of August 2012.

Update Type:

Completed

Reporting Year:

2011-2012

Related Documents:

[District wide Technology Plan Task Force](#)

Action Step:

3.1.3. Distribute the Draft SOCCCD Technology Plan 2011- 2015 and request feedback.

Target Date:

April 2012

Estimated Budget:

0.0000

05/24/2012 - In late April 2012, the final draft Technology Plan was posted on SharePoint and distributed to committee members for dissemination to their constituencies.

Update Type:

Completed

Reporting Year:

2011-2012

05/30/2012 - (DWPC Retreat May 2012) This timeline was rushed in order to meet the shortened timeline to submit to BAARC for 2012-2013 basic aid funding request.

Beginning in 2012-2013, the plan revisions will be done sooner in order to allow time to sunshine the updated plan to the colleges and constituency groups. Due to lack of time this year, the feedback was not addressed as well as it should have been. There needs to be time to get the feedback and be able to evaluate and respond to questions/concerns.

Action Step:

3.1.4. Use the feedback to revise the format and/or content of the technology plan

Target Date:

May 2012

05/24/2012 - Based on feedback, the list of projects recommended for funding during the 2012-2013 fiscal year was placed into rank order and a contingency line item was added.

Update Type:

Completed

05/30/2012 - (DWPC Retreat May 2012) Due to time constraints, feedback was not given enough attention to review and respond. Beginning in 2012-2013, the timeline will be detailed out so that appropriate time is allocated for

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Estimated Budget: 0.0000</p>	<p>Reporting Year: 2011-2012</p>	<p>review and feedback from the colleges and constituency groups.</p>
		<p>Action Step: 3.1.5. Complete the final draft of the SOCCCD Technology Plan 2011-2015 and present to appropriate groups for final comment.</p> <p>Target Date: August 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/24/2012 - Due to the accelerated timeline, this step was completed in May 2012 rather than August 2012. The college IT Directors sunshined the Technology Plan with college constituencies, assembled feedback, and delivered it to their college Presidents, who emailed it to the VC-TLC.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) This was accomplished but due to timeline reduction, it was rushed and not done as effectively as it should have been. Beginning in 2012-2013, more time will be allocated for review and feedback. Beginning in 2012-2013, District IT representatives and/or DTC representatives will hold town hall meetings to review and explain the technology plan and technology projects.</p>
		<p>Action Step: 3.1.6. Prepare a final SOCCCD Technology Plan 2011- 2015. Present to Board of Trustees as information item.</p> <p>Target Date: September 2012</p>	<p>05/30/2012 - The 2012-2017 Technology Plan and basic aid funding request for 2012-2013 was presented to the Board in May 2012 for review and will go again in June 2012 for approval.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
			<p>05/30/2012 - (DWPC Retreat May 2012) Discussion of Goal and Objective 3 centered around</p>	<p>05/30/2012 - Recommendations for this objective in the future is to develop a process to set-aside</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>understanding the cost and understanding of the software development, importance of technology innovation and staffing resources for end-user training.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	<p>funding for innovation projects and include a set percentage of total requests to allocate to innovation projects or use unspent contingency as a carryover to the following year. Also, develop a District wide Technology Governance Plan (DTC and the technology plan task force both agreed that the governance plan should be separate from the technology plan).</p>

Full Annual Progress Report 2011-2012 (TracDat)

GOAL 4

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: 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, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 4 - SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated District-wide planning.	District-wide Strategic Plan - 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.	<p>Action Step: 4.1. 1. Assign responsibility for the District-wide Strategic Plan and to lead a district planning group.</p> <p>Target Date: August 2011</p> <p>Estimated Budget: 0.0000</p>	<p>01/23/2012 - The Chancellor immediately took responsibility to begin planning strategies and to form action committees involving the Board, district services managers, and the college presidents. On January 31, 2011 both colleges received letters from ACCJC-WASC indicating commendations, recommendations and putting both colleges on accreditation warning status. Three separate announcements were sent out to the college and district communities to start the processes to respond and address these concerns. On this same day, the Chancellor's Executive Team reviewed the situation and started forming action plans. At the February 10, 2011 Chancellor's Council (Cabinet) meeting the chancellor reviewed the formal actions and outlined plans to form a joint task force type group to work on responses to ACCJC-WASC by the October 2011 due date and the pending November 2011</p>	<p>05/30/2012 - (DWPC Retreat May 2012) The action step was taken seriously and was completely quickly.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>visitation. On March 2, 2011 the chancellor convened a group of district services managers to discuss the situation and to further form responsive plans. The District Leadership Team (all district managers and administrators) met on March 4, 2011 where the chancellor again provided an overview of the planning in progress and needed changes in our district-wide planning processes. On March 7, 2011 the chancellor and college presidents met and formed two lists for college staff membership to form a District-wide Accreditation Committee. The chancellor added a number of district services managers to the lists of members. The first Districtwide Accreditation Committee met on March 10, 2011. Six accreditation task force groups were formed at that first meeting including potential district-wide staff membership. One task force was formed for each of the six accreditation recommendations.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <hr/> <p>09/27/2011 - A District-wide Planning Council was established in August 2011.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 4.1. 2. Research potential District Services Administrative Review processes and develop a draft process.</p> <p>Target Date: August 2011</p> <p>Estimated Budget: 0.0000</p>	<p>01/30/2012 - The chancellor assigned the associate vice chancellor and the district director of planning and research to find and review other multi-college district administrative unit review models and approaches. Saddleback College's administrative units review model and a number of other colleges' models were reviewed. From these models the a District Services Administrative Unit Review Handbook and TracDat training guides were developed. TracDat software houses all of the DSAURs, all District Services administrators and managers created their AUR in this software system.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <hr/> <p>12/16/2011 - The associate vice chancellor of economic development started a draft for the AUR process in the summer of 2011. The district director of research and planning edited the draft to include the AUR process developed in TracDat in the fall of 2011. The working copy of the District Services Administrative Unit Review Manual and guides are housed in the District Services Planning Committee shared document folder, which will be linked to this progress.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved acknowledging that District Services took seriously the action step and developed AURs.</p> <hr/>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>09/27/2011 - A draft template and process was completed in August 2011.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 4.1. 3. Distribute the draft process and implementation timeline for review and comment and incorporate the feedback.</p> <p>Target Date: September 2011</p> <p>Estimated Budget: 0.0000</p>	<p>01/30/2012 - The selected models for review were presented to the District-wide Accreditation Committee and also were reviewed and considered by a new group forming at the district services level under the leadership of the chancellor. It was later renamed to the District Service Planning Committee and included district services directors, managers and all the vice chancellors. The District Services Planning Committee is the over-sight body that will approve and implement the DSAUR process.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) The action step was taken seriously and was completed on time.</p>
			<p>01/03/2012 - A model was developed in the SOCCCD District-wide Planning and Decision Making Manual 2011-2014 - pages 24-25 show the planning and budget process flow chart and the timelines. This manual was part of the Accreditation Taskforce #3 & #6 accomplishments.</p> <p>Update Type: Completed</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Reporting Year:
2011-2012

Action Step:
4.1. 4. Implement the new District Services Administrative Unit Review

Target Date:
October 2011

Estimated Budget:
0.0000

01/30/2012 - The new District Services Administrative Unit Review (DSAUR) process was incorporated into the planning model in the District-wide Planning and Decision Making Manual 2011-2014. The chancellor has assigned twelve reporting units with each reporting to a vice chancellor or directly to the chancellor. These units are fully engaged in developing their first DSAURs that will be due in March 2012. The district director of research and planning has implemented a comprehensive tracking and reporting software for collecting, tracking and documenting these DSAURs in TracDat.

Update Type:
Completed

Reporting Year:
2011-2012

05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved acknowledging that District Services took seriously the action step and implemented AURs.

01/03/2012 - At the October 14, 2011, District Services Planning Committee Meetings - AURs were introduced. In October 2011, an Administrative Unit Review Handbook and presentation was developed. On November 9, 2011 an information session on AURs was conducted for all District Services Leadership. In December 2011, 9 hours of TracDat AUR Lab time was scheduled for District Services Leadership. The district director of research and planning conducted the

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>training on TracDat and how to use it for AURs. Update Type: Completed Reporting Year: 2011-2012</p> <hr/> <p>12/16/2011 - In the Fall of 2011, a several guides and training sessions were conducted on the District Services Administrative Review Process. Update Type: Completed Reporting Year: 2011-2012</p> <hr/>	
		<p>Action Step: 4.1. 5. Identify the necessary components of an integrated planning model. Target Date: November 2011 Estimated Budget: 0.0000</p>	<p>01/26/2012 - Starting in January 2011, district staff searched other multi-college districts for sample district-wide strategic plans. The chancellor contacted several consultant firms to potentially assist the new planning groups with developing these plans. On March 16, 2011, College Brain Trust (CBT) provided a comprehensive scope of work proposal to assist in the development of a district-wide strategic plan and other key planning elements. At the first District-wide Accreditation Committee meeting, the chancellor recommended that we hire this consulting firm. That agreement is included in the first meeting shared documents. The District-wide Accreditation Committee (renamed to the District-wide Planning Council) reviewed a number of sample strategic plans</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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and other planning documents. A planning retreat was set for the Strategic Planning Task Force #1 with the new consultant to review and determine all the necessary components of a comprehensive planning model. The determined components to be developed/finished where/are:

- 1) EDUCATION AND FACILITIES MASTER PLAN (long range plan) - District EFMP Steering Committee;
- 2) DISTRICT-WIDE STRATEGIC PLAN (short range plan) - Task Force #1;
- 3) DISTRICT-WIDE PLANNING AND DECISION MAKING MANUAL - Task Force #3 and #6;
- 4) DISTRICT-WIDE PLANNING MODEL - Task Force #3 and #6;
- 5) DISTRICT-WIDE FUNCTION MAP - Task Force #3 and #6; and
- 6) DISTRICT SERVICES ADMINISTRATIVE UNIT REVIEW MANUAL AND PROCESS - Task Force #1 and District Service Planning Committee.

The associated task forces and other committees listed above did the preliminary work on each planning document. The planning and collaboration between all college and district services staff took place in a combination of task force meetings and were finalized at the District-wide Accreditation Committee which was eventually renamed and became the ongoing and active District-wide Planning Council.

Update Type:

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Completed
Reporting Year:
 2011-2012

Action Step:
 4.1. 6. Develop an integrated planning model for SOCCCD that includes (1) annual planning processes, (2) long-term planning processes and (3) District Services Administrative Unit Review

Target Date:
 December 2011

Estimated Budget:
 0.0000

01/26/2012 - An initial District-wide Accreditation Committee was formed that established and implemented six special accreditation task forces to focus on and develop new planning documents and processes for the district. Additionally, the chancellor created and convened a new district services planning unit called the District Services Planning Committee.

05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved understanding the planning model versus the planning manual. This needs to be discussed more in DWPC in the upcoming year.

These working groups created and approved or supported: the
 1) Education and Facilities Master Plan 2011-2031 (long range plan;
 2) District-wide Strategic Plan 2011-2014 (short range plan);
 3) District-wide Planning and Decision Making Manual 2011-2014;
 4) District-wide Planning Model;
 5) District-wide Function Map; and,
 the
 6) District Services Administrative Unit Review Manual and Process.

As the initial documents were completed, approved and implemented, the task forces were dissolved and the District-wide Accreditation Committee was renamed and reformed as the District-wide Planning Council. These key planning documents were presented and approved by the

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Board of Trustees on September 26, 2011.</p> <p>The District Services Administrative Unit Review Manual and Processes was accepted by the newly formed District Service Planning Committee. The first cycle of DSAURs will be completed in March 2012.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 4.1. 7. Distribute the proposed model for review and comment.</p> <p>Target Date: January 2012</p> <p>Estimated Budget: 0.0000</p>	<p>01/30/2012 - The new district comprehensive planning model had the following components and were developed and approved by the assigned task forces. Each final planning document and process was them forwarded to the District-wide Accreditation Committee for review, editing and approval. Below are the documents, the assigned task force and association to the meeting agendas, meeting minutes and final documents. All were reviewed by the board as information items and some planning documents were approved by the board as noted.</p> <p>1) EDUCATION AND FACILITIES MASTER PLAN 2011-2031 (long range plan); This was essentially completed by all the district-wide and college planning groups in 2010. It went to the board as an information item and a CEQA process was started to complete the overall</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>process and to allow the board to make a final approval. That is pending an approximate June 2012 completion. The planning documents (Six Volumes) are all posted and are being referenced now for planning pending the final steps in approval. Assigned: Education and Master Plan Steering Committee and two College Planning units.</p> <p>2) DISTRICT-WIDE STRATEGIC PLAN 2011-2014 (short range plan); Assigned: Accreditation Task Force #1 Strategic Plan. Initial Accreditation Committee review and assignment was on March 10, 2010 and the Task Force #1 was formed. The Task Force #1 met in two all day planning retreats on June 13 and August 3, 2010. The accreditation committee approved the draft strategic plan on September 9, 2010 and the Board of Trustees reviewed and approved it on September 26, 2010.</p> <p>3) DISTRICT-WIDE PLANNING AND DECISION MAKING MANUAL; and 4) DISTRICT-WIDE PLANNING MODEL; Assigned: Task Force #3 Communications. The task force met and reviewed other district plans and documents. A work group took on the task of completing a draft for the committee to review. The final meetings of Task Force #3 were</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>combined with Task Force #6 as the work of the two groups became very aligned. This worked effectively. The final District-wide Planning and Decision Making Manual 2011-2014 was forwarded to the District-wide Accreditation Committee for final editing and review before presentation to the board as an information item.</p> <p>5) DISTRICT-WIDE FUNCTION MAP; Assigned: Task Force #6 Function Mapping</p> <p>6) DISTRICT SERVICES ADMINISTRATIVE UNIT REVIEW MANUAL AND PROCESS. Assigned: District-wide Accreditation Committee/District-wide Planning Council and District Services Planning Committee.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 4.1. 8. Incorporate feedback to finalize the integrated planning model and present to the Board of Trustees for information.</p> <p>Target Date: May 2012</p> <p>Estimated Budget: 0.0000</p>	<p>02/10/2012 - Input, feedback and comments are being solicited during the spring 2012 term for consideration by the District-wide Planning Council to improve, update and revise the planning documents and processes. Survey information will also be utilized. At the February 10, 2012 District-wide Planning Council meeting an agenda item addressed potential updates and</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>revisions. The chancellor assigned vice chancellor David Bugay and several volunteers from the colleges and district services to a task force which will collect potential changes and updates for consideration. These updates and changes will be presented at the scheduled May 30, 2012 council meeting.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 4.1. 9. Implement the planning model.</p> <p>Target Date: August 2012</p> <p>Estimated Budget: 0.0000</p>	<p>01/30/2012 - The Board of Trustees approved the Districtwide Strategic Plan 2011-2014 (short range plan) and reviewed for information the other planning documents and processes at their September 26, 2011 meeting. The Education and Facilities Master Plan 2011-2031 (long range plan) was reviewed by the Board of Trustees in 2010 and is undergoing the final process step which is the CEQA review, scheduled to conclude in June 2012.</p> <p>The planning documents and new action timelines have been posted and distributed to all college and district staff for planning and use. The description, use, and timelines for the Planning Model are all included in the District-wide Planning and Decision Making Manual 2011-2014. This includes the District-wide Function Map and the new District Services Administrative Unit</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved understanding the planning model versus the planning manual. This needs to be discussed more in DWPC in the upcoming year on the model and actual process that is happening.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Reviews including those related support manuals. Update Type: In Progress Reporting Year: 2011-2012</p>	
		<p>Action Step: 4.1.10 Verify that all District Services Administrative Unit Reviews are completed. Target Date: March 2012 Estimated Budget: 0.0000</p>	<p>05/21/2012 - All District Services AURS were completed at the end of March 2012. During the month of April, final edits were completed. On May 7, 2012, Chancellor Poertner sent out a college wide email that shared the SharePoint link to District Services 2011-2012 AURS. Update Type: Completed Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved acknowledging that District Services took seriously the action step and completed AURS.</p>
		<p>Action Step: 4.1.11. Include assessment of the planning model and processes in the annual District-wide climate survey. Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey Estimated Budget: 0.0000</p>		
		<p>Action Step: 4.1.12. Revise the planning model and processes as needed based on feedback.</p>		

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey</p> <p>Estimated Budget: 0.0000</p>		

08/27/2012 - The accompanying documents are all a part of our district-wide long and short term planning progress for this objective.

Update Type:

Completed

Reporting Year:

2011-2012

Related Documents:

[EFMP 2011-2031 District Overview VOL 1](#)

[EFMP 2011-2031 Saddleback College Ed Plan VOL 2](#)

[EFMP 2011-2031 Irvine Valley College Ed Plan VOL 3](#)

[EFMP 2011-2031 Saddleback College Facilities Plan VOL 4](#)

[EFMP 2011-2031 Irvine Valley College Facilities Plan VOL 5](#)

[District-wide Planning and Decision Making Manual 2011-2014](#)

[District-wide Function Map 2011-2014 web link](#)

[District-wide Planning Model 2011-2014 pdf](#)

[District-wide Strategic Plan 2011-2014](#)

[District-wide Planning Council](#)

[Chancellor's Council](#)

[Chancellor's Executive Council](#)

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			District Administrators Managers District-wide Accreditation Committee District Services Planning Committee - AUR information folder District Services Planning Committee - Minutes from Meetings District Services AUR Handbook SOCCCD Accreditation home page District-wide Committees SharePoint home page 9.26.11 Item 4.1 9.26.11 Item 6.1 District Services AURS 2011-2012 SOCCCD Planning home page District-wide Accreditation Task Forces #1-#6	
	<p>District-wide Strategic Plan - Objective 4.2. - SOCCCD will review and revise the resource allocation processes to ensure that expenditures are linked to planning priorities.</p>	<p>Action Step: 4.2.1. Create a user-friendly and accessible document that explains how the District's Resource Allocation process works, guides staff through the process(s) and demonstrates how the new district-wide planning processes and documentation will better connect planning to resource allocation.</p> <p>Target Date: December 2011</p> <p>Estimated Budget: 0.0000</p>	<p>05/24/2012 - A draft of the District-wide Budget and Planning Handbook has been developed and is ready for review. The contents include the District-wide Planning Manual, Board Policies and Administrative Regulations, the final budget for FY 2011-2012, the DRAC model, Budget Development Guidelines, and the Chart of Accounts.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved review of the District wide Budget and Planning Handbook. The colleges noted the development of the handbook was very collaborative.</p>
		<p>Action Step: 4.2.2. Present the information and guiding document to the District-wide Planning Council and distribute draft copies to the college community for</p>	<p>05/24/2012 - The Budget and Planning Handbook will be reviewed at the May 30 District-wide Strategic Planning Retreat.</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved review of the District wide Budget and Planning Handbook.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>review and input. Present the revised final document to the District-wide Planning Council before implementation.</p> <p>Target Date: February 2012</p> <p>Estimated Budget: 0.0000</p>	<p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	<p>The colleges noted the development of the handbook was very collaborative.</p>
		<p>Action Step: 4.2.3. Implement the use of the document and then follow-up to insure that it is now demonstrating linkages from planning to resource allocation and budget development.</p> <p>Target Date: March 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/24/2012 - The planning processes are in place and being utilized for development of the tentative budget for FY 2012-2013. Follow up and evaluation will occur after completion of the budget cycle in August 2012.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved how the handbook is being used in the development of the 2012 -2013 budgets.</p>
		<p>Action Step: 4.2.4. Annually assess the resource allocation processes in the annual District-wide climate survey, District Services survey, District Services Administrative Unit Reviews and forward the results to the responsible district-wide committees and administrative units to facilitate and ensure continuous improvement.</p> <p>Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey.</p>	<p>02/23/2012 - We are still developing our process of implementing this process this academic year (2011-12). We will conduct an assessment of our initial year in the May 30th Planning Retreat.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat included planning to review the results of the surveys to be used in the assessment of the process.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Estimated Budget:
0.0000

District-wide Strategic Plan - Objective 4.3. - SOCCCD will prepare and distribute an annual report that outlines the progress on District-wide Goals.

Action Step:
4.3.1. Determine the format and components of an annual report.

Target Date:
December 2011

Estimated Budget:
0.0000

01/03/2012 - Tracdat will be used to track progress on the District-wide Strategic Plan. A meeting to discuss the printed format that will be discussed in the Spring 2012 semester.

Update Type:
In Progress

Reporting Year:
2011-2012

10/01/2011 - The software system, TracDat, will house the progress of the District wide Strategic Plan (Goals, Objectives and Action Steps). TracDat's formatted 5 column report will be the basis of the annual report.

Update Type:
Completed

Reporting Year:
2011-2012

Action Step:
4.3.2. Assign responsibility for completing the various components of the annual report.

Target Date:
January 2012

Estimated Budget:
0.0000

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 4.3.3. Compile and distribute the 2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014.</p> <p>Target Date: August 2012</p> <p>Estimated Budget: 0.0000</p>	<p>01/18/2012 - test</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 4.3.4. Request feedback on the 2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014.</p> <p>Target Date: October 2012</p> <p>Estimated Budget: 0.0000</p>		
		<p>Action Step: 4.3.5. Use the feedback to revise the format and/or content of the subsequent annual report.</p> <p>Target Date: August 2013 August 2014</p> <p>Estimated Budget: 0.0000</p>		

Full Annual Progress Report 2011-2012 (TracDat)

GOAL 5

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: 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, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 5 - SOCCCD will develop, document and implement data-driven District decision-making processes that are collaborative, transparent, efficient and effective.	District-wide Strategic Plan - Objective 5.1. - SOCCCD will prepare a decision-making manual to describe the steps and timelines in these processes including the composition and calendar of collaborative groups that develop recommendations to the Chancellor.	<p>Action Step: 5.1.1. Draft a template for a planning and decision-making manual that identifies the elements to be included for each process.</p> <p>Target Date: September 2011</p> <p>Estimated Budget: 0.0000</p>	<p>05/04/2012 - This has been completed and the final District-wide Decision Making Manual is available in hard copy and electronic copy since fall 2011.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <hr/> <p>02/15/2012 - The chancellor created a District-wide Accreditation Council that later became the District-wide Planning Council. At the initial meeting in the spring 2010, six accreditation task forces were created. Review started immediately of various California planning manuals, including Saddleback College and Irvine Valley College. A draft template was completed in September 2011 and continues to be reviewed and edited in the District-wide Planning Council.</p> <p>Update Type: Completed</p> <p>Reporting Year:</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>2010-2011</p> <p>Related Documents: District-wide Accreditation Committee District-wide Planning Council District-wide Accreditation Task Forces #1-#6 9.26.11 Item 4.1 9.26.11 Item 6.1 SOCCCD Planning home page</p>	
		<p>Action Step: 5.1.2. Assign responsibility for preparing specific sections of the manual.</p> <p>Target Date: October 2011</p> <p>Estimated Budget: 0.0000</p>	<p>02/15/2012 - Initial responsibility for assigning, developing and creating the District-wide Planning Manual started in the newly created District-wide Accreditation Committee then was reassigned to new working groups designated as Accreditation Task Forces. This planning manual was assigned to Task Force #6. The final draft was reviewed by Task Force #3 and #6 with final approval by the District-wide Planning Council (formally the District-wide Accreditation Committee).</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: District-wide Accreditation Committee District-wide Planning Council District-wide Accreditation Task Forces #1-#6 9.26.11 Item 6.1 9.26.11 Item 4.1 SOCCCD Planning home page</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Action Step:

5.1.3. Consolidate a first draft of the planning and decision-making manual and distribute for review and comment.

Target Date:

December 2012

Estimated Budget:

0.0000

01/03/2012 - Draft versions of the newly developed District-wide Planning and Decision Making Manual were distributed and discussed in the District-wide Accreditation Committee, Task Force #6 and Task Force #3. It was also sent to the college and district communities for review and input, and was posted on the district web site. College and district services units reviewed the draft and provided feedback to the task force. The consolidated Task Force #3 and #6 met to discuss and incorporate recommendations based upon shared governance feedback.

Update Type:

Completed

Reporting Year:

2011-2012

Related Documents:

[District-wide Accreditation Committee](#)

[District-wide Planning Council](#)

[District-wide Accreditation Task Forces #1-#6](#)

[9.26.11 Item 6.1](#)

[9.26.11 Item 4.1](#)

[SOCCCD Board Agenda webpage](#)

Action Step:

5.1.4. Revise as needed based on the feedback and distribute online.

02/15/2012 - All feedback from the colleges and district-services areas was considered and included in discussions for the final draft of the

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Target Date: March 2012</p> <p>Estimated Budget: 0.0000</p>	<p>District-wide Planning and Decision Making Manual. It was posted on the district web site for review and comments. An email went out directing staff to the document and inviting feedback. The final draft was reviewed by the Board of Trustees as an information item and presented by the two college faculty senates at he Sept. 2011 meeting.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: District-wide Accreditation Committee District-wide Planning Council District-wide Accreditation Task Forces #1-#6 9.26.11 Item 4.1 9.26.11 Item 6.1 SOCCCD Planning home page</p>	
		<p>Action Step: 5.1.5. Present to the Board of Trustees for information.</p> <p>Target Date: May 2012</p> <p>Estimated Budget: 0.0000</p>	<p>03/20/2012 - It was noted that revisions to the function map, planning manual and strategic plan can be submitted for review and revision. The chancellor asked the members for input on how they would want to proceed with the revision to the planning documents. At the February 2012 District-wide Planning Council meeting, it was determined that vice chancellor David Bugay with some council volunteers, will organize a work group to work on the planning document updates that will then be</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>reviewed by the District-wide Planning Council at the fall 2012 meeting. Following recommendations for revisions, the planning updated document will be scheduled for a presentation to the board of trustees as an information item. The Chancellor sent an E mail request to all council members reminding them and requesting that they or their constituent groups send in any recommended changes or revisions by June 30, 2012.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2010-2011</p> <p>Related Documents: District-wide Planning and Decision Making Manual 2011-2014 DWPC Minutes - Feb 2012 4.3.12 DWPC reminder of manual updates.pdf</p>	
		<p>Action Step: 5.1.6. Assess the decision making manual in the annual District-wide climate survey and revise the manual as needed.</p> <p>Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey</p> <p>Estimated Budget: 0.0000</p>	<p>05/03/2012 - The District-wide climate survey will be scheduled and completed during the fall 2012 term and will include these planning documents.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>05/30/2012 - (DWPC Retreat May 2012)</p> <p>Overall, the group felt the colleges have begun using the decision-making manual. There is sense that the committees take their work seriously and follow the consensus process. The process to keep minutes helps in the understanding of the decision-making process and communication. There is a better sense of accountability and action items also help in productivity.</p> <p>The model seems complete, organized, and comprehensive. The group felt it supported a sense of unity and showed reflection of the integration of processes and work. This helps in the reduction of redundancy and expose gaps that need to be addressed. The group felt it was overarching and tried not to interfere with the colleges.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
			<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved committees taking their work seriously and using a consensus process. The formalization of agendas and minutes help in communicating the work and helps in accountability. The delineation of action items increase productivity. Having this manual has helped in the clarity of the work and efficiencies in system. This also led to better organization.</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			Update Type: In Progress Reporting Year: 2011-2012	
	District-wide Strategic Plan - Objective 5.2. - SOCCCD will annually assess its decision-making processes with an eye toward continual improvement.	Action Step: 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. Target Date: January 2012	08/31/2012 - In the summer of 2012, the 3 research offices met to discuss and analyze the tested climate questions. A report on the pilot questions will be presented to the District-wide Planning Council at its first meeting in the Fall 2012 semester. Update Type: Completed Reporting Year: 2011-2012 01/03/2012 - 1/3/12 - A Pilot Climate Survey was given to District Services personnel on December 12, 2011. IVC added test climate questions to their employee survey in December. Saddleback will be sending out their survey in April and also including test climate questions. 11/4/11 - Discussion of climate survey has occurred between the colleges and district. The colleges will pilot climate questions in the fall employee survey. Update Type: In Progress Reporting Year: 2011-2012 Related Documents: 2011 Employee Satisfaction	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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[Questionnaire 1.1ct.docx](#)

10/14/2011 - The researchers from Saddleback,Irvine Valley College and the District have met and developed test question test questions for a District wide climate survey. Irvine Valley College and District Services were given these test questions in the fall 2011 semester. Saddleback College tested these questions in the spring 2012 semester in their employee survey. It was agreed that these questions would be the basis for a District wide Climate survey to be conducted in the fall 2012.

Update Type:

Completed

Reporting Year:

2011-2012

Action Step:

5.2.2. Distribute and summarize the results of the bi-annual District-wide climate survey.

Target Date:

Annually contingent on dates chosen for the distribution of District-wide climate survey.

Estimated Budget:

0.0000

Action Step:

5.2.3. Decision-making groups review the results of the campus climate survey and use the results to revise processes as appropriate.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Target Date: Annually contingent on dates chosen for the distribution of District-wide climate survey.</p> <p>Estimated Budget: 0.0000</p>		
		<p>Action Step: 5.2.4. Update the decision-making manual as needed.</p> <p>Target Date: As needed based on feedback</p> <p>Estimated Budget: 0.0000</p>	<p>03/20/2012 - The approved District-wide Planning and Decision Making Manual 2011-2014 includes the cycles and timelines for reviewing, updating and rewriting planning documents including this one. At the February District-wide Planning Council meeting, discussions occurred to begin this first year's updating process. A small work group was formed that will collect recommendations and prepare a draft of revisions and changes for the council to consider at a future meeting, in the fall 2012. The chancellor sent out an additional reminder and request to council members to provide changes or updates to planning documents by June 30, 2012.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: District-wide Planning Council 4.3.12 DWPC reminder of manual updates.pdf District-wide Planning and Decision Making Manual 2011-2014</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up

Full Annual Progress Report 2011-2012 (TracDat)

GOAL 6

Annual Report
 South Orange County Community College District
 District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: 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, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
<p>Strategic Plan 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.</p>	<p>District-wide Strategic Plan - Objective 6.1. - SOCCCD Chancellor and College Presidents will collaborate to determine responsibility for the use and maintenance of Advanced Technology & Education Park.</p>	<p>Action Step: 6.1.1 Invite College Presidents to prepare a collaborative proposal outlining responsibility for the use and maintenance of ATEP.</p> <p>Target Date: October 2011</p> <p>Estimated Budget: 0.0000</p>	<p>05/03/2012 - Chancellor Poertner provided the two college presidents a draft drawing of the ATEP site with two separate designated areas for each of the colleges to build their next buildings. This draft plan was developed by the district's project consultants making for the best initial use of available land at the site. Following board approval, this site plan will create new definitions for future use and maintenance of the ATEP site for the two colleges. At the January 9, 2012 chancellor's meeting with the presidents, Dr. Peebles presented the proposals and draft board items. The presidents in the meeting agreed that the south building site would be for Saddleback College and the north building site would be for Irvine Valley College. Both sites are of equal size and access. In the same meeting, the draft board agenda item concerning college service areas was also reviewed with no requested changes by the presidents.</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			Update Type: Completed Reporting Year: 2011-2012	
		Action Step: 6.1.2. Review proposal and either revise as needed or approve Target Date: December 2011 Estimated Budget: 0.0000	05/04/2012 - CHANCELLOR'S COUNCIL. Two board agenda items with the building site location designation updated to the president's agreement for college assignments were presented at the January 12, 2012 Chancellor's Council meeting, and subsequently approved by the council as part of the January board of trustees docket for the agenda. All district constituent group representatives in the meeting were provided draft copies of these proposed board items. ARCHITECTURAL PROGRAMMING. In addition to college site assignments on the ATEP property, work and definition was needed to frame the program areas that each college would assign or schedule at the site. Work groups included college administration, faculty and district services staff led by a district hired consultant drafted plans to establish the program and related support area building space needs (in square feet) in a quantified and prescribed manner as is done for all California Community College building planning. The plans were finalized in January 2012 and are now moving forward with the district's criteria architect who is	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>the subsequent phase of plans and agreements supporting the construction of these next college buildings at ATEP.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 6.1.3. Present proposal as an information item to the Board of Trustees.</p> <p>Target Date: January 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/04/2012 - BOARD AGENDA JANUARY 23, 2012.</p> <p>Agenda item 6.1 SOCCCD: College Service Areas /Resolution #12-04, and Agenda item 6.2 SOCCCD: ATEP Site Assignments for Saddleback College and Irvine Valley College /Resolution #12-05 were approved as presented to the Board of Trustees. Prior board action and resolutions also support the use and maintenance of the ATEP site.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 6.1.4. Adjust budgeting and decision-making processes as needed to comply with the agreed-upon division of responsibilities.</p> <p>Target Date: February 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/04/2012 - Upon board approval (01.23.12 Item 6.2) of ATEP site assignments for colleges, other work was completed to support the fiscal planning for the ATEP site. ATEP RELATED FUNDING AND BUDGETING. BP#3110 for Basic Aid was revised by the BPARC committee in the fall 2011, reviewed by the board, and finally approved by</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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the board on 8-29-2011. This new BP along with the detailed AR (board approved 11-15-2011) is being used to support the development, review, processing and final recommendations to the Board for budget allocations including ATEP site development and support of the existing ATEP campus operated by IVC. Business Services staff is developing a supporting budget development manual including all related budgeting and allocation processes.

For a complete description of the basic aid funding process, progress, and approval for the ATEP site, please see the attached related document titled ATEP Budget and Decision-Making Processes.

Update Type:
Completed
Reporting Year:
2011-2012
Related Documents:
[ATEP Budget and Decision Making Process 2011-12.docx](#)

08/28/2012 - The accompanying documents are all a part this objective and the district-wide collaboration of process and progress on the determination of responsibilities for the use and maintenance of the Advanced Technology & Education Park

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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(ATEP).
Update Type:
 In Progress
Reporting Year:
 2011-2012
Related Documents:
[Chancellor's Executive Council](#)
[Chancellor's Council](#)
[District-wide Committees SharePoint home page](#)
[SOCCCD Board of Trustees Minutes/Video website link](#)
[SOCCCD Board Agenda webpage](#)
[SOCCCD Board Policy webpage](#)
[10.25.10 Item 6.1 Division of Responsibilities ATEP.pdf](#)
[District-wide Planning Model 2011-2014 pdf](#)
[Basic Aid Allocation Recommendation Committee Funds Allocation Process Flow Chart](#)
[Resolutions #12-04 and #12-05](#)
[AR #3110 presentation to board Feb 27, 2012](#)
[AR3110.pptx](#)
[2012-13 ATEP Site Development-Budget Request for Basic Aid Funding](#)
[ATEP Budget and Decision Making Process 2011-12.docx](#)

District-wide Strategic Plan - 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.

Action Step:
 6.2.1 Identify the necessary components of a site development plan.
Target Date:
 March 2012
Estimated Budget:

02/07/2012 - In the January 2011 during the opening session presentation of staff development week, the chancellor stated that one of his initial goals would be resolving the ongoing questions regarding the use and assignment of ATEP for the colleges. A few weeks later, letters

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		0.0000	<p>from ACCJC-WASC putting the two colleges on warning status further intensified the importance of the chancellor's goal. Multiple presentations and proposals were developed, shared with college and district services staff who in turn attempted to identify and resolve these questions. The chancellor began the process of establishing new planning groups with broad representation from both colleges, district services and district staff overall.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 6.2.2. Establish a timeline for the development of a site plan.</p> <p>Target Date: March 2012</p> <p>Estimated Budget: 0.0000</p>	<p>02/08/2012 - ATEP questions were a part of the spring 2011 accreditation planning group discussions and planning, and were assigned for further development to the District-wide Accreditation Committee, District-wide Planning Council and to the six (6) accreditation task force committees. The development and approval of the District-wide Strategic Plan 2011-2014 documented and established a number of goals and action items, which included the development of a timeline. District consultants, including our ATEP architect, developer and other consultants, would be assigned to establish and develop this timeline for review and use for information and planning</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>district-wide.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 6.2.3. Assign responsibility for drafting the plan for each components of the development plan.</p> <p>Target Date: March 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/04/2012 - The chancellor assigned the development of the ATEP 5 Year Site Development Plan and Timeline to the associate vice chancellor and the vice chancellor of business services along with the expert resources of our ATEP planning consultants. The plan is updated by the district contractor, Hudson Pacific Properties for the district's use and consideration. The plan was developed through the fall 2011 term and was presented for district-wide review in January 2012 at various meetings as indicated earlier. This assignment has been made and all the components of the plan are in place for review.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
			<p>02/08/2012 - The chancellor presented his potential resolution of questions and concerns about ATEP at weekly Chancellor's Executive Council meetings, at the Chancellor's Council meetings, and within the newly established planning groups like the District-wide Accreditation Committee, the District-wide Planning Council and the Accreditation Task Force</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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committees. Work on the multiple document development plan and resolution was assigned by the chancellor to his executive staff. The final timeline and plan would be presented to the board.

Update Type:

Completed

Reporting Year:

2011-2012

Action Step:

6.2.4. Distribute the draft development plan for review and comment.

Target Date:

August 2012

Estimated Budget:

0.0000

02/08/2012 - Work on these planning and development questions began immediately within the newly established planning groups like the District-wide Accreditation Committee, the District-wide Planning Council and the accreditation task force committees. Work on a multiple document development plan and resolution was assigned by the chancellor to his executive staff including the presidents. Progress and discussions about these resolutions continued to be presented by the chancellor in his meetings with the two presidents, at the Chancellor's Executive Council and also presented at the monthly Chancellor's Council meetings. The district's consultants worked on a draft comprehensive timeline for the development of the first two college assigned sites at ATEP including the next two buildings.

Update Type:

Completed

Reporting Year:

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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2011-2012

Action Step:
6.2.5. Complete the development plan and present to the Board.

Target Date:
October 2012

Estimated Budget:
0.0000

02/08/2012 - The 5 year development plan was presented to the Board of Trustees at their February 2012 meeting as an information item. This document will be updated occasionally as needed to reflect updates in the planning and timeline for ATEP. These updates will be posted on the district web site for the college community's use and access for their planning

Please see attached document titled ATEP KEY BOARD DECISIONS for a reference list of ATEP development plan documents and timeline for items presented to the board of trustees.

Update Type:
Completed

Reporting Year:
2011-2012

Related Documents:
[ATEP Board Key decisions.pdf](#)

08/28/2012 - The accompanying documents are all a part of our district-wide ATEP site development planning progress for this objective.

Update Type:
In Progress

Reporting Year:
2011-2012

Related Documents:

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			EFMP 2011-2031 District Overview VOL 1 EFMP 2011-2031 Saddleback College Ed Plan VOL 2 EFMP 2011-2031 Irvine Valley College Ed Plan VOL 3 EFMP 2011-2031 Saddleback College Facilities Plan VOL 4 EFMP 2011-2031 Irvine Valley College Facilities Plan VOL 5 District-wide Strategic Plan 2011-2014 District-wide Planning and Decision Making Manual 2011-2014 District-wide Function Map 2011-2014 web link District-wide Planning Model 2011-2014 pdf SOCCCD Planning home page Chancellor's Council Chancellor's Executive Council District-wide Accreditation Committee District-wide Planning Council SOCCCD Board Policy home page SOCCCD Board of Trustees Minutes/Video website link SOCCCD Board Policy webpage 08-10 item 3.2 10.25.10 Item 6.1 Division of Responsibilities ATEP.pdf 2.26.11 Item 6.13 9.26.11 Item 4.1 9.26.11 Item 6.1 Resolutions #12-04 and #12-05 2.27.12 Item 7.2 ATEP 5yr Development Plan & Timeline AR3110.pptx	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			AR #3110 presentation to board Feb 27, 2012 Annual Cycle for Basic Aid Allocation 2012-13 ATEP Site Development-Budget Request for Basic Aid Funding District-wide Committees SharePoint home page ATEP Budget and Decision Making Process 2011-12.docx ATEP Board Key decisions.pdf SOCCCD Accreditation home page District-wide Accreditation Task Forces #1-#6 ATEPOC website hosted by CBRE	
	<p>District-wide Strategic Plan - 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.</p>	<p>Action Step: 6.3.1. Determine the components to be included in an external scan.</p> <p>Target Date: December 2011</p> <p>Estimated Budget: 0.0000</p>	<p>05/23/2012 - The researchers have discussed elements that need to be included in an environmental scan for SOCCCD. Also a request has been made to budget for a consultant for the 2012-13 fiscal year.</p> <p>The hiring of consultants should take place in fall 2012 in order to have data in place by summer 2013.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: ENVIRONMENTAL SCAN FOR SOCCCD.docx</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 6.3.2. Complete the external scans regularly including an analysis of the key indicators that are relevant to planning.</p> <p>Target Date: Contingent on the cycle of Strategic Planning</p>	<p>08/31/2012 - (DWPC Retreat May 2012)</p> <p>The group felt it was important to start on the review for needed elements of the external scan in the Fall 2012. The RFP, selection and contract for the needed reports of the external scan would be completed in the fall and completion of reports by Spring 2013.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 6.3.3. Distribute and discuss the key indicators in appropriate decision-making meetings.</p> <p>Target Date: September 2012 September 2013 September 2014</p> <p>Estimated Budget: 0.0000</p>	<p>08/31/2012 - (DWPC Retreat May 2012) In the Fall 2012 semester there will be an assessment of the needed elements to complete an external scan as guided by the DWPC. These key indicators will guide the preparation of next strategic planning cycle for the colleges and district-wide.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 6.3.4. Adjust action steps for the coming year as needed based on the key indicators.</p> <p>Target Date: Contingent on dates for the preparation of the Annual Progress Report</p>		

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Estimated Budget:
0.0000

District-wide Strategic Plan - Objective 6.4. - SOCCCD will define College service areas within the larger District service area.

Action Step:
6.4.1. Meet with College Presidents to identify the pros and cons of College-specific service areas within the larger District service area.

Target Date:
September 2011

Estimated Budget:
0.0000

05/04/2012 - Concerns were raised during the accreditation related planning sessions about college service areas. Established parameters were not well documented or straightforwardly available for district staff to review and follow.

The presidents met with the chancellor in their weekly meetings and in the Chancellor's Executive Council regarding this matter. Research used District Almanac documentation to determine past service area documentation (Exhibit B of agenda item 6.1 references a district boundary/service area map from 1988 District Almanac 1988). Upon conclusion of the office of the chancellor's research for service area documentation, the chancellor drafted a college service area proposal to clarify and re-establish college guidelines and implement new criteria for the inclusion of the ATEP campus.

Update Type:
Completed

Reporting Year:
2011-2012

Related Documents:
[Chancellor's Executive Council](#)
[District-wide Accreditation Committee](#)

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			District-wide Planning Council Resolutions #12-04 and #12-05	
		<p>Action Step: 6.4.2. Draft a policy related to this topic and distribute the draft policy for review and comment.</p> <p>Target Date: November 2011</p> <p>Estimated Budget: 0.0000</p>	<p>05/04/2012 - The chancellor prepared a draft board item and resolution that referenced older established college service area guidelines and crafted new language that would support the ATEP campus as a mutually used site for both colleges. Draft policies were presented by the chancellor to the presidents at their weekly meetings and then presented to Chancellor's Council on January 12, 2012 as docket items for board approval at for the January 23, 2012 board meeting. Included in item 6.1: SOCCCD: College Service Areas was a 1988 archive map showing prior policy (Exhibit B: District Boundaries and Principal Landmarks The Almanac 1988-89) along with a new service area resolution (Exhibit A Resolution #12-04 College Service Areas Boundaries and ATEP Campus Use).</p>	
			<p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: Resolutions #12-04 and #12-05 Chancellor's Council</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 6.4.3. Board of Trustee consideration and approval of draft policy.</p> <p>Target Date: January 2012</p> <p>Estimated Budget: 0.0000</p>	<p>05/17/2012 - Draft policy conforming with January 2012 action by the Board of Trustees is now under consideration by BPARC. The final is expected to be presented to the Board of Trustees during fall 2012.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: District-wide Committees SharePoint home page</p>	
			<p>05/04/2012 - On January 23, 2012, the chancellor recommended that the board of trustees approve agenda item 6.1-A and Resolution #12-04, reaffirming the two college campus service areas within the South Orange County Community College District and establishing a separate ATEP service area for both Saddleback College and Irvine Valley College to share in approximately equal proportions with complementary, non-competitive Career Technology Education programs and related services for the district at large.</p> <p>The board approved the proposal and associated resolution. This board approval provides further direction to the colleges for the joint use of the ATEP site.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents:</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
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Resolutions #12-04 and #12-05

Action Step:

6.4.4. Implement the Chancellor's decisions related to College-specific service areas within the larger District service area.

Target Date:

March 2012

Estimated Budget:

0.0000

05/17/2012 - College specific service areas approved by the Board of Trustees January 2011, agenda item 6.1: College Service Areas. Exhibit A: Resolution #12-04 College Service Areas and ATEP Campus Use. Exhibit B: Map of district service areas from historical perspective - 1988 District Almanac.

Update Type:

In Progress

Reporting Year:

2011-2012

Related Documents:

Resolutions #12-04 and #12-05

05/04/2012 - The January 23, 2012 board action on agenda item 6.1-A and Resolution #12-04 provides clear and detailed direction for the college's individual services area definitions and establishes a single joint service area for the two colleges to use equally the ATEP campus site to serve the district's communities. The chancellor has requested that the two college presidents further establish a joint memorandum of understanding or joint process between the colleges for coordination of college curriculum at the two college campuses and at ATEP.

The chancellor further requested the college presidents draft a new board policy on this matter, so that through

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>time, this board direction is maintained and clear to the college community. The MOU and draft board policy have not been presented to the chancellor for consideration and are still under development by the presidents.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: District-wide Planning Council District-wide Accreditation Committee Resolutions #12-04 and #12-05 SOCCCD Board of Trustees Minutes/Video website link</p>	
		<p>Action Step: 6.4.5. Ask for feedback on this decision as part of the annual District-wide climate survey.</p> <p>Target Date: Annually contingent on dates chosen for distribution of District-wide climate survey.</p> <p>Estimated Budget: 0.0000</p>		



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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

William O. Jay, David B. Lang, Frank M. Meldau, Marcia Milchiker, Nancy M. Padberg,
T.J. Prendergast III, James R. Wright • Gary L. Poertner, Chancellor

An Equal Opportunity Employer

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: College Completion Agenda

ACTION: Discussion

BACKGROUND

According to the document *Advancing Student Success in California Community Colleges: The Recommendations of the California Community Colleges Student Success Task Force*, "Community college students are entering our system under-prepared for college-level work" (15); "70 to 90 percent of first-time students who take an assessment test require remediation in English, math, or both" (16). The report goes on to analyze reasons for student under-preparation and to note that students and parents are often unaware that student skills do not match college expectations. In light of the differing expectations across levels, Student Success Task Force Recommendation 1 calls for community colleges to work with our post-secondary and K-12 partners to articulate standards, expectations, curricula, and assessments in English.

STATUS

Jonathan Alexander, Campus Writing Director at UCI; Karima Feldhus, Dean of Humanities and Languages at IVC; Brenda Borron, Professor of Writing at IVC; Renee Bangerter, Associate Professor of English at Saddleback; and Dawn Lewis, Associate Professor of English at Saddleback, will follow up on the Chancellor's Opening Session presentation on articulation efforts among UCI, area community colleges, and area junior highs and high schools by presenting comments from participants.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Accreditation
ACTION: Review and Discussion

BACKGROUND

In preparation for the Fall Semester 2012 Accrediting Commission for Community and Junior Colleges (ACCJC), accreditation team visit, Saddleback College and Irvine Valley College have completed their Follow-Up Reports. During the production of these reports, there was a broad participation by the district community and the Follow-Up Reports reflect accurately the progress to date in meeting recommendations as required by the ACCJC.

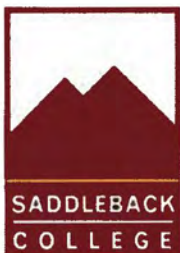
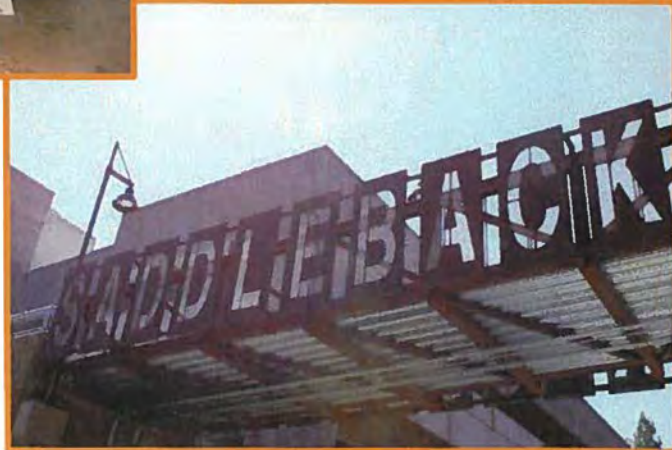
STATUS

Exhibits A and B, the colleges' Follow-Up Reports, are presented to the Board of Trustees for review.

DRAFT – 9/17/12

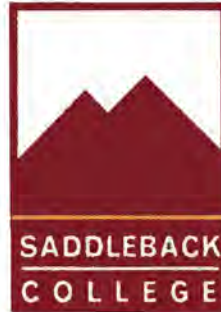
2012

Accreditation Follow-Up Report
Saddleback College



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**Saddleback College
2012 Accreditation Follow-Up Report**



**Presented to the
Accrediting Commission for
Community and Junior Colleges
Western Association of Schools and Colleges
October 3, 2012**

Saddleback College
28000 Marguerite Parkway
Mission Viejo, California 92692
www.saddleback.edu

**South Orange County Community College District
Board of Trustees**

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Dr. Tod A. Burnett, President, Saddleback College

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Mission Statement

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

Vision Statement

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

Values

Saddleback College embraces:

Commitment

We commit to fulfilling our mission to serve the south Orange County community.

Excellence

We dedicate ourselves to excellence in academics, student support, and community service.

Collegiality

We foster a climate of integrity, honesty, and respect.

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Partnership

We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom

We endorse academic freedom and the open exchange of ideas.

Sustainability

We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.

Inclusiveness

We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

Global Awareness

We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

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Certification of the Follow-Up Report

Date: October 3, 2012

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Saddleback College
28000 Marguerite Parkway
Mission Viejo, California 92692



This *2012 Accreditation Follow-Up Report* is in response to recommendations cited in the February 1, 2012, action letter from the Accrediting Commission for Community and Junior Colleges.

We certify that there was broad participation in the production of the *2012 Accreditation Follow-Up Report* by the college community, that the report accurately reflects actions taken by the college and the district to address the recommendations, and that the report was presented to the board of trustees for review prior to submission.

Dr. Tod A. Burnett
President
Saddleback College

Nancy M. Padberg
President, Board of Trustees
South Orange County Community College District

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Gary L. Poertner
Chancellor
South Orange County Community College District

Dr. Donald L. Busché
Accreditation Liaison Officer
Accreditation Steering Committee Co-Chair
Acting Vice President for Instruction

Dr. Bob Cosgrove
President
Saddleback College Academic Senate
Accreditation Steering Committee Co-Chair

Donald Mineo
President
Saddleback College Classified Senate

Eric Bremen
President
Associated Student Government

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Statement of Report Preparation

On February 1, 2012, Saddleback College received the action letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), removing the college from warning status and reaffirming its accreditation [I.01]. It was acknowledged that the college and district had made significant advancements in addressing the deficiencies identified by the ACCJC in its January 31, 2011, letter, as documented in the *2011 Accreditation Follow-Up Report* [I.02] and confirmed by the visiting team's *Follow-Up Report* from the November 2-3, 2011, site visit [I.03]. However, there were three district recommendations that the ACCJC asked the college to address in a second follow-up report in order to demonstrate that the deficiencies were completely resolved and the college was in full compliance with the accreditation standards.

The completion of the *2012 Accreditation Follow-Up Report* was overseen by the college's Accreditation Steering Committee, consisting of the following members:

Juan Avalos	Vice President for Student Services
Tod A. Burnett	President
Donald Busché	Acting Vice President for Instruction/Accreditation Liaison Officer
Claire Cesareo-Silva	Faculty/former President, Academic Senate
Bob Cosgrove	Faculty/President, Academic Senate
Caroline Durdella	Director of Planning, Research and Accreditation
Debra Fitzsimons	District Vice Chancellor, Business Services
Tere Fluegeman	District Director, Public Affairs and Government Relations
Carol Hilton	Vice President for College Administrative Services
Denice Inciong	District Director of Research, Planning, and Data Management
Jenny Langrell	Faculty/Standard III Chair
Margot Lovett	Faculty/Standard IV Chair
Christopher McDonald	Dean, Division of Mathematics, Science, and Engineering
Donald Mineo	Career Guidance Officer/President, Classified Senate
Blake Stephens	Faculty/Standard I Chair
Tony Teng	Faculty/Standard II Chair

Table I.1: Saddleback College Accreditation Steering Committee

The steering committee was co-chaired by Dr. Donald Busché, acting vice president for instruction, and Dr. Bob Cosgrove, president of the Academic Senate. Claire Cesareo-Silva, the primary writer of the 2011 follow-up report, was appointed as the primary writer for the 2012 report, and Carol Ziehm, professor of English, was identified as the editor. Members of the steering committee met periodically throughout the spring and summer of 2012 to guide the preparation and writing of the report.

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A presentation on the first draft of the report was given to the college community at an open forum on August 15, 2012, during the fall 2012 in-service week [I.04]. Feedback from that presentation was incorporated into a second draft, which was distributed by Dr. Burnett via email to all college employees and posted on the college's accreditation web page on August 24, 2012. College-wide feedback was solicited through September 6, 2012, and suggestions from individuals and the various constituent groups were incorporated into a subsequent draft. In addition, writers of the Irvine Valley College and Saddleback College reports exchanged drafts throughout the process to ensure that the information was accurately and consistently presented.

Members of the steering committee met with Dr. Burnett on September 10, 2012, to complete the final draft. This draft was presented to the Consultation Council on September 11, 2011, where it was recommended for acceptance to the college president [I.05]. Dr. Burnett accepted the recommendation, and the finalized report was then forwarded for review by the board of trustees at its September 24, 2011, meeting [I.06].

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Evidence for the Statement of Report Preparation

- I.01 Letter from ACCJC, February 1, 2012
<http://www.saddleback.edu/accreditation/documents/ACCJC-2010-Accreditation-Followup-Notification-Letter-02-1-2012.pdf>
- I.02 Saddleback College 2011 Accreditation Follow-Up Report
<http://www.saddleback.edu/accreditation/SaddlebackFollow-UpReport-Final%2010-11-11.PDF>
- I.03 ACCJC Visiting Team's Follow-up Report, November 2-3, 2011
<http://www.saddleback.edu/accreditation/documents/ACCJC-Follow-Up-Report-12-06-2011.pdf>
- I.04 PowerPoint of the In-Service Presentation on the Saddleback College 2012 Accreditation Follow-Up Report, August 15, 2012
- I.05 Minutes from Consultation Council, September 11, 2011
- I.06 Agenda for the Board of Trustees Meeting, September 24, 2011

Response to District Recommendation 1

District Recommendation 1: *The teams recommend 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).*

As identified in the *2011 Accreditation Follow-Up Report*, the district came together in unprecedented fashion to develop and implement a district-wide strategic planning process and the *South Orange County Community College District (SOCCCD) 2011-2014 District-wide Strategic Plan*, with both the colleges and district services demonstrating a shared commitment to engage in integrated, ongoing, systematic, and data-driven planning that would serve as the basis for all resource allocations within the district, including funding for the ATEP. At the time of the site visit, however, it was openly acknowledged that the district-wide strategic planning process was new and only just entering the implementation phase.

Based upon this understanding, the college outlined the following planning agendas in the 2011 follow-up report:

1. Institutionalize the District-wide Accreditation Committee and the District-wide Recommendation 1 Task Force into a new District-wide Planning Council to ensure continued to broad participation and oversight of all district-wide planning.
2. Continue to assess, evaluate, and further develop the strategic planning process utilized during this first iteration of a district-wide plan.
3. Complete an Administrative Unit Review of all district service units by March 2012, and regularly assess their progress in meeting their goals and action plans.
4. Update the *SOCCCD Planning and Decision-Making Manual* as changes occur and through a systematic review every two years.
5. Implement the action steps outlined in the *SOCCCD District-wide Strategic Plan 2011-2014*, including the development of a concrete 3- to 5-year site development plan for ATEP [1.01].

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The November 2011 ACCJC visiting team concurred with our identified planning agendas, and stated that, “[T]he District has partially met the expectations of this recommendation and is encouraged to maintain the mutual respect that has emerged between the district and the colleges and to follow through with implementation of its District-wide plans and with evaluation of the effectiveness of the new planning process” [1.02].

The district-wide planning process includes both long-term and short-term planning. Long-term planning is represented primarily by the *2011-2031 Education and Facilities Master Plan* (EFMP). This plan was in final draft form in fall 2011, but at the time of the ACCJC site visit the district was still awaiting the completion of the required environmental impact report. The Draft Environmental Impact Report (DEIR) was completed in April 2012, and, after incorporating public comments, the Final Program Environmental Impact Report (EIR) was completed in June 2012 [1.03]. A public hearing on the EIR was held at the June 25, 2012, board of trustees meeting, followed by a vote to certify the EIR and a vote to approve the EFMP in its entirety [1.04].

The *Five-Year Construction Plan for 2014-2018*, an annualized report that prioritizes projects identified in the EFMP for completion in the upcoming five years, was also approved at the June 25, 2012, board of trustees meeting, and submitted to the California Community Colleges (CCC) Chancellor’s Office as required [1.05]. This plan is collaboratively devised each year. A draft plan is initially developed by the district executive director of facilities planning, purchasing, and materials management, reviewed by the college presidents, and revised if necessary until a consensus is reached. If there are significant changes from the previous year, such as following a five-year update of the EFMP, then the presidents will take the report back to the constituent groups at each college for additional review and revisions.

Another important long-term plan is the district-wide 20-Year facilities, renovation, and scheduled maintenance management plan. It was noted in the 2011 report that although each of the colleges already had a *20-Year Facilities and Scheduled Maintenance Plan* in place, it was important to have an integrated plan that assessed the facilities needs of the entire district for the purposes of prioritization. The Capital Improvement Committee (CIC), which is composed of representatives from both colleges and district services, was designated as the responsible entity for the development of this plan. After considerable discussion, CIC decided that it was essential to have an independent and objective assessment of the state of the facilities at both colleges before such a plan could be created [1.06]. Toward this end, CIC proposed contracts for maintenance management and facility planning

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software and implementation from SchoolDude, Alpha Facilities, Inc., Facilities Planning and Program Service Inc., and the Foundation for California Community Colleges, which were approved by the board of trustees at their meeting on June 25, 2012 [1.07]. The four contracted services will address condition assessment, the provision of software, and the management and coordination of the college reporting and software with the state reporting database. The software will include a work order module, a preventative maintenance module, and a scheduled maintenance module.

Following this approval, work began on laying the foundations for the development of the district-wide plan, which will include a work order module, a preventative maintenance module, and a scheduled maintenance module. A kick-off meeting was held on July 25, 2012, with the consultants and representatives from the colleges and district services [1.08]. The managing consultant began assembling all available electronic information on the buildings in order to provide a foundation for compiling the existing conditions. Parallel with this effort, district staff and consultants are working with the Foundation for California Community Colleges to ensure compatibility with FUSION, the state's project planning and management software. A pilot project will be performed on the student services buildings at both colleges in order to ensure that data collection and reporting functions as expected before moving on to the assessment of remaining facilities. The pilot will begin after the initial electronic data effort is complete in October 2012. If all goes well with the pilot, the entire facilities assessment will be completed by the end of the 2012-1013 fiscal year. In the interim, the existing college plans have been used by CIC to create short-term prioritized lists for capital improvement and scheduled maintenance.

Short-term planning is represented primarily by the *SOCDD 2011-2014 District-wide Strategic Plan*, which was approved by the board of trustees on September 26, 2011 [1.10]. This plan identified the following six goals, along with measurable objectives and action steps:

- District Goal 1: SOCCCD will create a district-wide culture that is characterized by mutual respect and collaboration and celebrates the uniqueness of each institution.
- District 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.

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- District Goal 3: SOCCCD will maintain its technological leadership and will make future advancements to enhance student access and success.
- District Goal 4: SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated district-wide planning.
- District Goal 5: SOCCCD will develop, document and implement data-driven district-wide decision-making processes that are collaborative, transparent, efficient and effective.
- District 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 [1.11].

Each of the action steps within the plan identifies responsible parties and target dates for completion of the corresponding actions. Progress on each of the action steps has been input into TracDat. A status report was created, distributed district-wide via email on May 7, 2012, and posted to the district planning SharePoint site [1.12].

The district-wide strategic plan is monitored by the District-wide Planning Council (DWPC), co-chaired by Chancellor Gary Poertner and District Director of Research and Planning Denice Inciong. The mission of the council is to coordinate and oversee all district-wide planning, to review progress of the strategic plan, and to update the plan and planning documents as appropriate [1.13]. Regular meetings are scheduled for each semester, along with an annual planning retreat in late May.

On November 4, 2011, the Chancellor held the inaugural meeting of the newly formed DWPC at Irvine Valley College. The DWPC was created out of the membership of the District-wide Accreditation Committee and the District-wide Recommendation 1 Task Force, both of which had initially come into being during the writing of the *2011 Accreditation Follow-Up Report*. The DWPC currently consists of the following members:

SOCCCD District Services

Gary Poertner	Chancellor/Co-Chair
Denice Inciong	District Director of Research, Planning, and Data Management/Co-Chair
Robert Bramucci	Vice Chancellor of Technology and Learning Services
David Bugay	Vice Chancellor of Human Resources and Employer-Employee Relations
Brandye D'Lena	Executive Director of Facilities Planning, Purchasing, and

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	Materials Management
Debra Fitzsimons	Vice Chancellor of Business Services
Tere Fluegeman	District Director, Public Affairs and Government Relations
Grace Garcia	Manager of the Office of the Chancellor and Trustee Services
Dennis Gordon	Senior Accounting Specialist
Delores Irwin	Accounting Specialist/CSEA Representative
Teddi Lorch	Executive Director of Human Resources and Employer-Employee Relations
Kim McCord	Executive Director of Fiscal Services
Randy Peebles	Associate Vice Chancellor of Economic Development
Jacqueline Zimbalist	Administrative Assistant

Saddleback College

Juan Avalos	Vice President for Student Services
Tod Burnett	President
Donald Busché	Acting Vice President for Instruction
Claire Cesareo-Silva	Faculty/Former President, Academic Senate
Bob Cosgrove	Faculty/President, Academic Senate
Caroline Durdella	Director of Planning, Research, and Accreditation
Carol Hilton	Vice President for College Administrative Services
Christopher McDonald	Dean, Division of Mathematics, Science, and Engineering
Donald Mineo	Career Guidance Officer/President, Classified Senate

Irvine Valley College

Lisa Davis Allen	Faculty/Past-President, Academic Senate
Linda Fontanilla	Vice President for Student Services
Craig Hayward	Director, Office of Planning, Research and Accreditation
Craig Justice	Vice President of Instruction
Davit Khachatryan	Director of Fiscal Services
Glenn Roquemore	President
Kathy Schmeidler	Faculty/President, Academic Senate
Kathleen Werle	Dean, Academic Programs

Table 1.1: District-wide Planning Council

At this meeting, the following took place:

- Review of the council's purpose, mission, and membership;
- Demonstration of TracDat for tracking progress on the strategic plan;
- Establishment of the council's meeting schedule; and
- Discussion of the mission statements for the district and ATEP [1.14].

The next meeting of the DWPC was held on February 10, 2012, at Saddleback College. At this meeting, the following took place:

- Accreditation updates from each college;

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- Demonstration of the progress on TracDat implementation for strategic planning and for inputting of the district services administrative unit reviews;
- Announcement of the dates for the annual board of trustees self-evaluation and district services satisfaction survey;
- Presentation of the final proposal of the mission statements for the district and ATEP;
- Discussion of progress on Action Step 1.1.2 for District-wide Objective 1.1 from the strategic plan, which included reports from both colleges on the top five barriers to mutual respect, collaboration, and cooperation;
- Creation of a task force for the revision of the *District-wide Planning and Decision-Making Manual* and the function map, to be headed by Vice Chancellor David Bugay; and
- Selection of the date for the May planning retreat and creation of a task force to facilitate the meeting [1.15].

On May 30, 2012, the DWPC met for a full-day retreat at the Mission Viejo Country Club. During the retreat, the following took place:

- Review and evaluation of the 2011-2012 progress on the district-wide strategic plan [1.16];
- Setting the agenda for 2012-2013, which will include an evaluation of the strategic planning process;
- Final revision to and approval of the mission statements for the district and ATEP; and
- Establishment of dates for the 2012-2013 council meetings [1.17].

The most recent meeting of the DWPC took place on September 7, 2012, at Saddleback College. The following was accomplished at this meeting:

- Review of the draft *SOC CCD Strategic Plan Annual Report* [1.18];
- Discussion of district-wide committee self-assessments and the survey instrument to be used for DWPC [1.19];
- Review of the survey results from the pilot district-wide climate survey [1.20];
- Review of the draft district-wide climate survey to be administered in fall 2012 [1.21]
- Report on the status of the environment scan for the 2014-2017 district-wide strategic plan;
- Preliminary approval of the *District-wide Integrated Budget and Planning Handbook* (see Recommendation 2 for more information);
- Discussion of updates to the strategic planning documents [1.22].

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Proposed revisions to the function map and *District-wide Planning and Decision-Making Manual* are being collected by Assistant Vice Chancellor Randy Peebles, and will be distributed to DWPC prior to the November 2012 meeting where the revisions will be discussed.

Two objectives in the new *District-wide Strategic Plan 2011-2014* address ATEP specifically (planning objectives 6.1 and 6.2), and require the chancellor and college presidents to collaborate in determining the responsibility for the use and maintenance of the ATEP site, including the development of a 3- to 5-year site development plan. Significant progress has been made on these objectives.

The development of the ATEP site, and each college's relationship to that site, has been addressed in various plans and policies established over the past year. The chancellor requested that both colleges present their vision and future plans for the educational use of ATEP for the board of trustees meeting on December 5, 2011 [1.23]. Saddleback College's presentation focused on the creation of a Center for Innovation in Healthcare Education at ATEP, a comprehensive regional simulation center for all healthcare services including an emergency department, patient care units, clinical laboratories, and medical records [1.24].

At the January 23, 2012, board of trustees meeting, the following actions were taken in relation to ATEP [1.25]:

- **Approval of Resolution #12-04 – College Service Areas**
This resolution reaffirms the two college campus service areas within the SOCCCD and establishes a separate ATEP service area for both colleges to initially share in approximately equal proportions with complementary, non-competitive Career Technology Education (CTE) programs and related services for the district at large.
- **Approval of Resolution #12-05 – ATEP Site Assignments for Saddleback College and Irvine Valley College**
This resolution includes the approval to assign approximately equal land sites for each college's buildings, infrastructure and parking; affirmation that future ATEP site development would be allocated in approximately equal proportions to each college for educational use and for potential ground leases or space leases with educational, business, and commercial partners; and approval to continue moving forward with the planning and design for the one building for each college at the ATEP site, contingent upon available funding [1.26].

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At the February 27, 2012, board of trustees meeting, the following additional actions were taken in relation to ATEP [1.27]:

- Approval of the initial instructional program areas to be offered by each of the colleges on the permanent ATEP campus.
- Approval of the *ATEP Five-Year Site Development Plan and Timeline*. This plan was identified as a goal in the district-wide strategic plan. It includes a summary of the incremental steps needed to complete the planning and construction of future buildings at ATEP. It will be routinely updated as needed, and published on the website for college and district staff to utilize for information and planning [1.28].

To further clarify the development of ATEP, the College Service Area Boundaries and ATEP Campus Board Policy, BP 176 [1.29], was drafted by district services and is currently being reviewed by the Board Policy and Administrative Regulation Advisory Council (BPARC) and the colleges. It is expected that the policy will be finalized and sent to the board of trustees for approval in fall 2012. An administrative regulation to support this policy is also being developed by BPARC that will codify the process of identifying the complementary and non-competitive CTE programs to be scheduled at ATEP. A Memorandum of Understanding (MOU) between Irvine Valley College and Saddleback College has also been drafted and is currently going through the college review process [1.30]. The purpose of this MOU is to provide a framework for cooperation between the two colleges at the site and to clarify the criteria that will be used in determining the specific program offerings and student support services that each college will be able to offer.

ATEP site development is well documented in the ATEP Site Development Administrative Unit Review (AUR) section of the *District Services Administrative Unit Reviews 2011-2012 Report* (see below for more information on district services AURs) [1.31]. ATEP is also addressed in the Chancellor's Office and Trustee Services AUR section under the objective of increasing the board of trustees' knowledge of district and educational responsibility.

Planning and evaluation of district services is being directed by the District Services Planning Committee (DSPC), established in October 2011 and chaired by Chancellor Poertner. This committee meets monthly, and its charge is to "support planning, including budget allocation recommendations and accreditation progress reporting at the district services level; ensure that integrated planning and budgeting occur for district services; provide guidance and direction to district services

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administrative unit review teams; [and] address other planning related tasks as needed” [1.32].

Completion of all district services AURs occurred in March 2012 as planned, and a TracDat report on the 2011-2012 AURs was distributed via email to all employees of the district in May 2012 and posted to the district’s SharePoint site [1.33]. This was the first year of what will be an annual review cycle for district services. As stated by the chancellor in the introduction to the *District Services Administrative Unit Reviews 2011-2012* report, “District Services units now have a process to report activities, successes and improvements that will be utilized in strategic planning and prioritization of the annual budgeting process. The AURs will provide valuable information toward comprehensive planning that is inclusive of all district services support staff, managers and administrators.”

Part of the data for these AURs and the objectives that were developed came from an annual district services satisfaction survey. The third annual survey was conducted with all district employees in March and April 2012. The report was published and distributed in July 2012 [1.34].

Evaluation

The district has made a clear and sustained commitment to both long-term and short-term planning as the basis for the allocation of district resources for Saddleback Colleges, Irvine Valley College, ATEP, and district services. Planning processes have been established, documented in policy and systematically evaluated for effectiveness, plans have been developed and implemented, and decisions have been made in accordance with collegially agreed upon goals and objectives.

Planning Agendas

1. Complete the objective evaluation of the facilities at both colleges, and develop an integrated 20-year facilities, renovation, and scheduled maintenance management plan, and ensure adequate funding for this plan based upon demonstrated need.

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Evidence for District Recommendation 1

- 1.01 Saddleback College 2011 Accreditation Follow-Up Report
<http://www.saddleback.edu/accreditation/SaddlebackFollow-UpReport-Final%2010-11-11.PDF>
- 1.02 ACCJC Visiting Team's Follow-up Report, November 2-3, 2011
<http://www.saddleback.edu/accreditation/documents/ACCJC-Follow-Up-Report-12-06-2011.pdf>
- 1.03 Final Program Environmental Report, June 2012
http://www.socccd.edu/about/about_planning.html
- 1.04 Minutes of the Board of Trustees Meeting, June 25, 2012
http://socccd.granicus.com/ViewPublisher.php?view_id=2
- 1.05 Five-Year Construction Plan
<https://sharepoint.socccd.edu/bs/fp/Lists/Announcements/Attachments/5/2012%20Board%20Agenda%20for%20Five%20Year%20Construction%20Plan.pdf>
- 1.06 Minutes of the Capital Improvement Committee, January 13, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/cic/Minutes/2012%20Minutes%20-%20Capital%20Improvement%20Committee%20Meetings/2012-01-13%20-%20Minutes.pdf>
- 1.07 Minutes of the Board of Trustees Meeting, June 25, 2012
http://socccd.granicus.com/ViewPublisher.php?view_id=2
- 1.08 **Agenda of the Maintenance Management, Facility Planning Software and Implementation Meeting, July 25, 2012**
- 1.10 Minutes of the Board of Trustees Meeting, September 26, 2011
http://socccd.granicus.com/ViewPublisher.php?view_id=2
- 1.11 SOCCCD District-wide Strategic Plan 2011-2014
<http://www.socccd.edu/about/documents/2011-2014DWStrategicPlan.pdf>
- 1.12 District-wide Strategic Plan 2011-2014 Progress Report
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Shared%20Documents/DW%20Strategic%20Plan%2011-14%20Progress%2005.25.12.pdf>

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- 1.13 District-wide Planning Council Sheet from the District-wide Planning and Decision Making Manual 2010-2011
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Handouts/11-04-11%20Handouts/Committee%20One%20Sheet.pdf>
- 1.14 Minutes of the District-wide Planning Council, November 4, 2011
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Minutes/DWPC%20Minutes%2011-04-11.pdf>
- 1.15 Minutes of the District-wide Planning Council, February 10, 2012
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Minutes/DWPC%20Minutes%202-10-12%20DRAFT.pdf>
- 1.16 Agenda for the District-wide Planning Council Retreat Activities, May 30, 2012
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Minutes/DWPC%20Minutes%20%2005-30-12%20%20DRAFT.pdf>
- 1.17 Minutes of the District-wide Planning Council Retreat, May 30, 2012
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Minutes/DWPC%20Minutes%20%2005-30-12%20%20DRAFT.pdf>
- 1.18 2012 SOCCCD Strategic Plan 2011-2014 Annual Report (Draft)
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Handouts/Forms/AllItems.aspx?RootFolder=%2fchancellor%2fdp%2fdwpc%2fHandouts%2f09-07-12%20Handouts&FolderCTID=&View={4B6E310B-4650-4A4F-B7FB-7627DA72A83D}>
- 1.19 District-Wide Planning Council Self-Evaluation Survey (Draft)
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Handouts/Forms/AllItems.aspx?RootFolder=%2fchancellor%2fdp%2fdwpc%2fHandouts%2f09-07-12%20Handouts&FolderCTID=&View={4B6E310B-4650-4A4F-B7FB-7627DA72A83D}>
- 1.20 Results from the District-wide Climate Survey (Draft)
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Handouts/Forms/AllItems.aspx?RootFolder=%2fchancellor%2fdp%2fdwpc%2fHandouts%2f09-07-12%20Handouts&FolderCTID=&View={4B6E310B-4650-4A4F-B7FB-7627DA72A83D}>
- 1.21 District-wide Climate Survey, 2012 (Draft)
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Handouts/Forms/AllItems.aspx?RootFolder=%2fchancellor%2fdp%2fdwpc%2fHandouts%2f09-07-12%20Handouts&FolderCTID=&View={4B6E310B-4650-4A4F-B7FB-7627DA72A83D}>

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[12%20Handouts&FolderCTID=&View={4B6E310B-4650-4A4F-B7FB-7627DA72A83D}](#)

- 1.22 Agenda of the District-wide Planning Council Meeting, September 7, 2012
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Agendas/Forms/AllItems.aspx>
- 1.23 Minutes of the Board of Trustees Meeting, December 5, 2012
http://socccd.granicus.com/DocumentViewer.php?file=socccd_d2d2da0692c9e0a2f2ec7ff5bd79b2dc.pdf&view=1
- 1.24 Saddleback College Presentation on ATEP to Board of Trustees: “Center for Innovation in Healthcare Education,” December 5, 2012
- 1.25 ATEP Site Assignments for Colleges, January 23, 2012
<http://www.socccd.org/about/documents/6.2bSOCCCDExHBATEPSiteAssignments.pdf>
- 1.26 Minutes of the Board of Trustees Meeting, January 23, 2012
http://socccd.granicus.com/DocumentViewer.php?file=socccd_872095e7f8d36701988ea5fd54bb89b9.pdf&view=1
- 1.27 Minutes of the Board of Trustees Meeting, February 27, 2012
http://socccd.granicus.com/DocumentViewer.php?file=socccd_7bd0cbc8068f5793f2dc2e4101babc74.pdf&view=1
- 1.28 ATEP Five-year Site Development Plan and Timeline
http://www.socccd.org/about/documents/SOCCCDi.xEXHA_ATEP5yrDEVPLAN.pdf
- 1.29 Board Policy 176, College Service Area Boundaries and ATEP Campus Use (Draft)
<https://sharepoint.socccd.edu/chancellor/dwc/bparac/Handouts/2012%20-%20Meeting%20Handouts/Handouts%20-%202012-06-15/BP%20and%20AR%20for%20Discussion.pdf>
- 1.30 Memorandum of Understanding on ATEP (Draft)
- 1.31 District Services Administrative Unit Reviews 2011-2102
<https://sharepoint.socccd.edu/chancellor/dp/dspc/Shared%20Documents/Administrative%20Unit%20Reviews/SOCCCD%20District%20Services%20AUR%202011-2012.pdf>

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- 1.32 Minutes of the District Services Planning Committee, April 20, 2012
<https://sharepoint.socccd.edu/chancellor/dp/dspc/Minutes/DSPC%20Minutes%2004-20-12.pdf>
- 1.33 District Services Administrative Unit Reviews 2011-2102
<https://sharepoint.socccd.edu/chancellor/dp/dspc/Shared%20Documents/Administrative%20Unit%20Reviews/SOCCCD%20District%20Services%20AUR%202011-2012.pdf>
- 1.34 SOCCCD District Services Satisfaction Survey 2012 Results
https://sharepoint.socccd.edu/chancellor/dp/dspc/Shared%20Documents/District%20Services%20Satisfaction%20Survey/SOCCCD%20District%20Services%20Survey%202012%20Results_FINAL%2008.07.12.pdf

Response to District Recommendation 2

District Recommendation 2: *The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3 c.).*

In their 2011 *Follow-Up Report*, the ACCJC visiting team recognized that the district had developed, in an open and collaborative manner, a resource allocation model of all district funds that is driven by planning. At the time of the visit, however, implementation was not yet complete and was contingent upon the completion of AR 3110 and the utilization of TracDat as a tool to facilitate the district-wide planning and resource allocation processes. The visiting team also noted that the Basic Aid Allocation Policy, BP 3110, and the new AR 3110 must be regularly assessed for effectiveness and revised if necessary. For these reasons, the visiting team found that the district had partially met the expectations of this recommendation [2.01]. The observations of the visiting team, in fact, echoed those of the college as evidenced in the following planning agendas outlined in the college's 2011 *Accreditation Follow-Up Report*:

1. Complete AR 3110 in a way that clearly links resource allocations to planning.
2. Regularly review BP 3110 and AR 3100 for effectiveness, and revise if necessary.
3. Complete the *District-wide 20-Year Facilities, Renovation, and Scheduled Maintenance Plan*, the *Five-Year Construction Plan*, and the *District-wide Technology Plan* by March 15, 2012, and ensure adequate funding for these plans based upon demonstrated need.
4. Devise and adhere to district-wide plans related to capital improvement, scheduled maintenance, and technology.
5. Complete the implementation of TracDat and the installation of SharePoint 2010, and investigate the purchase of the TracDat-SharePoint 2010 integration option [2.02].

Most of the district's resources, the unrestricted general funds which derive primarily from local property taxes and enrollment fees, flow through the District Resources

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Allocation Council (DRAC), which has been in place since 1996. DRAC is a district-wide participatory governance council that is charged with making recommendations for and overseeing the model upon which the district's general fund resource allocations are determined. Once funds have been allocated to the colleges and district services in accordance with the DRAC model, the remaining property tax revenues are designated as basic aid funds. The Basic Aid Allocation Policy, BP 3110 [2.03], which requires that all basic aid funds allocated in accordance with district and college plans, was approved by the board of trustees on August 29, 2011 [2.04].

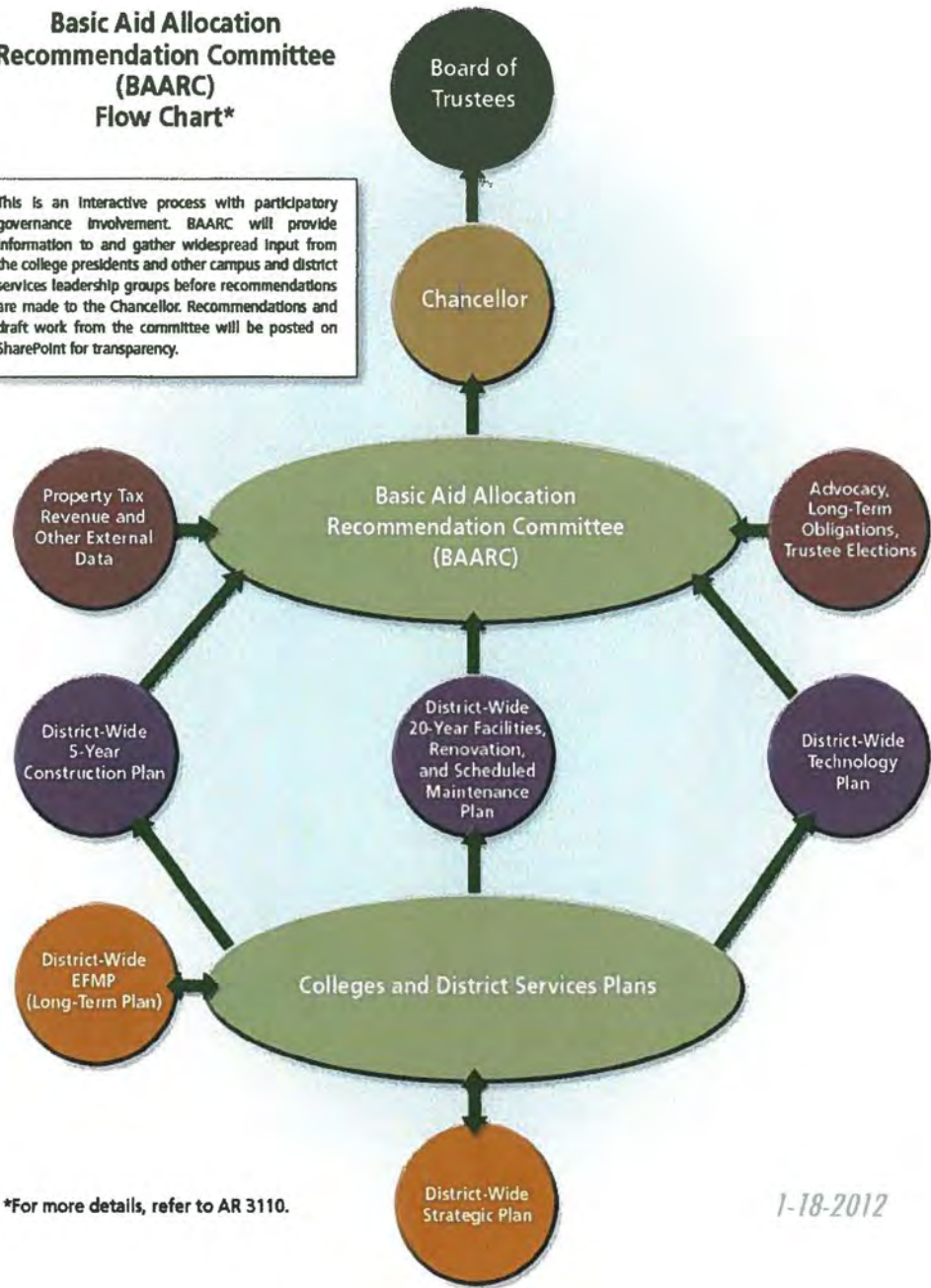
AR 3110 [2.05], the administrative regulation associated with BP 3110, was approved by BPARC on February 3, 2012 [2.06] and presented to the board of trustees on February 27, 2012 [2.07]. The purpose of AR 3110 is to show the exact process by which the district will utilize the long-term master plan, short-term strategic plans, and other planning documents (such as the *District-wide 20-Year Facilities, Renovation, and Scheduled Maintenance Management Plan* and *District-wide Technology Master Plan*) to determine the allocation of basic aid funds. AR 3110 also created a new district-wide committee, the Basic Aid Allocation Recommendation Committee (BAARC), which is chaired by the vice chancellor of business services. This committee oversees the entire basic aid allocation process, assesses its effectiveness, and makes recommendations for further refinement of the process. Its inaugural meeting was held on March 9, 2012 [2.08], and the first prioritized list of recommended basic aid expenditures was finalized on May 11, 2012 [2.09]. This list was sent to the board of trustees for review and study on May 21, 2012 [2.10], and was approved by the board along with the complete 2012-2013 tentative budget on June 25, 2012 [2.11].

Included in AR 3110 is the BAARC Flowchart (shown on page 25 below). This flowchart clearly demonstrates how basic aid allocations are tied to college and district-wide planning efforts, and identifies the entities responsible for approving the allocations at each step in the process. The flowchart is another effort to ensure that decision-making occurs in an open, transparent, and participatory manner.

In order to help ensure transparency and inclusiveness, a draft *SOCCCD District-wide Integrated Budget and Planning Handbook* was developed by Dr. Debra Fitzsimons, vice chancellor of business services, in June 2012 [2.12]. This handbook fully describes the district's resource allocation processes and demonstrates the link between the budget and planning. The handbook also includes links to relevant documents such as the *District-wide Planning and Decision-Making Manual*.

Basic Aid Allocation Recommendation Committee (BAARC) Flow Chart*

This is an interactive process with participatory governance involvement. BAARC will provide information to and gather widespread input from the college presidents and other campus and district services leadership groups before recommendations are made to the Chancellor. Recommendations and draft work from the committee will be posted on SharePoint for transparency.



*For more details, refer to AR 3110.

1-18-2012

Figure 2.1: Basic Aid Allocation Recommendation Committee (BAARC) Flowchart

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The information provided in this handbook is invaluable, and it was preliminarily approved by the DWPC at its September 7, 2012 meeting [2.13].

Additionally, on January 19-20, 2012, DRAC sponsored a presentation and open forum at each college entitled “A Workshop on Understanding the Budget” [2.14], and over 50 employees were in attendance at Saddleback College. The purpose of this forum was to clarify the budget processes and increase dialogue between college employees and district services. Topics covered included basic aid, the state budget situation, the Governor’s budget proposal, SB 361, the DRAC model, and the processes by which resource allocations are now being driven by planning.

Continued work has also been done on the completion of various additional plans that are incorporated into the BAARC flowchart, including the *District-wide 20-Year Facilities, Renovation, and Scheduled Maintenance Management Plan*, *Five-Year Construction Plan*, and *District-wide Technology Master Plan*. The 20-year facilities and scheduled maintenance plan and the five-year construction plan are addressed in Recommendation 1 above. The *District-wide Technology Master Plan 2012-2017* [2.15] was developed by the District-wide Technology Committee (DTC) and approved at their April 5, 2012, meeting [2.16]. The plan will be reviewed and revised annually in order to respond to rapid changes in technology. Items contained in the plan are derived from two main sources – the district-wide work order portal (KACE) and the Program Reviews (PRs) and AURs that are completed by academic programs and administrative units at both colleges and in district services. At a special meeting of the DTC held on May 3, 2013, a list of basic aid projects from this plan was prioritized for 2012-2013 and forwarded to BAARC [2.17]. BAARC recommended some slight revisions to this list, and these were accepted by the DTC at their meeting on June 7, 2012 [2.18].

There was some concern at the colleges about what they perceived as a lack of adequate input into the creation of the *District-wide Technology Master Plan* and the prioritized list of projects, and a letter was sent to Dr. Robert Bramucci, vice chancellor of technology and learning services, by both college presidents expressing these concerns [2.19]. This letter gave provisional approval to the district technology plan and the prioritized list of projects for 2012-2013, but recommended to BAARC that additional conditions be met before actually allocating any funds. These conditions included the need for more detail about the funding required for the projects included in the plan and more fiscal review for all expenditures made. BAARC discussed the recommendations at their March 11, 2012, meeting, forwarded their concerns to DTC for further action, and will include them as part of the evaluation of the current process [2.20].

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The issue was discussed in detail at the June 7, 2012, DTC meeting. Dr. Bramucci acknowledged the issue and accepted the conditions outlined by the college presidents. He also explained that the scope of the technology plan was limited due to the expedited timeline, and that a governance plan, which will look more closely at the processes for technology requests and decision-making, needs to be created. A Governance Plan Task Force was created and members of the DTC were appointed to serve on the task force [2.21].

Finally, TracDat, the software program selected by both district services and the colleges for the tracking of strategic planning processes and resource allocation requests, is in the process of being fully implemented. It is being used at the colleges for the inputting of student learning outcomes (SLOs), administrative unit outcomes (AUOs), PRs, AURs, and some strategic planning information. District services have used it for the inputting of their AURs, as well as for tracking progress on the district-wide strategic plan. The TracDat-SharePoint 2010 integration option has been approved for purchase, and is 13th on the list of prioritized items for basic aid funding from the DTC. Once acquired, this option will provide the ability to generate funding requests directly from data-based PRs, AURs, and strategic planning initiatives.

Evaluation

The district has worked diligently over the past two years to develop and implement a resource allocation model driven by planning, and to regularly review and evaluate the effectiveness of this model and the district's planning committees. For the first time in the history of the district, a planning process that is participatory and transparent is now the basis of basic aid recommendations to the chancellor and the board of trustees, and the foundation for all decision-making at the district.

Because the new planning and resource allocation model emphasizes regular review and evaluation, a mechanism for addressing issues that arise and thereby strengthening the processes and procedures now exists. For example, in creating the *District-wide Technology Master Plan*, several issues emerged that will be addressed as part of the annual evaluation of the DTC and its related planning bodies prior to the creation of the next master plan. These issues include improving the initial input and feedback gathering stages; ensuring a better alignment of the district plan with the college plans; including more detailed information relating to requests; ensuring greater accountability and oversight for expenditures; and clarifying the roles and responsibilities of the participating committees.

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Planning Agendas

1. Develop an integrated 20-year facilities, renovation, and scheduled maintenance management plan, and ensure adequate funding for this plan based upon demonstrated need.

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Evidence for District Recommendation 2

- 2.01 ACCJC Visiting Team's Follow-up Report, November 2-3, 2011
<http://www.saddleback.edu/accreditation/documents/ACCJC-Follow-Up-Report-12-06-2011.pdf>
- 2.02 Saddleback College 2011 Accreditation Follow-Up Report
<http://www.saddleback.edu/accreditation/SaddlebackFollow-UpReport-Final%2010-11-11.PDF>
- 2.03 Board Policy 3110, Basic Aid Funds Allocation Process
<http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Office%20of%20the%20Deputy%20Chancellor/BP-3110-Basic%20Aid%20Funds%20Allocation%20Process.pdf>
- 2.04 Minutes of the Board of Trustees Meeting, August 29, 2011
http://socccd.granicus.com/DocumentViewer.php?file=socccd_e9e0b6fcbaf4c3c6a877572dabf8e03.pdf&view=1
- 2.05 Administrative Regulation 3110, Basic Aid Allocation Process
<http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Office%20of%20the%20Deputy%20Chancellor/AR-3110-Basic%20Aid%20Allocation%20Process.pdf>
- 2.06 Minutes of the Board Policy and Administrative Regulation Advisory Council Meeting, February 3, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/bparac/Minutes/Forms/AllItems.aspx?RootFolder=%2Fchancellor%2Fdwc%2Fbparac%2FMinutes%2F2012%20-%20Minutes%20-%20Board%20Policy%20and%20Administrative%20Regulation%20Advisory%20Council&FolderCTID=0x012000DFCEC1A584D85D47B0828AFEEBE7D309&View={2F4F9E91-6B7E-44D5-9FCD-021DAC0555D1}>
- 2.07 Minutes of the Board of Trustees Meeting, February 27, 2012
http://socccd.granicus.com/DocumentViewer.php?file=socccd_7bd0cbc8068f5793f2dc2e4101babc74.pdf&view=1

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- 2.08 Minutes of the Basic Aid Allocation Recommendation Committee Meeting, March 9, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/Minutes/2012%20%20Minutes%20-%20Basic%20Aid%20Allocation%20Recommendation%20Committee/2012-03-09%20-%20BAARC%20Minutes.pdf>
- 2.09 Minutes of the Basic Aid Allocation Recommendation Committee Meeting, May 11, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/Minutes/2012%20%20Minutes%20-%20Basic%20Aid%20Allocation%20Recommendation%20Committee/2012-05-11%20-%20BAARC%20Minutes.pdf>
- 2.10 Minutes of the Board of Trustees Meeting, May 21, 2012
http://socccd.granicus.com/DocumentViewer.php?file=socccd_2648f08acbb7a1af8ae00bce76a29dcf.pdf&view=1
- 2.11 Minutes of the Board of Trustees Meeting, June 25, 2012
http://socccd.granicus.com/DocumentViewer.php?file=socccd_18588990924d908fe1a54b3c49b82101.pdf&view=1
- 2.12 SOCCCD District-wide Integrated Budget and Planning Handbook 2012 (Draft)
http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Accounting/DW_IntegratedBudgetandPlanningHandbook2012_DRAFT.pdf
- 2.13 Agenda of the District-wide Planning Council, September 7, 2012
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Agendas/DWPC%20Agenda%2002-10-12.pdf>
- [2.14 Flyer for District Resource Allocation Council Budget Workshop, January 19-20, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/drac/Handouts/UNDERSTANDING%20THE%20BUDGET%20WORKSHOP-January%2019-20,%202012.pdf>
- 2.15 District-wide Technology Master Plan 2012-2017
https://sharepoint.socccd.edu/chancellor/dwc/dwtc/Handouts/2012-2017%20SOCCCD%20Technology%20Master%20Plan%20Final_2012-05-09.PDF

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- 2.16 Minutes of the District-wide Technology Committee Meeting, April 5, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/dwtc/Minutes/2012-04-05%20DTC%20Minutes.pdf>
- 2.17 Minutes of the District-wide Technology Committee Special Meeting, May 3, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/dwtc/Minutes/2012-05-03%20DTC%20Minutes%20Sp%20Mtg.pdf>
- 2.18 Minutes of the District-wide Technology Committee Meeting, June 7, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/dwtc/Minutes/2012-06-07%20DTC%20Minutes.PDF>
- 2.19 Letter from the College Presidents to the Vice Chancellor of Technology and Learning Services
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/Handouts/Handouts%20-%202012-05-11%20Meeting/Handout%20-%20Memo%20from%20College%20Presidents.pdf>
- 2.20 Minutes of the Basic Aid Allocation Recommendation Committee Meeting, May 11, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/Minutes/2012%20%20Minutes%20-%20Basic%20Aid%20Allocation%20Recommendation%20Committee/2012-05-11%20-%20BAARC%20Minutes.pdf>
- 2.21 Minutes of the District Technology Council, June 7, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/dwtc/Minutes/Forms/AllItems.aspx>

Response to District Recommendation 6

District Recommendation 6: *The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision-making and the role of the district in college planning and decision-making. The district should provide a regular review of district communities, conduct an assessment of the overall effectiveness of services to the college and communicate the results of those reviews (IV.B.3.a., IV.B.3.b., IV.B.3.e., and IV.B.3.f.).*

While the need for a clear delineation of roles and responsibilities within the district had been a long-standing issue, significant strides were taken prior to the submission of the 2011 follow-up report. The report outlined these strides, and identified the following planning agendas:

1. Develop work flow documents for the colleges and district services in relation to their different functions in key areas (e.g., human resources, purchasing).
2. Regularly update the *SOCCCD Planning and Decision-Making Manual* so that it always reflects current processes.
3. Regularly review the district-wide committee structure to determine if all existing committees are still relevant, and make changes as needed [6.01].

The 2011 ACCJC visiting team, recognizing the district's efforts, wrote that:

The SOCCCD Planning and Decision-Making Manual that was developed jointly with the district office and colleges produces evidence that the district is working with the colleges to bring a better understanding of how decisions are made and implemented across the district. This should continue to lead to the improvement of district wide communications and understanding of the decision making processes, workflow, and delineation of responsibilities. The team recognizes that an exemplary attempt is being made regarding this recommendation; however, the changes have only begun to take place. The team concludes that this recommendation has been substantially met [6.02].

Of primary importance for the clear delineation of roles was the creation of a comprehensive district-wide function map [6.03] that accurately reflects the functioning of each entity with respect to the accreditation standards, and serves as the basis for future elaborations of the workflow in relation to the roles and responsibilities of the colleges and district services. Between the 2011 and 2012

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follow-up reports, new policies and procedures were developed that necessitated the revision of the function map. A small working group of the DWPC developed a draft of the new function map. The draft was then distributed to all members of the DWPC on August 17, 2012 [6.04], and feedback was solicited. The draft will now go through the review and approval processes at both colleges and district services before final recommendations by the DWPC at the November 2012 meeting.

In addition to the function map, there was a necessity for a clear understanding of the work flow involved in the functioning of key areas such as human resources and purchasing. In order to obtain a clear understanding of district processes, to streamline when possible, and to provide necessary information for the purchase of efficiency software, Dr. Debra Fitzsimons, vice chancellor of business services, initiated Business Process Analysis (BPA) sessions of the following services: travel, payroll processing, hiring, onboarding, budget development, account receivables, and purchasing/account payables. These were conducted between the months of May and August in 2012, and included participants from all segments of the district community.

Based upon the outcomes of the BPAs, changes in functioning have occurred or have been recommended for future implementation, and these will be outlined in written procedures and work flow documents created during fall 2012. One option being investigated is the use of InfoPath, a Microsoft program related to SharePoint, which is designed to create transparent and easily followed workflow procedures. Another way of communicating this information is through district services communiques. In July 2012, the inaugural issue of the District Fiscal Services Newsletter was distributed to all employees within the district via email and through posting on the SharePoint site [6.05] This newsletter includes a discussion of travel processes updates that were a result of the BPA.

A second working group was tasked to develop proposed updates to the *SOCCCD Planning and Decision-Making Manual*. A draft of these changes was sent to all members of the DWPC on August 17, 2012 [6.06], and discussed at the DWPC meeting on September 7, 2012. The proposed changes will now go through the review and approval processes at both colleges and district services, and be brought back for final recommendations by the DWPC at the November 2012 meeting [6.07].

All of the documents involved in planning and decision-making, along with proposed changes, are widely available through the district's SharePoint site. Each district-wide committee has a uniform site where the purpose, membership, meeting times, agendas, minutes, and relevant documents can be located.

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It was also determined that each committee would conduct an annual self-evaluation, and post the results of that evaluation on their SharePoint site. As outlined in the 2011 report, the self-evaluation process must include the following components:

- Review of committee charge;
- Review of committee membership;
- Review of communication process; and
- Assessment of goal attainment.

On April 3, 2012, the chancellor sent an email to each of the district-wide committee chairs reminding them to conduct their annual self-evaluation on the effectiveness of their committee as outlined in the *District-wide Planning and Decision Making Manual 2011-2014* [6.08]. Each committee developed its own review process and questions, and the self-assessments were initiated in spring 2012. For example, Chancellor's Council decided to administer a self-assessment survey to all members of the committee [6.09]. The results of the self-assessments will be documented in committee minutes, will be used to improve the effectiveness of each committee's functioning, and will provide the basis for a discussion of the effectiveness of the district-wide committee structure at the November 2012 meeting of the DWPC.

The college has also begun an evaluation of its committee structure, and formed the Task Force on Committees to oversee the evaluation process. This body, which reports to the Consultation Council, is chaired by Jennie McCue, director of marketing and communications, and includes representation from each of the constituency groups.

Evaluation

The roles and responsibilities of different individuals and groups within the district have now been clearly defined. The district-wide committee structure is effective, and information regarding each committee's work is now easily accessible by all members of the college community. Evaluation of functional responsibilities and work flow are being regularly conducted, and changes are made when necessary.

Planning Agendas

1. Complete the annual evaluation of all district-wide committees, assess the committee structure for continued effectiveness, and make changes as needed.

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Evidence for District Recommendation 6

- 6.01 Saddleback College 2011 Accreditation Follow-Up Report
<http://www.saddleback.edu/accreditation/SaddlebackFollow-UpReport-Final%2010-11-11.PDF>
- 6.02 ACCJC Visiting Team's Follow-up Report, November 2-3, 2011
<http://www.saddleback.edu/accreditation/documents/ACCJC-Follow-Up-Report-12-06-2011.pdf>
- 6.03 SOCCCD Function Map, October 14, 2011
<https://sharepoint.socccd.edu/chancellor/dp/Districtwide%20Planning%20Manual/3.%20District%20Function%20Map.pdf>
- 6.04 SOCCCD Function Map, August 15, 2012 (Draft)
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fchancellor%2fdp%2fdwpc%2fShared%20Documents%2fdw%20Planning%20Documents%20-%20Annual%20Update%20for%20Function%20Map%2c%20Planning%20and%20Decision%20Making%20Manual&FolderCTID=%2f333F1368-9581-4216-B007-1CEED72ED920>
- 6.05 District Fiscal Services Newsletter, July 2012
<https://sharepoint.socccd.edu/bs/fs/Shared%20Documents/2012%20Newsletters/Fiscal%20Services%20Newsletter%20July%202012%20v1.1.pdf>
- 6.06 SOCCCD District-wide Planning and Decision Making Manual 2011-2014, August 15, 2012 (Draft)
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Shared%20Documents/DW%20Planning%20Documents%20-%20Annual%20Update%20for%20Function%20Map,%20Planning%20and%20Decision%20Making%20Manual/DW%20Planning%20and%20Decision%20Manual%20Update%2008.15.12.pdf>
- 6.07 Agenda of the District-wide Planning Council, September 7, 2012
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Agendas/Forms/AllItems.aspx>
- 6.08 SOCCCD District Wide Decision Making Manual 2011-2014
<http://www.socccd.edu/about/documents/2011-2014DWPlanningandDecisionMakingManual.pdf>

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6.09 Minutes of Chancellor's Council, August 16, 2012

<https://sharepoint.socccd.edu/chancellor/dwc/cc/Minutes/Chancellor%27s%20Council%20Minutes%20%2008-16-12%20%20DRAFT.pdf>

The ACCJC recommendations have created numerous positive changes in the way that the district operates. Planning now plays a central role in resource allocations, roles and responsibilities within the district are more clearly defined and delineated, and inclusiveness and transparency are the hallmarks of the planning and decision-making processes. Without the hard work and commitment of everyone involved, improvements would not have occurred. It is important, therefore, to recognize the efforts of the board of trustees, the chancellor, district services personnel, and many members of the college community in bringing about these necessary changes. Recognition must also go to the ACCJC and the visiting team for their careful assessment and perceptive recommendations.

Accreditation Follow Up Report

Submitted by

Irvine Valley College
5500 Irvine Center Drive
Irvine, California 92618
South Orange County Community College District

Submitted to

Accrediting Commission for
Community and Junior Colleges of the
Western Association of Schools and Colleges

October 7, 2012



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CERTIFICATION OF THE FOLLOW UP REPORT

DATE: October 7, 2012

TO: Accrediting Commission for Community Colleges and Junior Colleges, Western Association of Schools and Colleges

FROM: Irvine Valley College
5500 Irvine Center Drive
Irvine, CA, 92618

This *Follow Up Report* is submitted to fulfill the requirements of the January 31, 2011 ACCJC letter to the College President. We certify that there was broad participation by the college community and we believe that the *Follow Up Report* accurately reflects our response to date to the recommendations noted in the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges commission action letter.

_____ Glenn R. Roquemoire, Ph.D.,
President, Irvine Valley College

_____ Gary L. Poertner, Chancellor,
South Orange County Community
College District

_____ Nancy M. Padberg, President,
Board of Trustees

_____ Craig Justice, Ph.D.,
Vice President, Instruction,
Accreditation Liaison Officer

_____ Katherine Schmeidler, Ph.D.,
President, Academic Senate

Kathy Werle, Ph.D.,
Dean, Academic Programs,
Accreditation Response Co-Chair

Lisa Davis Allen, Ph.D.,
Accreditation Response Co-Chair

Dennis Gordon, President,
Classified Senate

Thomas Thein, President,
Associated Students of IVC

INTRODUCTION

Irvine Valley College submitted a self study report in support of reaffirmation of accreditation to the Accrediting Commission for Community and Junior Colleges (ACCJC) in September 2010. A site evaluation visit occurred the week of October 18, 2010 at Irvine Valley College and Saddleback College, the two institutions that make up the South Orange County Community College District. ACCJC commission action letters dated January 31, 2011 informed the chancellor and college presidents that both colleges had been placed on warning status. Irvine Valley College submitted a follow up report on October 7, 2012 demonstrating resolution of district recommendations 1, 2, 3, 4, 5, and 6, and college recommendation 6. A follow up site evaluation report confirmed that the college had indeed corrected the deficiencies for which the sanction was levied, although not all of the recommendations were fully met. The subsequent ACCJC commission action letter dated February 2, 2012 informed the president of Irvine Valley College that the Commission had taken action to remove the warning and directed the college to submit a second follow up report demonstrating how the college meets the accreditation standards in regard to district recommendations 1, 2 and 6 by October 15, 2012.

The IVC Follow Up Report submitted in 2011 demonstrated significant districtwide collaboration in resolving the deficiencies identified in the commission action letter dated January 31, 2011. The colleges have worked with district leadership to implement the plans created, evaluate the plans and work products, and then update and clarify the plans and documents where appropriate.

This follow up report provides information, evidence and analysis regarding the resolution of the recommendations and subsequent progress, which Irvine Valley College was directed to report on in the 2011 commission action letter.

STATEMENT OF REPORT PREPARATION

In collaboration with Irvine Valley College's constituency groups and committees as determined through the college's participatory governance structure, the accreditation response co-chairs, the accreditation liaison officer (ALO), and the college president led the development and preparation of the *Follow Up Report*. The accreditation response co-chairs were identified and formally approved by the college in February 2012.

Irvine Valley College representatives on the District-Wide Planning Council and other district-wide committees and task forces provided regular updates to institutional leadership at College Council meetings. Meeting agendas and minutes are regularly posted in the SOCCCD District Services SharePoint site, an intranet site available to all district employees which is password protected.

A draft *Follow Up Report* was presented for comment at a forum for all district employees held during the college's Professional Development Week on August 13, 2012. The draft was posted to the SharePoint Accreditation site for additional input through September 4, 2012. A final unformatted draft was circulated through each college constituency group for review and approval. The report was discussed with the Associated Students of Irvine Valley College on September 4. The Academic Senate tentatively approved the report draft on September 6, with final approval on September 20. The Classified Senate approved the report on September 12. The report was presented and approved at the September 12 College Council meeting, pending approval by the Academic Senate. The College Council is the college's primary participatory governance council.^{Intro-1}

Final revisions to the drafted report were completed on September 17, 2012. The *Follow Up Report* was submitted to the South Orange County Community College District Board of Trustees for review at the September 24, 2012 board meeting.

The individuals listed in the table below participated directly in addressing the recommendations and contributing to the report. Numerous others participated in dialog, read drafts, or substantively contributed to this report.

TABLE 1: DISTRICT-WIDE PLANNING COUNCIL RETREAT PARTICIPANTS MAY 30, 2012

District Services	Irvine Valley College	Saddleback College
Gary Poertner, Chancellor (Chair)	Lisa Davis Allen, Faculty	Juan Avalos, Administrator
Randy Peebles, Administrator (Co-Chair)	Dennis Gordon, Classified	Todd Burnett, Administrator
Robert Bramucci, Administrator	Craig Hayward, Manager	Don Busche, Administrator
David Bugay, Administrator	Craig Justice, Administrator	Claire Cesareo-Silva, Faculty
Brandye D'Lena, Manager	Davit Khachatryan, Manager	Bob Cosgrove, Faculty
Debra Fitzsimons, Administrator	Angela Mahaney, Classified	Patricia Flanigan, Administrator
Tere Fluegeman, Manager	Glenn Roquemore, President	Russell Hamilton, Classified
Denice Inciong, Manager	Kathy Schmeidler, Faculty	Carol Hilton, Manager
Delores Irwin, Classified	Keith Shackelford, Administrator	Donald Mineo, Classified
Kim McCord, Manager	Christopher Tarman, Classified	Nicole Ortega, Classified
	Kathy Werle, Administrator	Jim Wright, Administrator

EVIDENCE: INTRODUCTION

Intro-1 IVC Planning and Decision Making Manual, p. 39

DISTRICT RECOMMENDATION 1

District Recommendation 1: The teams recommend 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).

COLLEGE RESPONSE AND UPDATE

In February 2011, after receiving the ACCJC Commission Action Letter in response to our 2010 evaluation, the chancellor led efforts to establish the District-Wide Accreditation Committee. The committee was created to oversee all recommendations and work specifically on District Recommendation 1 addressing short-range strategic planning. The committee developed and implemented a strategic short-term plan that was inclusive of the planning at the colleges; this plan was structured to drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district. The flowchart on the following page shows the planning model created by the District Recommendation 1 Task Force.

The SOCCCD District-wide Strategic Plan 2011-2014^{DR1-1} was designed to be a living, often-used document that invites the recording of progress based on identified actions. Beginning with the 2011-2012 academic year, resulting data on said progress is consolidated into an annual report for district-wide review and consideration.

The SOCCCD District-wide Strategic Plan 2011-2014 identifies six district-wide strategic goals^{DR1-2}, each with measureable objectives followed by action steps. All action steps identify responsible parties and target dates for completing the corresponding actions. Each goal was initially evaluated, with a plan for annual evaluation and development of a progress report and necessary improvements (where appropriate). The six district-wide strategic goals encourage district services and college cooperation and collegiality, inform resource allocation, and promote student success at the colleges.

The SOCCCD District-wide Strategic Plan 2011-2014 has been entered into TracDat along with progress for 2011-2012. The committee reviewed the districtwide strategic plan goals and action steps progress at the May 30, 2012 retreat. There was agreement that significant progress had been obtained on all six districtwide goals during this first year of plan implementation. In particular, the resource allocation process had been much improved through the implementation of new procedures. An annual report of progress is being completed.^{DR1-3}

The Education and Facilities Master Plan (EFMP) were drafted in Fall 2011. The Board of Trustees approved both the Environmental Impact Report and the final EFMP at the June 25, 2012 Board of Trustee's meeting. The EFMP provides a blueprint for the colleges and the district through 2031.^{DR1-4}

- Project updates for active construction projects are available at <http://www.socccd.edu/businessservices/projectupdates.html>.
- The Five Year Construction Plan was approved at the June 25, 2012, board of trustees meeting.
<https://sharepoint.socccd.edu/bs/fp/default.aspx>
- The Five Year Construction Plan is submitted to the State Chancellor's Office annually as the follow up to the Education and Facilities Master Planning process. The Plan merges the priorities identified by each campus into one cohesive list of prioritized projects. The approval process begins when the District Executive Director of Facilities develops a draft plan prioritizing EFMP projects identified for completion in the upcoming five years. The College Presidents present the draft Plan to the shared governance committees who concur with the list of priorities or request modifications. This process continues until consensus is reached. Every five years, the EFMP is revisited to ensure the list of projects reflects the current campus needs.

The most recent Five-Year Construction Plan for 2014-2018, an annualized report that prioritizes projects identified in the EFMP for completion in the upcoming five years, was also approved at the June 25, 2012, Board of Trustees meeting, and submitted to the California Community Colleges (CCC)

Chancellor's Office via the FUSION planning project and management software as required.^{DR1-5} This plan is collaboratively developed and resubmitted each year. Initially drafted by the district executive director of facilities, it is reviewed by the college presidents with campus input and revised if necessary until a consensus is reached. Updates on all major construction projects are posted on the SOCCCD SharePoint site.^{DR1-6}

Another long-term plan currently being developed is the district-wide 20-Year Facilities and Scheduled Maintenance Management Plan. It was noted in the 2011 report that although each of the colleges already had a 20-Year Facilities and Scheduled Maintenance Plan in place, it was important to have an integrated plan that assessed the facilities needs of the entire district for the purposes of prioritization.

- The Kick-off meeting for the 20-Year Facilities and Scheduled Maintenance Plan was held July 25, 2012, with all consultants and representatives from both colleges and the district in attendance. The Condition Assessment consultant immediately began collecting all available electronic building information. The assembly of electronic building information will provide the foundation for compiling the existing facilities conditions.
- Parallel with this effort, District staff and consultants will work with the Foundation for California Community Colleges to ensure compatibility with the State's facility software, FUSION. A second meeting confirmed the program is on track for the October pilot project. This pilot evaluation and reporting on the Student Services buildings at both colleges will provide a milestone check point to ensure that all team members are performing as expected. The pilot will be followed with the remainder of the site analysis and reporting which is anticipated for completion near the end of the fiscal year.

The Capital Improvement Committee (CIC), composed of representatives from both colleges and district services, was designated as the responsible entity for the development of this plan. The committee began meeting January 2011. and after considerable discussion, decided that it was essential to have an

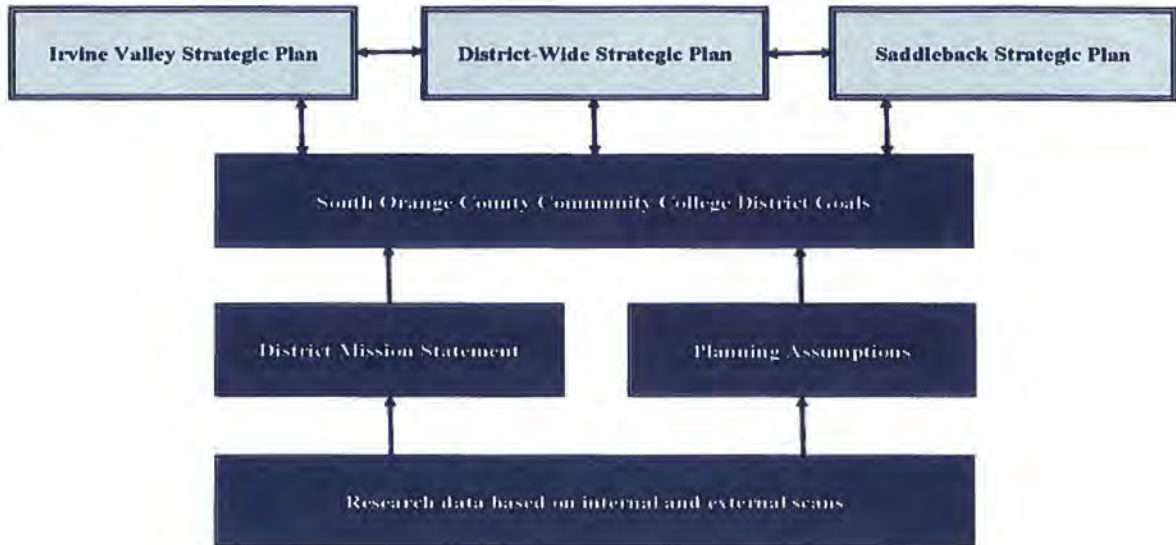
independent and objective assessment of the state of the facilities at both colleges before such a plan could be created.^{DR1-7}

- CIC proposed contracts for maintenance management and facility planning software and implementation from SchoolDude, Alpha Facilities, Inc., Facilities Planning and Program Service Inc., and the Foundation for California Community Colleges, which were approved by the Board of Trustees at their meeting on June 25, 2012.^{DR1-8} These tools will assist the CIC in discussion and clarification of the recommendations for capital projects to provide more comprehensive information to BAARC.
- Following this approval, work began on laying the foundations for the development of the district-wide plan, which will include a work order module, a preventative maintenance module, and a scheduled maintenance module. CIC agendas and minutes are posted on the committee SharePoint site.^{DR1-9} A decision was made to document existing needs based on an outside assessment that will verify and validate existing conditions. Parallel with this effort, district staff and consultants are working with the Foundation for California Community Colleges to ensure compatibility with FUSION, the state's project planning and management software.
- SchoolDude software is planned be piloted in the student services buildings at both colleges in order to ensure that everything is functioning as expected before moving on to the assessment of other facilities. This pilot is scheduled for October 2012. If all goes well, the entire facilities assessment will be completed by the end of the 2012-2013 fiscal year. In the interim, the existing college plans have been used by CIC to create short-term prioritized lists for capital improvement and scheduled maintenance.¹⁰

Figure 2 depicts the planning model developed by the SOCCCD as a result of the district recommendations received in 2011. In order to strengthen and institutionalize the planning process at the district level, the following

additional plans were formulated and presented in the IVC Accreditation Follow Up report submitted in October 2011 (DR1.1-DR1.3b).

Figure 1 - District Wide Planning Model



SOURCE: DRAFT SOCCCD DISTRICT STRATEGIC PLAN 2011-2014

Throughout 2012 the following actions have been taken to implement these college plans:

DR1.1 Institutional Oversight: District leadership and the chancellor have established a standing District-Wide Planning Council. Current participants on the District-Wide Accreditation Committee will continue as charter members (membership based on leadership position). Additions and revisions to the committee membership will result through annual review.

- The District-wide Planning Council met four times over the past year.
 - November 4, 2011 the group met to review and affirm the council’s purpose, mission and membership; district-wide planning documents; and proposed District and ATEP Vision and Mission Statements. The annual timeline for strategic planning was updated to align more closely to the district budget development cycle, and a demonstration was given on how the

District-Wide Strategic Plan will be tracked and updated in TracDat, the district's planning and assessment tool.^{DR1-11}

- February 10, 2012 included an accreditation update from each college president; TracDat assignment training; discussion of the district surveys for the Board Self-Evaluation and District Services Satisfaction; ATEP and District Vision and Mission Statements. Five Top Barriers to Collaboration and Cooperation reports had been submitted by both college presidents to the chancellor as outlined in Action Step 1.1.2 for District-wide Objective 1.1. Updating the Decision Making Manual, Function Map and Strategic Plan was assigned to a task force to be chaired by vice chancellor David Bugay. It was reported that District Services was using TracDat for implementing their Administrative Unit Reviews (AUR) with a deadline of March 1, 2012, and Board of Trustees self-evaluation was scheduled for April 28, 2012. It was determined that more frequent meetings were needed than in the previous year, and a meeting calendar for 2012-2013 was established.^{DR1-12}
- May 30, 2012 the District-Wide Planning Council met for a full day retreat. The committee charge and membership was reviewed. The associate vice chancellor of economic development and district director of research, planning and data management led discussions on the revised SOCCCD and ATEP vision and mission statements, which were revised and approved by the council. The approved documents were subsequently approved by the Board of Trustees July 30, 2012. The SOCCCD Strategic Plan was reviewed ^{DR1-13} and a 2012 progress report on implementation drafted.
- September 7, 2012 the council was directed to forward edits to the District-wide Strategic Plan 2011-2014 and Annual Report 2012, the Function Map, and the District-wide Planning and Decision Making Manual, for inclusion in the updated documents to be reviewed for approval by this group on November 2. Task forces were created to work on a board policy regarding barriers to communication and college completion/student success. New document drafts were presented for discussion and review: an

integrated district-wide budget planning handbook and a function map for ATEP.^{DR1-14}

DR1.2a Regularized Assessment: All district services will continue to be reviewed and modified as necessary through annual administrative unit reviews. These assessments will be communicated district-wide annually. In addition to administrative unit reviews, the district will establish a budget for regularized^{DR1-15} external environmental scans in order to successfully respond to the needs of the SOCCCD communities; and

DR1.2b Assess, evaluate, and revise the strategic planning process as it is implemented and then annually thereafter.

- The District Services Planning Committee (DSPC) meets monthly to address district-wide services planning and improvement. As a step in conducting administrative unit reviews (AURs) each unit was charged to develop unit action plans based on the feedback from the 2011 district services survey results (year two of the survey). The *SOCCCD District Services Survey Results 2011 Evaluation & 2011-2012 Action Plans* document was compilation of each office's action plan supported by the survey results.^{DR1-16}
- A third annual district-services satisfaction survey was sent out late March – early April 2012. Based on the fall 2011 survey template, this version included modifications requested by the District-wide Planning Council. The 2012 report, which showed improved satisfaction over the 2011 report, was published and made available to the district July, 2012 and posted on SharePoint. The results are being incorporated into the objectives of the administrative unit reviews as they were last year.
- A district-wide climate survey is planned for distribution fall 2012.^{DR1-17}
- All district services departments completed their corresponding unit reviews March 2012. The resulting AUR TracDat report was distributed district-wide May 2012 and posted on the SOCCCD SharePoint site to

encourage an open, transparent and inclusive environment. These AURs are used as a basis for continuous improvement and future strategic planning, and have been linked to resource allocations within district services.^{DR1-18}

- The SOCCCD District-wide Strategic Plan 2012-2014 calls for budget planning for a external environmental scan to be conducted prior to the next strategic planning cycle in order to successfully respond to the needs of the SOCCCD communities. This need is being addressed by the District Research and Planning department (page 10 of 16 Research and Planning Administrative Unit Review). IVC intentionally changed its strategic planning cycle to coincide with the district cycle so that it can take advantage of the district scan in its next full strategic planning cycle, saving time and money.

DR1.3a Advanced Technology & Education Park: Operating within the newly-articulated district-wide goals, the chancellor and college presidents will continue to define the character and future role of ATEP, and clarify its relationship to the two colleges within the SOCCCD; and

DR1.3b Implement the action steps outlined in the SOCCCD District-wide Strategic Plan 2012-2014, including the development of a concrete 3- to 5-year site development plan for ATEP.

- The environmental impact study for the SOCCCD Education and Facilities Master Plan was completed in April 2012 and subsequently approved by the Board of Trustees June 25, 2012. The board-approved plan was then forwarded to the California Community Colleges (CCC) Chancellor's Office. The five year construction plan was also approved at this meeting. This construction plan included initial recommendations for ATEP site development based on a number of strategic factors.
- The chancellor and presidents have made significant progress in clarifying the relationship of ATEP to the colleges. The chancellor

requested that both colleges provide a presentation to share their vision for instructional programs at ATEP. The proposals were shared with faculty and staff from both colleges, and then presented for the Board of Trustees December 5, 2011.^{DR1-19}

Irvine Valley College's presentation focused on its vision for a career technology center based on anchor programs in multimedia technology, green technology, and applied technologies. The courses would incorporate a Science, Technology, Engineering and Mathematics (STEM) core that would be infused into these programs, and make use of external partners to ensure that the curriculum met industry needs and that students would have access to jobs upon completion of a degree or certificate program.

- January 23, 2012 the Board of Trustees approved resolution #12-04 reaffirming the two college campus service areas within SOCCCD, and establishing a separate service area for both colleges to share in approximately equal proportions with complementary, non-competitive Career Technology Education programs and related services for the district at large. Board Policy BP-176-College Service Areas Boundaries and ATEP Campus Use has been created and pending approval by fall 2012 (preliminary approvals anticipated from the council and academic senates). An administrative regulation is being developed that will codify the process of identifying "complementary, non-competitive Career Technology Education programs" to be scheduled at ATEP.^{DR1-20}
- January 23, 2012 Resolution #12-05 was also approved by the Board of Trustees, which served to provide approximately equal land to each college to support future ATEP site development, and contingent on available funding, to move forward with planning and design for a single building for each college.^{DR1-21}

- February 27, 2012 the Board of Trustees approved the initial program areas to be offered by Irvine Valley College and Saddleback College on the permanent ATEP campus. They also approved the 5-year ATEP site development plan and timeline, in accordance with the District-Wide Strategic Plan Goal 6.^{DR1-22}
- ATEP site development is well documented in the *2011-2012 District Services Administrative Unit Review*, section titled *ATEP Site Development*.^{DR1-23} The report for the *ATEP Site Development* unit comprises fifteen pages of detailed unit objectives and action steps, as well as progress on each of the action steps. ATEP also is addressed in the *Chancellor's Office and Trustee Services* section, third objective addressing the need to increase board knowledge of district and educational responsibility. Included in the objective's corresponding action steps are the following:

Action Steps and Outcomes:

Faculty and administrators from both colleges to give presentations at board meetings on the following topics:

- ATEP planning and development
- Educational and facilities master plan
- 5 year construction plan

Progress of Action Steps:

01/12/2012: Presentations were given at October, November, and December 2011 board meetings.

Update Type:

Action Step Completed

The dean of academic programs is responsible for coordinating the scheduling of classes for the ATEP facility and since a reorganization approved at the July 30, 2012 Board of Trustees meeting, assigned to the ATEP site. IVC currently offers general education classes as well as courses in Business/Accounting/Management, Design and Modelmaking, Rapid Prototyping, and Digital Media Arts; Saddleback College has recently offered only one career/technical education course per semester.

EVALUATION

Irvine Valley College meets Standard I.B.4 and has resolved the issues leading to this recommendation to develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges, Advanced Technology & Education Park (ATEP), and the district. This planning structure drives the allocation of district resources for the colleges, Advanced Technology & Education Park (ATEP), and the district. The plan has been evaluated and a progress report for 2011-2012 created. Actions taken in the process of resolving this recommendation effected an infrastructure that requires that planning be based on data and information, and clearly ties planning to resource allocation in the future.

EVIDENCE: DISTRICT RECOMMENDATION 1

- DR1-1 The SOCCCD Board of Trustees reviewed the district strategic plan August 2011, and approved the charter *SOCCCD District-wide Strategic Plan 2011- 2014* at their September 2011 board meeting. While future college strategic planning will be driven by its own mission, vision, and regularized program reviews, it also will be informed by the district strategic plan.
- DR1-2 The 2011-2014 District-wide Goals are as follows:
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 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.
Follow Up Report, October 2011: <https://sharepoint.socccd.edu/chancellor/dwc/dwtc/default.aspx>
- DR1-3 District-wide Planning Council Retreat documents:
<https://sharepoint.socccd.edu/chancellor/dp/dwpc/shared%20documents/forms/allitems.aspx?rootfolder=%2fchancellor%2fdp%2fdwpc%2fshared%20documents%2fdwpc%20retreat&folderctid=&view=%7b333f1368%2d9581%2d4216%2db007%2d1ceed72ed920%7d>
- DR1-4 District-wide Planning Site: http://www.socccd.edu/about/about_planning.html
- DR1-5 Board of Trustees Agenda Item 5.18 – Five Year Construction Plan Revision (6-25-12)
- DR1-6 SOCCCD Facilities Planning Project Updates:
<https://www.socccd.edu/businessservices/projectupdates.html>
- DR1-7 Capital Improvement Committee Meeting Minutes (1-23-12)
<https://sharepoint.socccd.edu/chancellor/dwc/cic/minutes/2012%20minutes%20-%20capital%20improvement%20committee%20meetings/2012-01-13%20-%20minutes.pdf>
- DR1-8 Board of Trustees Agenda Item 6.6 – Maintenance Management and Facility Planning Software and Implementation (6-25-12)
- DR1-9 Capital Improvement Committee website:
<https://sharepoint.socccd.edu/chancellor/dwc/cic/default.aspx>
- DR1-10 Capital Improvement and Scheduled Maintenance Related Recommendations

DR1-11 District-wide Planning Council Meeting Minutes (11-4-11)

DR1-12 District-wide Planning Council Meeting Minutes (2-10-12)

DR1-13 The only recommended change was in regard to Strategic Plan *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.* It was decided that a district-wide student success task force be created to focus on this goal and its activities.

DR1-14 District-wide Planning Council Meeting Handouts (9-7-12)

<https://sharepoint.socccd.edu/chancellor/dp/dwpc/handouts/forms/allitems.aspx?rootfolder=%2fchancellor%2fdp%2fdwpc%2fhandouts%2f09-07-12%20handouts&folderctid=&view=%7b4b6e310b-4650-4a4f-b7fb-7627da72a83d%7d>

DR1-15 Regularized is intended here to mean conducted prior to each planning cycle.

DR1-16 SOCCCD District Services Survey Results 2011 Evaluation & 2011-2012 Action Plans:

https://sharepoint.socccd.edu/chancellor/dp/dspc/Shared%20Documents/District%20Services%20Sat%20isfaction%20Survey/District%20Services%20Survey%20Results%20Evaluation%20Action%20Plan%202011-2012_Final_08%2029%2011.pdf

DR1-17 District-wide Planning Council Meeting Minutes (draft) (9-7-12)

DR1-18 SOCCCD District Services Administrative Unit Reviews 2011-2012

DR1-19 Board of Trustees Meeting Minutes (12-5-11)

DR1-20 Board of Trustees Agenda Item 6.1 – College Service Areas (1-23-12)

DR1-21 Board of Trustees Agenda Item 6.2 – ATEP Site Assignments for Saddleback College and Irvine Valley College (1-23-12)

DR1-22 Board of Trustees Agenda Item 6.1 – Saddleback College and Irvine Valley College Courses, Programs and Services Offered at ATEP (2-27-12)

DR1-23 SOCCCD District Services Administrative Unit Reviews 2011-2012

DISTRICT RECOMMENDATION 2

District Recommendation 2: The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1.a., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3.c).

COLLEGE RESPONSE AND UPDATE

After the most recent comprehensive self study visit in 2010, it was acknowledged by the evaluation team that Irvine Valley College had improved upon its planning and resource allocation processes, but that the district still lacked an open, transparent and effective resource allocation model that integrated college and district strategic planning.

The district, however, did provide services to the colleges and implement an effective process for allocating unrestricted general funds. Primarily generated from local property taxes and enrollment fees, these funds are distributed through the District Resources Allocation Council (DRAC).^{DR2-1} Following the allocation of these unrestricted funds, remaining property taxes are designated as basic aid funds. Until very recent revisions in the DRAC model, basic aid monies were distributed by the SOCCCD Board of Trustees based on a 2005-adopted process that was often out of compliance with established standards and practices.

Routinely, district budgets have ended with a positive balance that rolled over for college use in the next fiscal year(s). Although the final budgets from 2006 to 2010 have all balanced, the district continued to operate without a resource allocation model driven by open, transparent and regularly-evaluated strategic planning. As well, a continued source of concern was that the allocation of basic aid funds did not meet the strategic needs of the colleges.

Since 2010, several remedies have been developed based on the most recent ACCJC recommendations. In early 2011, the chancellor created the District Recommendation 2 Task Force. Chaired by the Vice Chancellor of Business Services, the Task Force was charged to define the District Resources

Allocation Council (DRAC) and its responsibilities; to ensure that the resource allocation model was driven by planning, and included all district funds; and to make certain that the process was open, transparent, inclusive, and regularly evaluated for effectiveness. Evaluation is performed annually by the council and the committee can request a change to the charge, composition, or other features that influence effectiveness.

After the initial review of the existing district resource allocation model and processes, the task force asserted that the institutional personnel participating in resource allocation^{DR2-2} had a clear understanding of DRAC and that, when implemented correctly, the process worked well. It was determined that once the unrestricted funds are allocated to the colleges, each college develops its own local budget according to a defined process. The task force also reviewed the existing process for basic aid allocation (not part of the DRAC model) and its link to college planning. They determined that the Board of Trustees allocation process for basic aid funds was obscure and not well communicated to the college communities.

The task force worked directly with the Board Policy and Administrative Regulation Council (BPARC) and the chancellor to develop a board policy that would clearly outline the allocation model and DRAC's role in resource allocation. The resulting *Board Policy 3110 – Basic Aid Funds Allocation Process* was approved by all governance groups at both colleges and approved by the SOCCCD Board of Trustees in August 2011. BP 3110 clearly specifies the types of projects for which basic aid funds can be used.^{DR2-3}

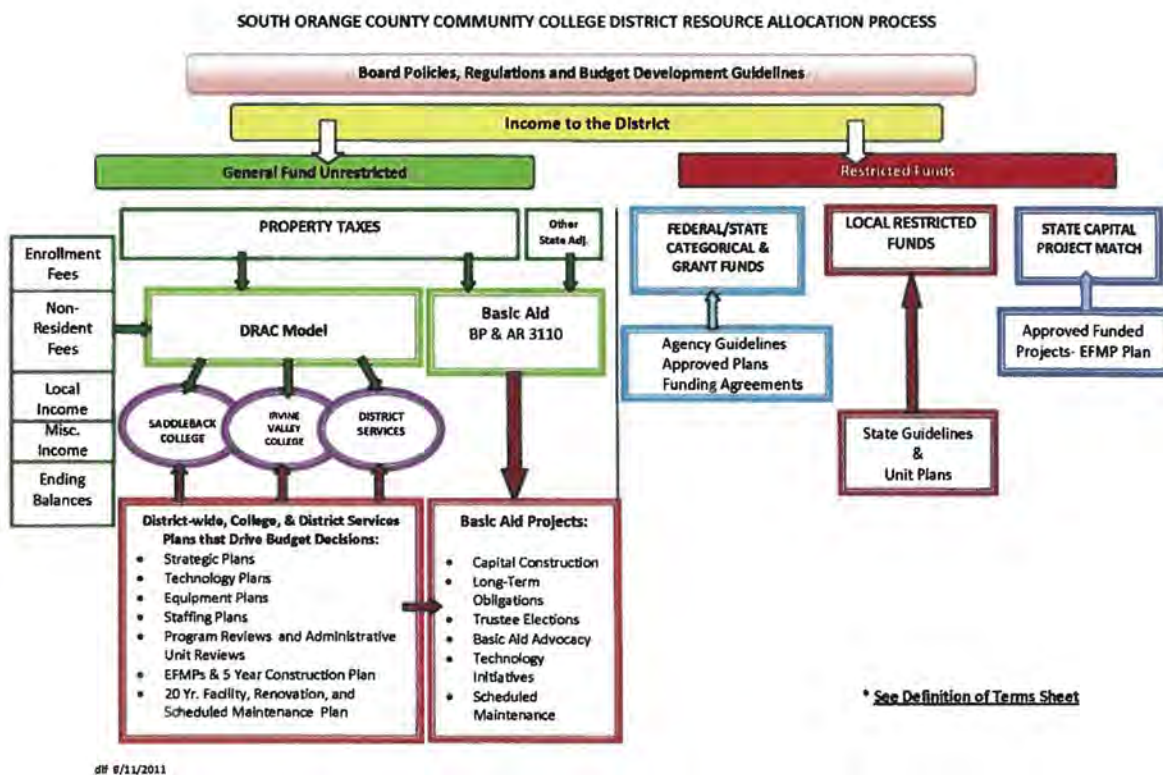
In spring 2011, a Board Policies and Administrative Regulations Council (BPARC) workgroup began to develop the corresponding Administrative Regulation 3110. In addition to the construction of a budget timeline and flowchart for basic aid allocation, the workgroup established a committee to ensure oversight of the process. This new committee, Basic Aid Allocation Recommendation Committee (BAARC), will make recommendations to the chancellor based on institutional planning and data-driven strategic initiatives.

In January 2011, the Capital Improvement Committee (CIC), a participatory governance committee, was activated and charged with the creation of a 20-

year capital improvements schedule, and a plan for short-term facility renovation and scheduled maintenance. The CIC made recommendations to BAARC for basic aid resource allocations for capital improvement, renovation, and scheduled maintenance projects based on the colleges' priorities.

Responding to ACCJC recommendations received in early spring 2011, the colleges and district took a number of actions in an effort to address the identified issues related to resource allocation and planning. These actions included regularized committee minutes distribution, launch of an all-employee intranet for committee documents, a resource allocation flowchart, accreditation status reports, district strategic plans, a district-wide planning and decision-making manual, regularized process evaluations, annual administrative unit reviews, and expanded communication strategies.

FIGURE 2 – DISTRICT RESOURCE ALLOCATION PROCESS

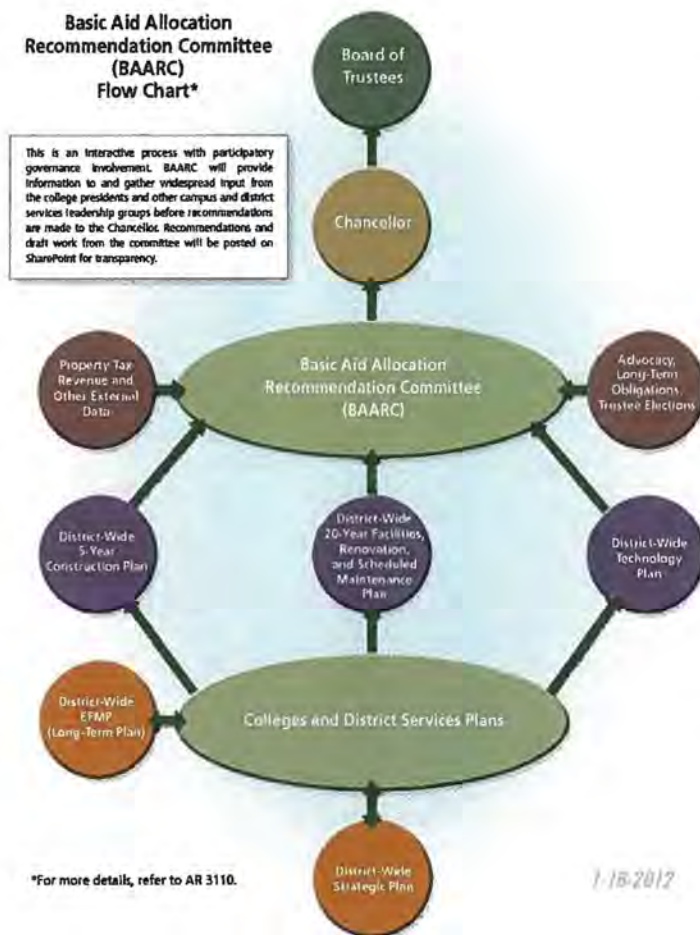


In order to continue the development and implementation of a resource allocation model driven by planning that includes all district funds and is

open, transparent, inclusive, and widely disseminated and reviewed for effectiveness, the following *additional plans* were formulated and presented in the Irvine Valley College Accreditation Follow Up report submitted in October 2011 (DR2.1 – DR2.4).

Throughout 2012 the following actions have been taken to implement these plans:

DR2.1 *Widely disseminate and communicate the district resource allocation process.*



- A BAARC Flowchart was published and disseminated to both colleges in an effort to further establish an open, transparent, and inclusive environment. This flowchart will sync with the district budget development cycle, and reflect an interactive process with participatory governance involvement.

- A *Capital Improvement Committee (CIC) Facility Related Definitions* glossary was created in an effort to clarify terminology district-wide and establish a single ‘allocation language,’ thus facilitating open, transparent and inclusive dialog.^{DR2-4}

- January 2012, DRAC sponsored a presentation “*Understanding the Budget and Basic Aid*” at both colleges. The presentation was followed by a question and answer forum to clarify the process and increase an open, transparent and inclusive dialog. The

budget workshops were widely publicized throughout the district. The sessions also were taped and are hosted on the employee intranet site along with copies of the presentations for employee reference. Employees reported the presentation to be very informative and helpful to their understanding and participation in the allocation process.

- Along with the chancellor, the vice chancellor of business services – and chair of BAARC – scheduled multiple open meetings at both colleges to communicate the specifics of BP 3110, AR 3119, and BAARC; and engage questions and comments concerning resource allocation and the established process.
- July 2012, the inaugural issue of the District Fiscal Services Newsletter was distributed through the district-wide employee email system. This first newsletter included detailed information on a highlighted process, important dates and fiscal reminders, and an employee profile. The development of this newsletter allows for district-wide dissemination of information and helps to increase open, transparent and inclusive budget activities.

DR2.2 Evaluate effectiveness of allocation process annually and revise as necessary.

- June 27, 2012, the BAARC membership finalized and distributed a self evaluation form for completion by membership and August 31, 2012 return. Answers will be evaluated fall 2012 for consideration and possible committee modification. The self evaluation included questions in the following areas: committee workload, processes, effectiveness and membership.

Additional information on structural development as a means of evaluating effectiveness is detailed under district recommendation plan DR2.4.

DR2.3 Implement TracDat at the college and district offices.

- TracDat software has been fully launched at both colleges and is actively being used for the primary development and housing of all program reviews, administrative unit reviews, student learning outcomes, and administrative unit outcomes. All data-driven budget requests linked to programs and units are now developed in TracDat.
- Spring 2012, professional training sessions on TracDat software were hosted at the district and both colleges. These sessions were led by Nuventive specialists and college coordinators for both instructional and non-instructional TracDat users and school liaisons.
- The development of a contract to purchase software, training and implementation of the TracDat-SharePoint Option (TSO) was approved and the district director of research, planning and data. The TSO software integration will directly link program strategies, data and specific funding requests to the institutional budget process and allows for expanded opportunities to connect strategic and budget planning district wide.
- The expanded use of TracDat will help to ensure that district and college resource allocation will continue to expand as an open, transparent and inclusive activity.

DR2.4 Create and implement district-wide plan related to capital improvement, scheduled maintenance, and technology.

The district and both colleges have made broad efforts not only to increase the amount of information disseminated throughout the district, but also to expand the means of sharing that information through existing and newly-developed communication tools.

- After the completion of *Board Policy 3110 Basic Aid Funds Allocation Process* (adopted August 29, 2011), the newly-formed Basic Aid Allocation Regulation Workgroup drafted the corresponding *Administrative Regulation 3110 Basic Aid Allocation* that details the

allocation timeline and cycle, responsible parties, applicable planning documents, process for determining allocation amounts, and the Basic Aid Allocation Recommendation Committee (BAARC) composition and responsibilities:

- Purpose of BAARC: This participatory governance committee is charged with implementing BP 3110 and AR 3110 and utilizes plans developed by other district-wide committees and councils.
 - BAARC will be a participatory governance group composed of district vice chancellors, college vice presidents of instruction, directors of facilities and fiscal services, classified and academic senate presidents and additional representatives.^{DR2-5}
 - BAARC will gather widespread input from and provide information to college presidents and all leadership groups. Any and all resulting recommendations and draft work will be broadly communicated for transparency prior to any recommendations being made to the chancellor.
-
- February 16, 2012, the *Administrative Regulation 3110 Basic Aid Allocation* was adopted by the SOCCCD Board of Trustees.
 - May 11, 2012, BAARC reviewed final district basic aid funding priorities for fiscal year 2012-2013, discussed drafted scenarios for distribution, and finalized recommendations through collegial and unanimous consensus.
 - May 14, 2012, vice chancellor of business services met with both college presidents and fiscal directors to share the BAARC funding recommendations in an effort to increase collegial and inclusive communications. The BAARC basic aid funding recommendations for fiscal year 2012-2013 were forwarded and approved by the SOCCCD Board of Trustees June 2012.
 - June 2012, BAARC responded to the District-wide Strategic Plan Goal 4.2.1.^{DR2-6} The resulting drafted *District-wide Integrated Budget and Planning Handbook* was placed on the SOCCCD SharePoint site, making it available to all employees. This extensive, user-friendly compilation of

all documents pertaining to district-wide funds allocation and budget development provides another avenue of communication and promotes an open, transparent and inclusive environment.

EVALUATION

The Irvine Valley College allocation model linking planning and budget addresses standards I.A.1., I.B., III.D.1.a., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., and IV.B.3.c. The formalization of a district-wide process for the allocation of funds addresses the recommendation. The resulting clear and transparent budget allocation process allows the colleges to meet their short- and long-term needs. In spring 2012 the district used the newly-developed strategic plan in the budgeting process. The completion and adoption of both Board Policy 3110 Basic Aid Funds Allocation Process and Administrative Regulation 3110 Basic Aid Allocation have provided the guidelines for the allocation process and distribution. The district strategic plan in combination with the basic aid allocation documents has assisted the district and colleges in efforts to increase an open and transparent environment in which information is widely disseminated and reviewed for effectiveness. As well, TracDat implementation and training and the college-wide population of information along with the fall purchase and implementation of TracDat-SharePoint Option will provide the functionality to tie budget directly to planning and create an accessible and inclusive platform for review. Therefore, the full process of tying planning to budget allocation will be in place and active during the 2012-2013 budget development in spring 2013.

EVIDENCE: DISTRICT RECOMMENDATION 2

- DR2-1 Established In 1996, the District Resources Allocation Council (DRAC) is a district wide participatory governance council that is charged with overseeing the process and making recommendations for fund distributions based on the established principles of DRAC and the SB361 funding formula. Annual reports on the resulting budget allocations reflect strategic planning and detail allotments to the colleges and district services (including reserves). The DRAC model provides accountability and equity in revenue distributions.
- DR2-2 The council is chaired by the vice chancellor of business services, and is comprised of the vice presidents of instruction from each college, a chancellor appointee, two faculty representatives, the academic senate presidents from each college, and the director of fiscal services from each college.
- DR2-3 **Basic Aid Allocation Project Types:**
Capital construction, major renovation, large infrastructure projects, and site development. Funding of these projects will follow district and college strategic plans, education and facilities master plans, the *20-year Facility, Renovation and Scheduled Maintenance Plan* and *Five Year Construction Plan*;
Retiree benefit trust fund and other long term obligations;
Trustee elections, legislative advocacy, major legal fees and judgments;
Major technology initiatives as identified in the district and college technology plans; and
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*, which is being developed at the district level. The other fifty percent of funds for scheduled maintenance and small renovation projects 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 DRAC process.
- DR2-4 Capital Improvement Committee Facility Related Definitions
- DR2-5 Basic Aid Allocation Recommendation Committee website:
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/default.aspx>
- DR2-6 **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.
Action Step 4.2.1. Create a user-friendly and accessible document that explains how the District's Resource Allocation process works, guides staff through the process(s) and demonstrates how the new district-wide planning processes and documentation will better connect planning to resource allocation

DISTRICT RECOMMENDATION 6

District Recommendation 6: The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision making. The district should perform a regular review of district committees, conduct an assessment of the overall effectiveness of services to the colleges and communicate the results of those reviews (IV. B.3.a, IV.B.3.b., IV.B.3.e., and IV.B.3.f.).

COLLEGE RESPONSE AND UPDATE

The delineation of functional responsibilities between district services and the colleges was articulated in a comprehensive function map by the District Recommendation 1 Task Force with representatives from both colleges and district services. This document identifies each responsibility as primary, secondary or shared. IVC representatives on the task force presented the drafted function map to their respective campus leadership groups for review and input. Working independently, each college edited its respective narrative sections, and then reconvened with the task force to find consensus and facilitate a final draft. The final draft was forwarded to the District-wide Accreditation Committee, approved on July 8, 2011, and posted on the district SharePoint site.

Although the 2011 Follow Up Report does not include any additional plans as they relate to district recommendation 6, there were several actions taken to strengthen and institutionalize the planning process. These are discussed in the following narrative.

In response to the chancellor's solicitation for input, requested updates to the function map is currently being addressed through the formation of a workgroup of the District-wide Planning Committee. The updated documents will then go through review and approval at both colleges and the District Services Planning Council before final approval, which is expected to be done by the District-wide Planning Council at their November 12, 2012 meeting.

The ACCJC recommendation to develop a district-level process outlining the role of the district in college planning and decision making was resolved

through the creation of the *District-Wide Planning and Decision Making Manual* prior to submission of IVC's Accreditation Follow Up Report 2011. Requested updates to the *District-Wide Planning and Decision Making Manual* were also discussed at the District-Wide Planning Council meeting on September 7, 2012; changes or edits are to be sent to the District Director of Research, Planning and Data Management. The updated documents will then go through review and approval at both colleges and the District Services Planning Committee before final approval by the District-wide Planning Council at their November meeting. Each of the district-wide planning groups has a site on the SOCCCD SharePoint site where they each post agendas, minutes, shared documents, and handouts so that they are accessible to the entire district community.

The assessment of district-wide planning committees is planned for early fall. On April 3, 2012, the chancellor sent an email to each of the committee chairs reminding them to conduct their annual self-evaluation on the effectiveness of their council/committee as outlined in the *District-wide Planning and Decision Making Manual 2011-2014*. Irvine Valley College and Saddleback College shared their college committee review processes, and each committee developed its own review process and questions.

Committee self-assessment was initiated in spring 2012 and the committees will use the data to improve the effectiveness of their work. Any resulting modifications will be documented in committee minutes for the following planning and budget groups in fall 2012:

- Chancellor's Council
- Chancellor's Executive Council
- District-wide Planning Council
- Basic Aid Allocation Recommendation Committee (reference DR2.2)
- Board Policy and Administrative Regulation Council
- Capital Improvement Committee
- District Resources Allocation Committee
- District-wide Technology Committee

Council and committee evaluations are planned to be an agenda item for the November District-wide Planning Council meeting.^{DR6.1}

Assessment of the overall effectiveness of services to the colleges and communication of the results has been completed annually for the last two years, using a district-wide survey. District service units began their self-evaluation process by looking at the data in the spring 2011 *District Services Satisfaction Survey* and developing action plans to address identified key issues. The action plans were distributed via e-mail to all district employees on August 31, 2011, and placed on the district SharePoint site for transparency and wide accessibility. This was followed by workshops referred to as the *District Services Road Show* at both colleges in September and October of 2011 during which presentations were made on the district services offices. Feedback was solicited from the audiences at each meeting to further inform district administrators' understanding of the needs of 'end users' at the colleges.^{DR6-2}

The road show presentations were widely publicized throughout the district. The sessions were also taped and are hosted on the employee intranet site along with copies of the presentations for employee reference.

Administrative Unit Reviews (AURs) were completed and posted on SharePoint. The chancellor sent an all-district notification with the access link to the AURs on May 7, 2012. The reviews will be updated annually through TracDat.^{DR6-3} The assessment of district services data resulted in several significant district unit improvements. Examples include:

- Business Services:
 - January 2012, DRAC sponsored a presentation "*Understanding the Budget and Basic Aid*" at both colleges. The presentation was followed by a question and answer forum to clarify the process and increase an open, transparent and inclusive dialog. Employees reported the presentation to be very informative and helpful to their understanding and participation in the allocation process.
 - Business Process Analysis (BPA) sessions were held at both colleges to update practices to a) make them more efficient; b) make them more user-friendly; c) eliminate unnecessary steps to

a process; d) eliminate duplication of effort and shadow systems; e) move to electronic processing from manual processing; f) use our staff resources better; g) model best practices, and h) improve services to the colleges and to faculty, staff, and students. The sessions were well attended by both colleges and include a wide range of district faculty and staff.

- Human Resources:
 - Continuous Quality Improvement (CQI) on the classified hiring process (technological changes to the classified hiring process through the upgrading of our software).
 - Improvements in support of the faculty hiring process
 - The HR SharePoint Site was updated to provide additional support in hiring, risk management, benefits, and training.^{DR6-4}
 - Newly developed Administrator/Manager performance evaluation.

- Information Technology:
 - Beginning fall 2011, district IT management and specialists began meeting with governance group representatives on both campuses to gain insight for improving technology services. These meetings began in late August 2011 at Irvine Valley College. There are also recurring meetings of district, Saddleback College, and Irvine Valley College IT leaders to talk about IT issues such as budgeting, project priorities, improved communication and coordination.^{DR6-5}
 - The *SOC CCD Technology Plan* was developed by the District-wide Technology Plan Task Force and forwarded to the District-wide Technology Committee (DTC) for review and approval on April 5, 2012. This five year plan had been vetted at both colleges. Planned annual review and update will allow for modification as priorities shift.
 - Development of the “*it connection*” blog, designed to provide updates on software and new software releases, system changes

and issues that may impact the colleges, training opportunities, and the status of IT projects.

- The district services SharePoint site, accessible to the entire district since spring 2011, has undergone enhancements that make it more 'user-friendly'. The District Services SharePoint Governance Task Force continues to make recommendations for improvement of the site.
- Improved coordination and planning between district IT services and IT divisions at both colleges.
- A series of meetings between IVC and District IT stakeholders are being facilitated by President Glenn Roquemore to effect more positive and productive interactions.

EVALUATION

Irvine Valley College meets Standard IV and has resolved the issues leading to this recommendation. The district has created a clear delineation of its functional responsibilities, the district-level process for decision making, and the role of district services in college planning and decision making. It also has reviewed and revised the documents that articulate these processes. The district has performed a systematic annual review of district planning committees, conducted an assessment of the overall effectiveness of services to the colleges, and communicated the results of those reviews. The district has fully addressed planning agenda item 4 of 2010 Comprehensive Institutional Planning Agendas.^{DR6-6}

EVIDENCE: DISTRICT RECOMMENDATION 6

DR6-1 Email from Chancellor Poertner (4-3-12)

Chancellor's Council Meeting Minutes (7-19-12)

BAARC Self-Evaluation Example worksheet

DR6-2 District Services Road Show Flyer (September 2011)

DR6-3 Email from Chancellor Poertner (5-7-12)

District Services Administrative Unit Reviews 2011-12

DR6-4 Human Resources SharePoint site: <https://sharepoint.socccd.edu/hr/default.aspx>

DR6-5 Districtwide Technology Committee SharePoint site:
<https://sharepoint.socccd.edu/chancellor/dwc/dwtc/default.aspx>

DR6-6 Planning Agenda item 4 of 2010 Comprehensive Institutional Planning Agendas identified in the *IVC Accreditation Self Study* has been met in the process of working through this ACCJC recommendation. It reads, "In order to promote educational excellence, integrity, and ensure effective support of the College in the South Orange County Community College District, the College will participate in the development of the following:

- A policy and procedure manual clearly delineating the role and scope of authority of the District in relation to the College, including the delineation of the responsibilities and functions of the District;
- A policy and procedure manual clearly delineating the role and scope of authority of the Advanced Technology Education Park in relation to the College.
- Regular evaluation by the College (and modifications, if necessary) of the District-wide delineation of responsibilities and functions;
- Regular feedback mechanisms at the College which assess the effectiveness of District services, including the Office of the Chancellor, in meeting the needs and priorities of the institution; and
- Regular evaluation by the College of the district's role, delineation, governance and decision-making structures and processes."

SUMMARY

The South Orange County Community College District, including Irvine Valley College, Saddleback College, and district services, have undertaken significant efforts to address the ACCJC recommendations to the district and college required for reaffirmation of accreditation. Irvine Valley College has also made significant progress in addressing the college recommendations that must be addressed in our midterm report and the planning agendas from the IVC 2010 Self Study Report. We anticipate that this follow up report clearly will demonstrate that Irvine Valley College has fully implemented and assessed processes designed to address all of the 2011 evaluation report recommendations and the 2012 action letter requests. Irvine Valley College continues to meet Accreditation standards.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Report on Actuarial Study of Retiree Health Benefit Liabilities

ACTION: Discussion

BACKGROUND

Every two years, an actuary conducts a study to analyze liabilities associated with its current retiree health benefit program. The district contracted with Total Compensation Systems, Inc., (TCS) for this engagement with the valuation date of February 1, 2012. The purpose of the report is to provide information to enable the district to manage the costs and liabilities associated with retiree health benefits, communicate the financial implications to internal financial staff, the Board, employee groups, and affected parties, and provide information required to comply with Government Accounting Standards Board (GASB) Accounting Standards 43 and 45 related to "other post-employment benefits" (OPEB's).

STATUS

Compared to the results with the February, 2010 valuation, there is a large increase in the Actuarial Accrued Liability (AAL) and Normal Cost (NC) of \$15,820,942 more than plan assets. See Exhibits A-F for further information regarding the explanation for the liability increase and the Actuarial Study.

Funding options and recommendations for the SOCCCD unfunded portion of the retiree health benefit liability are outlined in a separate board item.

A presentation regarding this report and its' implications for the district will be provided by Dr. Debra L. Fitzsimons, Vice Chancellor of Business Services.

Executive Summary
Addressing the Increased in Unfunded Retiree Health Benefit Liability

There are major factors responsible for increasing the AAL and NC more than expected:

- 1) Retiree medical cost increases;
- 2) Increases in actuarial losses;
- 3) Implementation of the most recent CalPERS and CalSTRS assumptions for mortality, retirement, and turnover, which are used by actuaries when performing the valuation studies and;
- 4) Increases in number of employees (future retirees) and new retirements.

The Retirement Board of Authority (RBOA) has reviewed, analyzed, and discussed the actuarial study and variation in the liability. Because the variation in liability was so large, the district will take several steps to further study the issue and verify the amount.

These steps include:

- a) District will engage in a supplement to the actuarial study when the enrollees for the CSEA early retirement plan are known (after October 5, 2012)
- b) The district will request TCS, Inc. to conduct an experience study to determine whether the CalPERS and CalSTRS retirement rates and tables actually represent historical SOCCCD experience, and;
- c) The actuarial study, normally done every two years, will be done annually for at a minimum of the next few years and completed earlier in the fiscal year in order to identify the amount of the actual liability and develop funding strategies, as appropriate, prior to Tentative Budget.
- d) When the studies are completed, the information will be presented to the Retirement Board of Authority (RBOA) and Board of Trustees for further discussion and action.

September 5, 2012

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Subject: Comparison of Changes in Actuarial Accrued Liability from Prior Valuation

We performed a GASB 45 compliant valuation for South Orange County Community College District as of February, 2012 to determine the amount of the retiree health liability. In comparing the results to the February, 2012 valuation, there was a significant increase in the Unfunded Actuarial Accrued Liability (UAAL) (about \$16 million) and the Normal Cost (NC) resulting in a larger than expected increase in the Annual Required Contribution (ARC). This letter discusses the reason for the increase.

If actual experience follows what was assumed in the prior valuation, we would expect the Actuarial Accrued Liability (AAL) to increase in a predictable way, and for plan assets to increase by the same amount. Plan assets would increase due to SOCCCD contributing the ARC each year plus investment income on plan assets which have been kept at a level that approximates the Actuarial Accrued Liability (AAL).

However, the February, 2012 UAAL increased by about \$16 million *more* than plan assets. We analyzed the reasons why this happened. What we found was the following:

- 1) Retiree medical premium rates increased faster than what was assumed by a total of 11.8% over the two year period. The assumption was 4% per year.)
- 2) There were more retirements than expected. This means that some employees retired earlier than expected which added more retiree costs than anticipated. We believe this added about 3% to the liability.
- 3) Mortality tables, which are used by the actuary to project the liability, were revised by PERS and STRS. These tables are updated periodically based on changes to employee group life expectancies. Longer life expectancies added about 3.3% to the liability. We believe this change better represents likely future mortality.
- 4) Retirement tables, which represent age at retirement, were also updated. This added about 2.8% to the liability. We are not convinced that this change better represents likely future retirement experience – particularly for faculty. An experience study would be necessary to determine whether the new retirement tables are the most appropriate tables to use.

I hope that this helps explain the changes from the February, 2010 valuation. Please let me know if there are any questions.

Sincerely,



Geoffrey L. Kischuk, FSA, FCA, MAAA
Consultant

Cc: Debra Fitzsimons
Kim McCord

September 5, 2012

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Subject: Comparison of SOCCCD Results with Other California Community College District

We performed a GASB 45 compliant valuation for South Orange County Community College District as of February, 2012. Comparing the results with the February, 2010 valuation showed a large increase in the Actuarial Accrued Liability (AAL) and the Normal Cost (NC). We have analyzed the increases and the reasons are included in the valuation report. We were asked how the increases compare with other community college districts we have worked with. As you know, we provide retiree health valuation services to more than 70% of California's community college districts.

To answer the question of how South Orange's valuation compares with other districts, it is instructive to look at the individual reasons for the increase. In particular, we are focusing on the factors responsible for increasing the AAL and NC more than expected. There are three major factors: retiree cost increases; actuarial losses; and implementation of the most recent CalPERS and CalSTRS assumptions for mortality, retirement and turnover.

The biggest contributor – well over half of the excess increase – was from per capita retiree costs increasing faster than anticipated. This increase can occur due to increases in premium rates, changes in the average number of dependents covered or from changes in enrollment distribution between plans. In the absence of retiree plan design provisions that limit cost increases (e.g. indexing District contribution caps to CPI), there can be a substantial variation from district to district. We have seen a number of districts with retiree cost increases that are *less* than expected. For example, districts that participate in the CalPERS health plan have seen Medicare rates *decrease* significantly over the two years from 2011 to 2013. Since the majority of the AAL and NC for lifetime benefits are attributable to Medicare Supplement coverage, these districts have seen a significant actuarial gain from rates that are lower than assumed.

The volatility over time of the AAL and NC will depend to a large extent on per capita retiree benefit costs borne by the District. This, in turn, depends on plan design, the health program used by the District and could also depend on the District's own claim experience if rates are determined at least in part on that claim experience. The only way to preclude large swings in AAL and NC attributable to per capita retiree costs is through plan design.

The second largest contributor to the greater than expected increase in AAL and NC was use of the most recent CalPERS and CalSTRS demographic assumptions. Virtually all districts have been affected by this change, but the extent of the impact varies widely. For example, about half the increase in AAL and NC is due to increased longevity implicit in the new mortality tables. For districts that do not provide lifetime coverage for retirees, the change in mortality assumption would have a very minor effect.

The impact of the new retirement assumption depends on what assumption was being used previously. Historically, we have used a retirement assumption for South Orange that has resulted in later retirement, on average, than the CalPERS and CalSTRS tables. Because of this, the impact of

moving to the new assumptions is greater for South Orange than for most other districts. We have recommended that the District arrange for an analysis of retirement experience – particularly for faculty – to better assess the appropriateness of the new CalPERS tables.

Finally, part of the increase is due to a greater than expected number of retirements. This appears to be due to retirement incentives. It is common in the current fiscal environment for districts to offer such incentives and for this to increase the AAL. This factor has no impact on the NC.

I would be happy to answer questions or further discuss any of the above.

Sincerely,

A handwritten signature in black ink, appearing to read "Geoffrey L. Kischuk". The signature is fluid and cursive, with a large initial "G" and "K".

Geoffrey L. Kischuk, FSA, FCA, MAAA
Consultant

Cc: Debra Fitzsimons
Kim McCord

September 5, 2012

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Subject: Follow-up Request – Experience Study – Scope and Estimate

We performed a GASB 45 compliant valuation for South Orange County Community College District as of February, 2012. In comparing the results with the February, 2010 valuation, it was determined that a significant increase in the Actuarial Accrued Liability (AAL) and the Normal Cost (NC) resulted from using the latest CalPERS and CalSTRS retirement age assumptions.

The increase in AAL and NC begs the question of whether the CalPERS and CalSTRS retirement rates actually represent historical SOCCCD retirement experience. In other words, which of the following are true:

- 1) Prior valuations understated liabilities;
- 2) Prior valuations reasonably reflected retirement experience, but retirement patterns have changed in recent years;
- 3) Prior valuations reasonably reflect both historical and current retirement experience and the current tables overstate liabilities
- 4) A combination of two or three of the above

Unfortunately, we do not have enough information to resolve these questions without conducting an experience study of retirement incidence for SOCCCD. This study would require obtaining information about all retirements in the last 4 to 6 years including the retiree's DOB, gender, hire date, retirement date and years of credited service. Armed with this information, we could calculate year-by-year expected retirements and for various retirement tables and determine which one seems to best fit SOCCCD's actual experience the best.

The benefits of performing such an analysis are twofold. First, it would allow the AAL and NC to be determined more confidently. Second, by updating the experience study at the time of each valuation, SOCCCD could be assure that the liability would only change due to adoption of new assumptions if the adoption is necessary to better replicate expected actual experience.

The cost to perform this experience study is \$3,600. Please let me know if you'd like to proceed.

Sincerely,



Geoffrey L. Kischuk, FSA, FCA, MAAA
Consultant

Cc: Debra Fitzsimons
Kim McCord

South Orange County Community College District
Actuarial Study of
Retiree Health Liabilities
As of February 1, 2012

Prepared by:
Total Compensation Systems, Inc.

Date: August 10, 2012

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**South Orange County Community College District
Actuarial Study of Retiree Health Liabilities**

PART I: EXECUTIVE SUMMARY

A. Introduction

South Orange County Community College District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of February 1, 2012 (the valuation date). The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2012. If the report will first be used for a different fiscal year, the numbers will need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Standards 25/27.

This actuarial study is intended to serve the following purposes:

- » To provide information to enable South Orange County CCD to manage the costs and liabilities associated with its retiree health benefits.
- » To provide information to enable South Orange County CCD to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- » To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other postemployment benefits" (OPEB's).

Because this report was prepared in compliance with GASB 43 and 45, as appropriate, South Orange County CCD should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 43 and 45 compliance.

This actuarial report includes several estimates for South Orange County CCD's retiree health program. In addition to the tables included in this report, we also performed cash flow adequacy tests as required under Actuarial Standard of Practice 6 (ASOP 6). Our cash flow adequacy testing covers a twenty-year period. We would be happy to make this cash flow adequacy test available to South Orange County CCD in spreadsheet format upon request.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Faculty, Classified and Administrators & Classified Leadership. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefits or APVTPB)
- the ten year "pay-as-you-go" cost to provide these benefits.
- the "actuarial accrued liability (AAL)." (The AAL is the portion of the APVTPB attributable to employees' service prior to the valuation date.)

Total Compensation Systems, Inc.

- the amount necessary to amortize the UAAL over a period of 30 years.
- the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (the "normal cost").
- The Annual Required Contribution (ARC) which is the basis of calculating the annual OPEB cost and net OPEB obligation under GASB 43 and 45.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Normal costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report.

B. General Findings

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning February 1, 2012 to be \$4,134,202 (see Section IV.A.). The "pay-as-you-go" cost is the cost of benefits for current retirees.

For current employees, the value of benefits "accrued" in the year beginning February 1, 2012 (the normal cost) is \$3,170,477. This normal cost would increase each year based on covered payroll. Had South Orange County CCD begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated to be \$84,858,604. This amount is called the "actuarial accrued liability" (AAL).

South Orange County CCD has established a qualifying GASB 43 plan for future OPEB obligations.. At January 31, 2012, the actuarial value of plan assets was \$69,037,662. This leaves an unfunded actuarial accrued liability (UAAL) of \$15,820,942. We calculated the annual cost to amortize the unfunded actuarial accrued liability using a 7% discount rate. We used a 30 year amortization period. The current year cost to amortize the unfunded actuarial accrued liability is \$902,029.

Combining the normal cost and UAAL amortization costs produces an annual required contribution (ARC) of \$4,072,506. The ARC is used as the basis for determining expenses and liabilities under GASB 43/45. The ARC is used in lieu of (rather than in addition to) the "pay-as-you-go" cost.

The normal cost also increased. Again, part of this increase is due to the passage of time and use of the level percentage of payroll method in setting the normal cost. Use of the new demographic tables also resulted in a one-time increase in the normal cost.

We based all of the above estimates on employees as of January, 2012. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees.

C. Comparison with Prior Valuation

The AAL has increased substantially from the prior valuation. Part of this increase is due to expected accruals and interest (less retiree benefits paid) over the past two years. Because the valuation assumes interest is earned at an annual rate of 7%, the AAL must increase each year to reflect this interest. (In a fully funded program,

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this increase in the AAL would be offset by investment income on plan assets.) In addition, the AAL can be expected to increase to reflect benefit accruals over the two years between valuations. The value of these accruals is quantified by the normal cost. Offsetting these increases to some extent is an expected reduction to reflect the benefits that are used up. This is quantified by the projected retiree premiums/costs. These expected changes in the AAL result in more than a \$4 million per year increase (14.0%) overall over the two years).

Retiree costs increased more than assumed. This increase is responsible for an additional 11.8% increase in the AAL. We also ran the valuation based on the same assumptions used in the prior valuation to determine the amount of actuarial gains or losses. Actuarial losses contributed a 3% increase to the AAL. Most of this loss is attributable to a much greater than anticipated increase in the number of faculty and management retirees. This added to the duration of benefits paid by the District, resulting in a large actuarial loss.

Finally, for the current valuation we implemented the newest CalPERS and CalSTRS demographic tables. Both CalPERS and CalSTRS from time to time perform experience studies and, if deemed appropriate, develop new demographic tables (i.e. mortality, turnover and retirement). While it is considered to be good actuarial practice to conduct such reviews periodically, there is no schedule. The frequency is up to each pension system. In addition to the fact that it is not possible to predict the timing of experience reviews, it is also not possible to predict what the outcome will be. New tables may produce gains or losses. The gains and losses can be trivial or substantial. Furthermore, the nature of the changes may have a disproportionate impact on certain plans based on demographics, plan design and other factors.

Historically, CalPERS has been transparent with respect to its assumptions. There is generally a significant lag between the experience used in a particular experience study and when any new tables are implemented. The most recent experience study provides a fairly typical example of how the process unfolds.

The current CalPERS demographic tables were published in April of 2010 based on experience from July 1, 1997 to June 30, 2007. CalPERS issued a lengthy report (66 pages) detailing the background, methodology, findings and recommendations. To fulfill actuarial standards of practice, an actuary must go through a series of steps before implementing new tables. These steps are:

- 1) Study the report to evaluate whether the methodology was sound and the recommendations reasonable.
- 2) Create new tables in the actuary's valuation system.
- 3) Subject the tables to testing to assure the tables are set up properly and operating as intended.

The above process typically takes many weeks. As a result, TCS began implementing the new assumptions where appropriate for valuations with a valuation date of July 1, 2010 or later. The prior South Orange CCCD valuation date was February 1, 2010, so the valuation was done with assumptions that had historically been used in prior valuations. This means that we first used the tables for the District's February 1, 2012 valuation date. As can be seen, we are first using demographic tables almost 5 years after the most recent data the tables are based on. This is typical, but illustrates that much can change from the time of the experience used to create demographic tables and the time they are used. For example, the ramifications of the economic meltdown of 2008 and continuing economic challenges is entirely outside the experience used to construct the demographic tables now being used.

These new CalPERS assumptions replaced a set of assumptions that had been published in mid-2004 – i.e. nearly six years earlier. TCS had been using these assumptions since late 2004 (i.e. for the three prior District valuations in 2006, 2008 and 2010).

For CalSTRS, the process is quite different. First, CalSTRS does not provide general notification that they have established new assumptions. Second, CalSTRS does not publish its assumptions. These assumptions can only

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be obtained by appealing to CalSTRS to release them. Third, when CalSTRS *does* agree to release their assumptions, they will only do so if the actuary agrees not to release them to anyone else. (As a result, I can only talk in generalities about the CalSTRS tables.) The CalSTRS approach results in much longer before a new set of assumptions can be obtained, evaluated, tested and implemented. The current CalSTRS assumptions became available in 2009, but delays due to the above pushed their availability for implementation into 2010. Knowing that new CalPERS assumptions were imminent, we established a common implementation date for both the new CalPERS and CalSTRS tables.

These new CalPERS and CalSTRS assumption tables resulted in earlier assumed retirement and longer life expectancies which both had a one-time effect of increasing the AAL by 6.2%. The change in mortality tables added more than half of this 6.2% increase. The rest of the increase is attributable to changes to the retirement tables.

These new CalPERS and CalSTRS tables will be used until either new tables are available or it is determined that a particular table does not best represent expected future experience. As long as these tables are used and there are no other changes (e.g. changes to the GASB accounting standards, changes to actuarial standards of practice, etc.), future results should be consistent with this valuation – i.e. changes in the AAL should be what is expected plus any gains or losses (primarily those attributable to retiree cost changes). In the past, we have used a non-standard retirement table for South Orange CCCD’s valuations because it was believed that District employees retired later than average. With the new demographic assumptions, there is still reason to believe that this is true for Faculty. Performing an evaluation of faculty retirement could indicate use of a different retirement table with a consequent reduction in liability.

Thus, the large increase in AAL is due to expected changes in the AAL, greater than expected retiree cost increases, actuarial losses and the use of new demographic tables. These factors act independently. This means the impact is multiplicative rather than additive. As a result, the overall increase is not the 35.0% you would obtain by adding the individual increases together, but 39.4%.

D Description of Retiree Benefits

Following is a description of the current retiree benefit plan:

	<u>Administrators & Classified Leadership</u>	<u>Faculty</u>	<u>POA and Classified</u>
Benefit types provided	Medical, dental and vision	Medical, dental and vision	Medical, dental and vision
Duration of Benefits	To age 65*	To age 65*	To age 65
Required Service	10 years	10 years	10 years
Minimum Age	50/55	55	60
Dependent Coverage	Yes	Yes	Yes
College Contribution %	100%	100%	100%
College Cap	None	None	None

*Also receive lifetime retiree-only Medicare Supplement coverage.

E Recommendations

It is outside the scope of this report to make specific recommendations of actions South Orange County CCD should take to manage the substantial liability created by the current retiree health program. Total

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Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the College to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of South Orange County CCD's practices, it is possible that South Orange County CCD is already complying with some or all of our recommendations.

- We recommend that South Orange County CCD inventory all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, South Orange County CCD should determine whether the benefit is material and subject to GASB 43 and/or 45.
- We recommend that South Orange County CCD conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every two or three years, as required under GASB 43/45.
- We recommend that the College communicate the magnitude of these costs to employees and include employees in discussions of options to control the costs.
- Under GASB 45, it is important to isolate the cost of retiree health benefits. South Orange County CCD should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, South Orange County CCD should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- South Orange County CCD should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for College-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under South Orange County CCD's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, South Orange County CCD should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for South Orange County CCD to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Respectfully submitted,

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PART II: BACKGROUND

A. Summary

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Standards 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

B. Actuarial Accrual

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method.”

Under most actuarial cost methods, there are two components of actuarial cost - a “normal cost” and amortization of something called the “unfunded actuarial accrued liability.” Both accounting standards and actuarial standards usually address these two components separately (though alternative terminology is sometimes used).

The normal cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. This report will not discuss differences between actuarial cost methods or their application. Instead, following is a description of a commonly used, generally accepted actuarial cost method that will be permitted under GASB 43 and 45. This actuarial cost method is called the “entry age normal” method.

Under the entry age normal cost method, the actuary determines the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. This amount is the normal cost. Under GASB 43 and 45, normal cost can be expressed either as a level dollar amount or a level percentage of payroll.

The normal cost is determined using several key assumptions:

- The current *cost of retiree health benefits* (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the normal cost.
- The “*trend*” rate at which retiree health benefits are expected to increase over time. A higher trend rate increases the normal cost. A “cap” on College contributions can reduce trend to zero once the cap is reached thereby dramatically reducing normal costs.
- *Mortality rates* varying by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce normal costs, the mortality assumption is not likely to vary from employer to employer.
- *Employment termination rates* have the same effect as mortality inasmuch as higher termination rates reduce normal costs. Employment termination can vary considerably between public agencies.
- The *service requirement* reflects years of service required to earn full or partial retiree benefits.

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While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase normal costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets. For example, employer funds earning money market rates in the county treasury are likely to earn far less than an irrevocable trust containing a diversified asset portfolio including stocks, bonds, etc. A higher discount rate can dramatically lower normal costs. GASB 43 and 45 require the interest assumption to reflect likely *long term* investment return.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. The actuary selects the assumptions which - taken together - will yield reasonable results. It's not necessary (or even possible) to predict individual assumptions with complete accuracy.

If all actuarial assumptions are exactly met and an employer expensed the normal cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the actuarial accrued liability or AAL. The excess of AAL over the **actuarial value of plan assets** is called the **unfunded** actuarial accrued liability (or UAAL). Under GASB 43 and 45, in order for assets to count toward offsetting the AAL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The actuarial accrued liability (AAL) can arise in several ways. At inception of GASB 43 and 45, there is usually a substantial UAAL. Some portion of this amount can be established as the "transition obligation" subject to certain constraints. UAAL can also increase as the result of operation of a retiree health plan - e.g., as a result of plan changes or changes in actuarial assumptions. Finally, AAL can arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 43 and 45, employers have several options on how the UAAL can be amortized as follows:

- The employer can select an amortization period of 1 to 30 years. (For certain situations that result in a reduction of the AAL, the amortization period must be at least 10 years.)
- The employer may apply the same amortization period to the total combined UAAL or can apply different periods to different components of the UAAL.
- The employer may elect a "closed" or "open" amortization period.
- The employer may choose to amortize on a level dollar or level percentage of payroll method.

PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS**A. Introduction.**

We calculated the actuarial present value of projected benefits (APVPB) separately for each employee. We determined eligibility for retiree benefits based on information supplied by South Orange County CCD. We then selected assumptions for the factors discussed in the above Section that, based on plan experience and our training and experience, represent our best prediction of future plan experience. For each employee, we applied the appropriate factors based on the employee's age, sex and length of service.

We summarized actuarial assumptions used for this study in Appendix C.

B. Medicare

The extent of Medicare coverage can affect projections of retiree health costs. The method of coordinating Medicare benefits with the retiree health plan's benefits can have a substantial impact on retiree health costs. We will be happy to provide more information about Medicare integration methods if requested.

C. Liability for Retiree Benefits.

For each employee, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent South Orange County CCD uses contribution caps, the influence of the trend factor is further reduced.

We multiplied each year's projected cost by the probability that premium will be paid; i.e. based on the probability that the employee is living, has not terminated employment and has retired. The probability that premium will be paid is zero if the employee is not eligible. The employee is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's premium cost and the probability that premium will be paid equals the expected cost for that year. We discounted the expected cost for each year to the valuation date February 1, 2012 at 7% interest.

Finally, we multiplied the above discounted expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan.

For any current retirees, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 1.0000).

We added the APVPB for all employees to get the actuarial present value of total projected benefits (APVTPB). The APVTPB is the estimated present value of all future retiree health benefits for all **current** employees and retirees. The APVTPB is the amount on February 1, 2012 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last current employee or retiree dies or reaches the maximum eligibility age.

**Actuarial Present Value of Total Projected Benefits
February 1, 2012**

	<u>Total</u>	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>	<u>Police</u>
Active: Pre-65	\$21,324,084	\$9,276,911	\$8,469,443	\$3,399,821	\$177,909
Post-65	\$37,869,757	\$29,357,925	\$0	\$8,511,832	\$0
Subtotal	\$59,193,841	\$38,634,836	\$8,469,443	\$11,911,653	\$177,909
Retiree: Pre-65	\$4,244,722	\$2,164,896	\$1,105,124	\$974,702	\$0
Post-65	\$40,144,420	\$32,517,982	\$0	\$7,626,438	\$0
Subtotal	\$44,389,142	\$34,682,878	\$1,105,124	\$8,601,140	\$0
Grand Total	\$103,582,984	\$73,317,715	\$9,574,567	\$20,512,793	\$177,909
Subtotal Pre-65	\$25,568,806	\$11,441,807	\$9,574,567	\$4,374,523	\$177,909
Subtotal Post-65	\$78,014,178	\$61,875,908	\$0	\$16,138,270	\$0

The APVTPB should be accrued over the working lifetime of employees. At any time much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the APVTFB is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability or actuarial accrued liability under GASB 43 and 45) and to service after the valuation date but prior to retirement (the future service liability).

The past service and future service liabilities are each funded in a different way. We will start with the future service liability which is funded by the normal cost.

D. Cost to Prefund Retiree Benefits

1. Normal Cost

The average hire age for eligible employees is 39. To accrue the liability by retirement, the College would accrue the retiree liability over a period of about 21 years (assuming an average retirement age of 60). We applied an "entry age normal" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated normal cost.

**Normal Cost Year Beginning
February 1, 2012**

	<u>Total</u>	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>	<u>Police</u>
# of Employees	797	317	366	104	10
Per Capita Normal Cost					
Pre-65 Benefit	N/A	\$2,024	\$1,194	\$2,788	\$1,575
Post-65 Benefit	N/A	\$4,007	\$0	\$4,961	\$0
First Year Normal Cost					
Pre-65 Benefit	\$1,384,314	\$641,608	\$437,004	\$289,952	\$15,750
Post-65 Benefit	\$1,786,163	\$1,270,219	\$0	\$515,944	\$0
Total	\$3,170,477	\$1,911,827	\$437,004	\$805,896	\$15,750

Accruing retiree health benefit costs using normal costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. This normal cost would increase each year based on covered payroll.

2. Amortization of Unfunded Actuarial Accrued Liability (UAAL)

If actuarial assumptions are borne out by experience, the College will fully accrue retiree benefits by expensing an amount each year that equals the normal cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the actuarial accrued liability (AAL). We calculated the AAL as the APVTPB minus the present value of future normal costs.

The initial UAAL has been entirely recognized. The College can amortize the remaining or residual UAAL over many years. The table below shows the annual amount necessary to amortize the UAAL over a period of 30 years at 7% interest. (Thirty years is the longest amortization period allowable under GASB 43 and 45.) GASB 43 and 45 will allow amortizing the UAAL using either payments that stay the same as a dollar amount, or payments that are a flat percentage of covered payroll over time. The figures below reflect the level percentage of payroll method. This amortization payment would increase each year based on covered payroll.

**Actuarial Accrued Liability
as of February 1, 2012**

	<u>Total</u>	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>	<u>Police</u>
Active: Pre-65	\$13,043,616	\$5,235,432	\$5,685,779	\$2,026,995	\$95,410
Post-65	\$27,425,845	\$21,356,836	\$0	\$6,069,009	\$0
Subtotal	\$40,469,461	\$26,592,268	\$5,685,779	\$8,096,004	\$95,410
Retiree: Pre-65	\$4,244,722	\$2,164,896	\$1,105,124	\$974,702	\$0
Post-65	\$40,144,420	\$32,517,982	\$0	\$7,626,438	\$0
Subtotal	\$44,389,142	\$34,682,878	\$1,105,124	\$8,601,140	\$0
Subtot Pre-65	\$17,288,339	\$7,400,328	\$6,790,904	\$3,001,697	\$95,410
Subtot Post-65	\$67,570,265	\$53,874,819	\$0	\$13,695,446	\$0
Grand Total	\$84,858,604	\$61,275,147	\$6,790,904	\$16,697,143	\$95,410
Actuarial Value of Plan Assets	\$69,037,662				
Unfunded AAL	\$15,820,942				
UAAL Amortization at 7.0% over 30 Years	\$902,029				

3. Annual Required Contributions (ARC)

If the College determines retiree health plan expenses in accordance with GASB 43 and 45, costs will include both normal cost and one or more components of UAAL amortization costs. The sum of normal cost and UAAL amortization costs is called the Annual Required Contribution (ARC) and is shown below.

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**Annual Required Contribution (ARC) Year Beginning
February 1, 2012**

	<u>Total</u>
Normal Cost	\$3,170,477
UAAL Amortization	\$902,029
ARC	<u>\$4,072,506</u>

The normal cost remains as long as there are active employees who may some day qualify for College-paid retiree health benefits. This normal cost would increase each year based on covered payroll.

4. Other Components of Annual OPEB Cost (AOC)

Expense and liability amounts may include more components of cost than the normal cost plus amortization of the UAAL. This will apply to employers that don't fully fund the Annual Required Cost (ARC) through an irrevocable trust.

- The annual OPEB cost (AOC) will include assumed interest on the net OPEB obligation (NOO). The annual OPEB cost will also include an amortization adjustment for the net OPEB obligation. (It should be noted that there is no NOO if the ARC is fully funded through a qualifying "plan".)
- The net OPEB obligation will equal the accumulated differences between the (AOC) and qualifying "plan" contributions.

PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS

We used the actuarial assumptions shown in Appendix C to project ten year cash flow under the retiree health program. Because these cash flow estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are certain to be *in*accurate. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the College share of retiree health premiums.

Year Beginning February 1	<u>Total</u>	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>	<u>Police</u>
2012	\$4,134,202	\$2,994,267	\$390,009	\$749,926	\$0
2013	\$4,324,619	\$3,148,808	\$385,072	\$790,739	\$0
2014	\$4,664,728	\$3,340,013	\$448,631	\$876,084	\$0
2015	\$5,027,144	\$3,576,819	\$486,136	\$964,189	\$0
2016	\$5,433,215	\$3,836,380	\$590,874	\$1,001,412	\$4,549
2017	\$5,771,480	\$4,037,520	\$628,393	\$1,098,478	\$7,089
2018	\$6,203,544	\$4,258,921	\$759,737	\$1,175,576	\$9,310
2019	\$6,713,543	\$4,518,063	\$890,196	\$1,294,151	\$11,133
2020	\$7,088,541	\$4,715,625	\$1,000,653	\$1,372,263	\$0
2021	\$7,410,366	\$4,938,666	\$1,040,434	\$1,431,266	\$0

PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. GASB 43/45 require biennial or triennial valuations. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.

We recommend South Orange County CCD take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the College should review the actuarial assumptions in Appendix C carefully. If the College has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the College should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

PART VI: APPENDICES

APPENDIX A: MATERIALS USED FOR THIS STUDY

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the College personnel records.
- We used relevant sections of collective bargaining agreements provided by the College.

APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the College wants more refined estimates for decision-making, we recommend additional investigation. Following is a brief summary of the impact of some of the more critical assumptions.

1. Where actuarial assumptions differ from expected experience, our estimates could be overstated or understated. One of the most critical assumptions is the medical trend rate. The College may want to commission further study to assess the sensitivity of liability estimates to our medical trend assumptions. For example, it may be helpful to know how liabilities would be affected by using a trend factor 1% higher than what was used in this study. There is an additional fee required to calculate the impact of alternative trend assumptions.
2. We used an "entry age normal" actuarial cost method to estimate the actuarial accrued liability and normal cost. GASB will allow this as one of several permissible methods under its upcoming accounting standard. Using a different cost method could result in a somewhat different recognition pattern of costs and liabilities.

APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The College should carefully review these assumptions and methods to make sure they reflect the College's assessment of its underlying experience. It is important for South Orange County CCD to understand that the appropriateness of all selected actuarial assumptions and methods are South Orange County CCD's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 43 and 45, applicable actuarial standards of practice, South Orange County CCD's actual historical experience, and TCS's judgement based on experience and training.

ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: Entry age normal. The allocation of OPEB cost is based on years of service. We used the level percentage of payroll method to allocate OPEB cost over years of service.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

AMORTIZATION METHODS: We used the level percentage of payroll method to allocate amortization cost by year. We used an open 30 year amortization period.

SUBSTANTIVE PLAN: As required under GASB 43 and 45, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by South Orange County CCD regarding practices with respect to employer and employee contributions and other relevant factors.

ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 3% per year.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 7% per year. This is based on assumed long-term return on plan assets assuming 100% funding through Futuris. We used the "Building Block Method" as described in ASOP 27 Paragraph 3.6.2.

TREND: We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 3% per year. This assumption applies only to the extent that either or both of the normal cost and/or UAAL amortization use the level percentage of payroll method. For purposes of applying the level percentage of payroll method, payroll increase must not assume any increases in staff or merit increases.

ACTUARIAL ASSET VALUATION: We used asset values provided by South Orange County CCD. We used a 15 year smoothing formula with a 20% corridor around market value.

(1) Market value at 1/31/12:	\$64,741,289
(2) Accumulated contributions(disbursements) at 7%:	\$69,344,545
(3) Value in (2) + 1/15 of (1) minus (2)	\$69,037,662
(4) Value in (3) adjusted to minimum or maximum*	\$69,037,662
(5) AVA at 6/30/11 adjusted to valuation date at 7%	\$69,037,662
(6) Authorized contributions payable	\$
(7) AVA at 1/31/12	\$69,037,662

* Minimum is 80% of market value; maximum is 120% of market value

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NON-ECONOMIC ASSUMPTIONS:

MORTALITY: CalSTRS mortality for faculty employees.
CalPERS mortality for Miscellaneous employees for other employees.

RETIREMENT RATES: CalSTRS retirement rates for faculty employees.
CalPERS retirement rates for School employees for other employees.

VESTING RATES:

	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>
Vesting Percentage	100%	100%	100%
Vesting Period	10 years	10 years	10 years

COSTS FOR RETIREE COVERAGE:

There was not sufficient information available to determine whether there is an implicit subsidy for retiree health costs. Based on ASOP 6, there can be justification for using “community-rated” premiums as the basis for the valuation where the insurer is committed to continuing rating practices. This is especially true where sufficient information is not available to determine the magnitude of the subsidy. However, South Orange County CCD should recognize that costs and liabilities in this report could change significantly if either the current insurer changes rating practices or if South Orange County CCD changes insurers.

First Year costs are as shown below. Subsequent years’ costs are based on first year costs adjusted for trend and limited by any College contribution caps.

	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>	<u>Police</u>
Current Retirees: based on actual costs				
<u>Current Plan:</u>				
Future Retirees Pre-65	\$18,484	\$17,509	\$18,484	\$18,484
Future Retirees Post-65	\$11,819	\$0	\$11,951	\$0

PARTICIPATION RATES: 100%

TURNOVER: CalSTRS turnover for faculty employees.
CalPERS turnover for School employees for other employees.

SPOUSE PREVALENCE: To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES: To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

AGING FACTORS:

<u>Attained Age</u>	<u>Medical Annual Increases</u>
50-64	3.5%
65-69	3.0
70-74	2.5
75-79	1.5
80-84	0.5
85+	0.0

APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE

ELIGIBLE ACTIVE EMPLOYEES:

<u>Age</u>	<u>Total</u>	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>	<u>Police</u>
Under 25	2	0	2	0	0
25-29	20	4	14	2	0
30-34	60	19	38	2	1
35-39	77	38	34	5	0
40-44	86	38	34	11	3
45-49	121	46	59	14	2
50-54	133	50	67	16	0
55-59	152	53	73	24	2
60-64	109	44	45	18	2
65 and older	36	24	0	12	0
Total	796	316	366	104	10

ELIGIBLE RETIREES:

<u>Age</u>	<u>Total</u>	<u>Faculty</u>	<u>Classified</u>	<u>Administrators & Classified Leadership</u>	<u>Police</u>
Under 50	2	1	1	0	0
50-54	0	0	0	0	0
55-59	8	4	1	3	0
60-64	74	44	18	12	0
65-69	78	62	0	16	0
70-74	58	47	0	11	0
75-79	41	34	0	7	0
80-84	22	19	0	3	0
85-89	3	2	0	1	0
90 and older	0	0	0	0	0
Total	286	213	20	53	0

APPENDIX E: CALCULATION OF GASB 43/45 ACCOUNTING ENTRIES

This report is to be used to calculate accounting entries rather than to provide the dollar amount of accounting entries. How the report is to be used to calculate accounting entries depends on several factors. Among them are:

- 1) The amount of prior accounting entries;
- 2) Whether individual components of the ARC are calculated as a level dollar amount or as a level percentage of payroll;
- 3) Whether the employer using a level percentage of payroll method elects to use for this purpose projected payroll, budgeted payroll or actual payroll;
- 4) Whether the employer chooses to adjust the numbers in the report to reflect the difference between the valuation date and the first fiscal year for which the numbers will be used.

To the extent the level percentage of payroll method is used, the employer should adjust the numbers in this report as appropriate to reflect the change in OPEB covered payroll. It should be noted that OPEB covered payroll should only reflect types of pay generating pension credits for plan participants. Please note that plan participants do not necessarily include all active employees eligible for health benefits for several reasons. Following are examples.

- 1) The number of hours worked or other eligibility criteria may differ for OPEB compared to active health benefits;
- 2) There may be active employees over the maximum age OPEB are paid through. For example, if an OPEB plan pays benefits only to Medicare age, any active employees currently over Medicare age are not plan participants;
- 3) Employees hired at an age where they will exceed the maximum age for benefits when the service requirement is met are also not plan participants.

Finally, GASB 43 and 45 require reporting covered payroll in RSI schedules regardless of whether any ARC component is based on the level percentage of payroll method. This report does not provide, nor should the actuary be relied on to report covered payroll.

GASB 45 Paragraph 26 specifies that the items presented as RSI "should be calculated in accordance with the parameters." The RSI items refer to Paragraph 25.c which includes annual covered payroll. Footnote 3 provides that when the ARC is based on covered payroll, the payroll measure may be the projected payroll, budgeted payroll or actual payroll. Footnote 3 further provides that comparisons between the ARC and contributions should be based on the same measure of covered payroll.

At the time the valuation is being done, the actuary may not know which payroll method will be used for reporting purposes. The actuary may not even know for which period the valuation will be used to determine the ARC. Furthermore, the actuary doesn't know if the client will make adjustments to the ARC in order to use it for the first year of the biennial or triennial period. (GASB 45 is silent on this.) Even if the actuary were to know all of these things, it would be a rare situation that would result in me knowing the appropriate covered payroll

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number to report. For example, if the employer uses actual payroll, that number would not be known at the time the valuation is done.

As a result, we believe the proper approach is to report the ARC components as a dollar amount. It is the client's responsibility to turn this number into a percentage of payroll factor by using the dollar amount of the ARC (adjusted, if desired) as a numerator and then calculating the appropriate amount of the denominator based on the payroll determination method elected by the client for the appropriate fiscal year.

If we have been provided with payroll information, we are happy to use that information to help the employer develop an estimate of covered payroll for reporting purposes. However, the validity of the covered payroll remains the employer's responsibility even if TCS assists the employer in calculating it.

APPENDIX F: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non*-actuary understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

<u>Actuarial Accrued Liability:</u>	The amount of the actuarial present value of total projected benefits attributable to employees' past service based on the actuarial cost method used.
<u>Actuarial Cost Method:</u>	A mathematical model for allocating OPEB costs by year of service.
<u>Actuarial Present Value of Total Projected Benefits:</u>	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation date.
<u>Actuarial Value of Assets:</u>	Market-related value of assets which may include an unbiased formula for smoothing cyclical fluctuations in asset values.
<u>Annual OPEB Cost:</u>	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Annual Required Contribution plus interest on the Net OPEB obligation minus an adjustment to reflect the amortization of the net OPEB obligation.
<u>Annual Required Contribution:</u>	The sum of the normal cost and an amount to amortize the unfunded actuarial accrued liability. This is the basis of the annual OPEB cost and net OPEB obligation.
<u>Closed Amortization Period:</u>	An amortization approach where the original ending date for the amortization period remains the same. This would be similar to a conventional, 30-year mortgage, for example.
<u>Discount Rate:</u>	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower normal costs and actuarial accrued liability.
<u>Implicit Rate Subsidy:</u>	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees.
<u>Mortality Rate:</u>	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
<u>Net OPEB Obligation:</u>	The accumulated difference between the annual OPEB cost and amounts contributed to an irrevocable trust exclusively providing retiree OPEB benefits and protected from creditors.
<u>Normal Cost:</u>	The dollar value of the "earned" portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.

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<u>OPEB Benefits:</u>	Other PostEmployment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>Open Amortization Period:</u>	Under an open amortization period, the remaining unamortized balance is subject to a new amortization schedule each valuation. This would be similar, for example, to a homeowner refinancing a mortgage with a new 30-year conventional mortgage every two or three years.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower normal cost and actuarial accrued liability. The participation rate often is related to retiree contributions.
<u>Retirement Rate:</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with vesting rates to reflect both age and length of service). The more likely employees are to retire early, the higher normal costs and actuarial accrued liability will be.
<u>Transition Obligation:</u>	The amount of the unfunded actuarial accrued liability at the time actuarial accrual begins in accordance with an applicable accounting standard.
<u>Trend Rate:</u>	The rate at which the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher normal costs and actuarial accrued liability.
<u>Turnover Rate:</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce normal costs and actuarial accrued liability.
<u>Unfunded Actuarial Accrued Liability:</u>	This is the excess of the actuarial accrued liability over assets irrevocably committed to provide retiree health benefits.
<u>Valuation Date:</u>	The date as of which the OPEB obligation is determined. Under GASB 43 and 45, the valuation date does not have to coincide with the statement date.
<u>Vesting Rate:</u>	The proportion of retiree benefits earned, based on length of service and, sometimes, age. (Vesting rates are often set in conjunction with retirement rates.) More rapid vesting increases normal costs and actuarial accrued liability.

**South Orange County Community College District
GASB 43 45 Compliance
Actuarial Valuation Determined
Funding Progress for OPEB Retiree Health Plans**

VALUATION ITEM	5/25/2006	5/8/2008	5/13/2010	8/10/2012
APVTPB	\$80,198,097	\$62,595,193	\$75,508,180	\$103,582,984
AAL	\$58,276,994	\$51,228,360	\$61,189,900	\$84,858,604
ARC	\$4,681,912	\$4,732,585	\$2,864,593	\$4,072,506
PAY-GO	\$1,736,380	\$2,335,082	\$2,670,561	\$3,586,567
ADDED COST	\$2,945,532	\$2,397,503	\$194,032	\$485,939
DISCOUNT RATE	5.00%	7.00%	7.00%	7.00%
ASSETS SET ASIDE	\$21,477,888			
ASSETS IN TRUST		\$51,228,360	\$56,250,666	\$69,037,662
ASSETS PLUS / MINUS	\$36,799,106	\$0	\$4,939,234	\$15,820,942

Notes for Actuarial Valuation Summary Chart for the Period 05/25/2006 to 08/10/2012

The non-profit, stand alone, Government Accounting Standard Board (GASB) was created for and charged with developing and issuing accounting standard guidelines for all forms of Government public entities. Professional services organizations such as accounting, actuarial and consultant firms interpret the GASB guidelines and provide the guidance to assist the public entity in the development and implementation of a GASB 43 & 45 process for the funding of eligible retiree other post employment benefits (OPEB).

The above, South Orange County Community College District (SOCCCD), chart illustrates the major GASB 43 & 45 actuarial valuation categories which, as also stated above, accounting, actuarial and consultant firms are to calculate, audit and assist in the implementation for the funding of the public entity's GASB liability. The SOCCCD actuarial valuation periods covered in the above chart are for the past 4 semi annual actuarial valuation calculation periods.

The definitions for the major actuarial valuation abbreviations utilized in the above chart and heading are as follows:

APVTPB = Actuarial Present Value of Total Projected Benefits

AAL = Actuarial Accrued Liability

ARC = Annual Required Contribution

OPEB = Other Post Employment Benefits

Note: Report analysis and format is property of RPM Consultant Group. Please notify us of any errors found in report 9/1/2012

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

Minutes from:

August 27, 2012 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
August 27, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
Bill Jay, Member
David B. Lang, Member
Frank M. Meldau, Member
James R. Wright, Member
Heather Park, Student Member

Administrative Officers:

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

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 Evaluation/Discipline/Dismissal/Release/Employment (GC Section 54957)(3)
 - 1. Public Employee Discipline (1)
 - 2. Public Employee Employment (1)
 - 3. Public Employee Evaluation: Chancellor (1)

- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. Unrepresented Employee: Chancellor
 - a. Agency Designated Negotiator: Nancy Padberg, Esq., Board President, and Warren Kinsler, Esq. – General Counsel

- C. Conference with Real Property Negotiators (GC Section 54956.8)(1)
 - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph. D., regarding price and terms and terms of payment.

- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [3][C] – *Claim of Tracy Daly*

RECONVENE OPEN SESSION: 6:30 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 T.J. Prendergast

2.4 Resolutions/Commendations

A. Resolutions – none

B. Commendations - none

2.6 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 up to two minutes each.***

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 **Irvine Valley College and Saddleback College: Role of the Academic Senate in Education Program Development**

Irvine Valley College and Saddleback College Academic Senates will present to the Board the role of the academic senate.

Academic Senate Presidents Dr. Bob Cosgrove, Saddleback College and Dr. Kathy Schmeidler, Irvine Valley College presented a PowerPoint on the role of the academic senate in program development.

Trustee Padberg requested to advance information item 7.4. Cary Allison, a consultant from Morgan Stanley Smith Barney, presented a summary of the item.

Trustee Padberg requested to advance item 9.1 to the consent calendar.

Trustee Lang requested to pull item 5.2. Trustee Milchiker requested to pull item 5.4.

On a motion made by Trustee Lang and seconded by Trustee Jay, the balance of the consent calendar was unanimously approved on a 7-0 vote.

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.

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

Approve minutes of a Special and Regular Meeting held on July 30, 2012.

5.2 **Saddleback College: Golf Driving Range Services Amendment No. 2 to the Agreement**

Approve amendment with Donovan Bros. Golf, Inc. for a one year extension and a modification to the terms reducing the return on monthly gross sales of the operation.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 7-0 vote.

- 5.3 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.4 **Irvine Valley College: Life Science Architectural Services: Amendment No. 3 for Increased Services**
Approve amendment with Dougherty and Dougherty increasing the agreement amount by \$3,450. The total revised agreement amount is \$1,225,010.

On a motion made by Trustee Milchiker and seconded by Trustee Lang, this item was approved on a 7-0 vote.

- 5.5 **Irvine Valley College: Life Sciences: Geotechnical Consultant Agreement, Amendment No. 3**
Approve amendment with C.E.M. Lab Corp increasing the agreement amount by \$65,850. The total revised agreement amount is \$300,402.
- 5.6 **Irvine Valley College: Irvine Soccer Club (DBA: Strikers FC) License Agreement**
Approve agreement with Irvine Soccer Club(DBA: Strikers FC) in the amount of \$116,150.
- 5.7 **SOCCCD: Award of Bid: Janitorial Supplies**
Approve award of bid for janitorial supplies for the FY 2012-2013 in the amount of \$146,770.39.
- 5.8 **SOCCCD: Contract with Crescent Solutions for Software Development Services**
Approve agreement with Crescent Solutions in the amount not to exceed \$108,864.
- 5.9 **SOCCCD: Contract with eNamix for Quality Assurance Services**
Approve agreement with eNamix in the amount not to exceed \$147,168.
- 5.10 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-04607 through P12-04608 amounting to \$35,771.82 and P13-00580 through P13-01136 amounting to \$4,859,000.28. Approve confirming requisitions dated July 11, 2012 through August 7, 2012 totaling \$41,301.92.
- 5.11 **SOCCCD: Payment of Bills**
Approve check no. 160890 through 161589 processed through the Orange County Department of Education, totaling \$4,563,980.12; and check no. 010443 through 010475, processed through Saddleback College Community Education, totaling \$38,111.41; and check no. 009014 through

009026, processed through Irvine Valley College Community Education, totaling \$90,693.62.

- 5.12 **SOCCCD: July/August 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College and Irvine Valley College: Final FY 2012-2013 Student Government Budgets**
Approve budgets as presented.

On a motion made by Trustee Lang and seconded by Trustee Milchiker, the Irvine Valley College ASG final budget was approved on a 7-0 vote.

On a motion made by Trustee Trustee Lang and seconded by Trustee Jay, the Saddleback College ASG final budget was approved on a 7-0 vote.

- 6.2 **SOCCCD: Adoption of the Final Budget for FY 2012-2013**
Approve as presented.

Vice Chancellor Fitzsimons announced a correction on the agenda item cover sheet under "STATUS." The correction should read, "...Saddleback College ASG budget has increased from \$20,000 to \$243,866."

On a motion made by Trustee Jay and seconded by Trustee Milchiker, this item was approved on a 7-0 vote.

- 6.3 **SOCCCD: Board Policy Revision: BP-4056: Classified Employees Participation in Decision Making, BP-5200: Student Health Services, BP-5500: Student News Media, BP-6160: Final Examinations**
Discussion/Approval

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 7-0 vote.

- 6.4 **SOCCCD: Board Policy Revision: BP-4000.5: Harassment and Discrimination Prevention and Complaints, BP-4001: Personal Use of Public Resources, BP-4010: Commitment to Diversity, BP-4021: Classified managers, BP-4072: Domestic Partners, BP-4209: Classified Management Personnel Reduction in Force Notification**
Accept for review and study

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 7-0 vote.

- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reorganization of Academic Administrator - Title Correction.

On a motion made by Trustee Jay and seconded by Trustee Milchiker, this item was approved on a 7-0 vote.

- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reorganization of Classified Categorical Grant Funded Positions, Reclassification of Classified Categorical Grant Funded Positions, Change of Status, Out of Class Assignments, Additional Compensation, Resignation/Retirement/Conclusion of Employment, Volunteers.

Vice Chancellor Bugay announced a correction to Exhibit A, page 1 of 7, item A.1. The first "Phillips, Linus" entry should be stricken from the record.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 7-0 vote.

7.0 **REPORTS**

- 7.1 **Saddleback College & Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 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 period ending May 31, 2012.
- 7.5 **SOCCCD: Quarterly Investment Report**
This report is for the quarter ending on June 30, 2012.
- 7.6 **SOCCCD: Quarterly Financial Status Report**
This report is as of June 30, 2012 for the FY 2011-2012

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 and 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. Associated Student Government, Saddleback College
- N. Associated Student Government, Irvine Valley College
- O. Police Officers Association

9.0 ADDITIONAL ITEMS

9.1 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

Adopt resolution 12-30 (Exhibit A) authorizing payment to Trustee Prendergast who was absent from the July 30, 2012 Meeting of the Board of Trustees.

This item was advanced to the consent calendar. On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote with Trustee Prendergast abstaining.

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

The meeting was adjourned at 8:32 p.m.



Gary L. Poertner, Secretary

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 National Student Electronic Media Convention in Atlanta, GA. Dates of the conference, including travel, are from Wednesday October 24, 2012 through Sunday October 28, 2012. Expenses for the conference are estimated to be \$7,667, which will be paid through a \$2,643.93 appropriation from ASG, and \$5,023.07 from the KSBR Foundation Account. An overview of the conference and its associated expenses are detailed in Exhibit A.

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 24, 2012 through October 28, 2012 National Student Electronic Media Convention in Atlanta, GA at a cost not to exceed \$7,667.

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

TO: Board of Trustees

FROM: Gary Poertner, Chancellor

RE: Saddleback College: Forensics Team Out of State Travel

ACTION: Approval

BACKGROUND

Students serving our forensics team have achieved numerous successes that have contributed to the recognition of the College, the District, and the community. The Saddleback College Forensics Team has competed at several tournaments throughout the state and across the country over the years. The Saddleback College team has placed well at the Phi Rho Pi National Tournament.

STATUS

Saddleback College plans to participate in two out of state tournaments during the 2012-2013 Forensics Season: Hell Froze Over, held January 10-14, 2013, in Peoria, Illinois and The Arizona Swing, held February 14-18 2013, in Glendale, Arizona. Up to 10 Forensic Team student members and two faculty coaches are planning to attend each event. This tournament will incur entry and judging fees, lodging, transportation, and meals for the students and coaches at a cost not to exceed \$19,160 (Exhibit A & B). Funds for this Tournament have been budgeted and approved by the Saddleback College Associated Student Government, General Fund, and the team's Foundation account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of the Saddleback College Forensics Team and their coaches in the Hell Froze Over, held January 10-14, 2013, in Peoria, Ill. and Arizona Swing Tournament, held February 14-18, 2013, in Glendale, Arizona at a cost not to exceed \$19,160.

South Orange County Community College District

SADDLEBACK COLLEGE

HELL FROZE OVER FORENSICS TOURNAMENT

LOCATION: Peoria, IL

DATES: January 10th-14th, 2013

Up to 10 student Forensics Team members will be chosen to attend the event and will be accompanied by two faculty coaches.

Anticipated Expenses:

Per student:	
Registration	\$50
Airfare	\$450
Lodging (\$80/night x 4 nights, 3-4 students/room)	\$96
Meals (\$35/day x 5 days)	\$175
Ground transportation	\$65
Total per student	\$836
x 10 students	\$8,360

Per faculty coach:	
Registration	\$0
Airfare	\$450
Lodging (\$80/night x 4 nights)	\$320
Meals (\$50/day x 5 days)	\$250
Ground transportation	\$65
Total per faculty coach	\$1,085
x 2 faculty coaches	\$2,170
Total for 10 Students and 2 Coaches	\$10,530

South Orange County Community College District

SADDLEBACK COLLEGE
ARIZONA SWING FORENSICS TOURNAMENT

LOCATION: Glendale, AZ

DATES: February 14th-18th, 2013

Up to 10 student Forensics Team members will be chosen to attend the event and will be accompanied by two faculty coaches.

Anticipated Expenses:

Per student:	
Registration	\$50
Airfare	\$200
Lodging (\$135/night x 4 nights, 3-4 students/room)	\$162
Meals (\$35/day x 5 days)	\$175
Ground transportation	\$65
Total per student	\$652
x 10 students	\$6,520

Per faculty coach:	
Registration	\$0
Airfare	\$200
Lodging (\$135/night x 4 nights)	\$540
Meals (\$50/day x 5 days)	\$250
Ground transportation	\$65
Total per faculty coach	\$1,055
x 2 faculty coaches	\$2,110
Total for 10 Students and 2 Coaches	\$8,630

TO: Board of Trustees

FROM: Gary Poertner, Chancellor

RE: SOCCCD: Study Abroad Program to Salamanca, Spain

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during the spring semesters in Salamanca, Spain since 2001. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Salamanca, Spain during the spring 2013 semester from February 8 to April 20, 2013. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$6,986 per student at a cost of \$97.03 per day for 12 to 19 students or \$6,850 per student at a cost of \$95.14 per day for 20 or more students. Saddleback College solicited four bids for this program from AIFS, IES, Spanish Studies Abroad and T&E. T&E is the only vendor that met all of the required specifications. The details of the program are summarized in the Narrative in Exhibit A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in Exhibit D. The current travel warnings list issued by the U.S. Department of State in Exhibit E does not include Spain. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2013 as summarized in Exhibit B, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.

Study Abroad Narrative
Salamanca, Spain, Spring 2013

Saddleback College has offered the Salamanca, Spain Study Abroad Program for twelve consecutive years. In spring 2013, a group of 12 or more students will study Spanish language, culture, and history from February 8 through April 20, 2013. Eighteen students participated in spring 2012. The faculty advisor will accompany the students on their arrival flight, as well as one week in Salamanca.

Students will enroll in a minimum of 8.25 units of Saddleback courses and will attend classes Monday through Friday. Professors at Colegio Miguel de Unamuno will teach the courses, adhering to Saddleback's course outlines. The average number of units taken per student in spring 2012 was 14 units. The Program includes more than 40 weekly hours of instruction in addition to Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home-stays, including meals. The faculty advisor will be provided a single room for two nights in a hotel in Madrid (arrival night and departure night) and seven nights in hotel in Salamanca and is responsible for meals. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Salamanca, Spain			First Trip: Yes:		No:		X
Dates: From:		2/8/13		To:		4/20/13		Total No. of Days: 72	
Partner Name (Academic Institution):				Colegio Miguel de Unamuno					
Address:		AVDA Reyes de Espana 25-27, Salamanca, 37008							
Contact Person:		Alfredo Miguel de Pablo			Telephone No.:		(011) 0034696-932973		
Description of Institution:		College							
Includes:	Accredited Instruction			Yes:	X	No:			
	Transfer College Units			Yes:	X	No:			
	Orientation			Yes:	X	No:			
	Books/Supplies			Yes:	X	No:			
	Tutors			Yes:	X	No:			
	Weekend Study Activities			Yes:	X	No:			
	Food			Yes:	X	No:			
	Transportation			Yes:	X	No:			
	Lodging			Yes:	X	No:			
Other:		10-week social and cultural program, \$50 non refundable application fee, \$50 USD per student for expenses in Madrid (tapas), medical insurance up to \$1,000,000 health insurance benefit per student, local medical insurance, travel insurance, mobile phones with credit of 5/10 € and free incoming calls, and T & E customer services, including accounting/billing services in US.							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty, and anything not specified.							
Other:		Single supplement for home-stay accommodation in Salamanca is \$350.							
2. FACULTY									
Lead Faculty Name:		Carmenmara Hernandez-Bravo (5 OSH)							
Coordinates Trip:				Yes:	X	No:			
If No, Explain:									
Travels to Site:				Yes:	X	No:			
Dates: From:		2/8/13			To:		2/9/13		
Teaching Assignment at Program Site:				Yes:		No:	X		
Dates: From:		2/11/13			To:		4/19/13		
Requires Substitute at IVC and/or SC?				Yes:		No:	X		
Unpaid Faculty Exchange:				Yes:		No:	X		
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:				Date(s)			Time(s)	
Other:									

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
SPAN 1	Elementary Spanish						5
SPAN 2	Elementary Spanish						5
SPAN 3	Intermediate Spanish						5
SPAN 4	Intermediate Spanish						5
SPAN 6	Intermediate Spanish Grammar & Composition						3
SPAN 10	Intermediate Conversational Spanish						3
SPAN 20A	Civilization of Spain Through 1898						3
SPAN 20B	Civilization of Spain, 1898 to Present						3
SPAN 999A	Spanish Language Lab						.25
SPAN 999B	Spanish Language Lab						.25
4. STUDENTS							
Minimum number of students required to make program:						12	
Minimum number of units:						8.25	
Maximum number of units:						14.25	
If this is a repeat program site, what is the average number of units taken per student? (Based upon spring 2012 enrollments)						14.00	
Other							
5. COSTS							
Student:							
Contracted cost per student: 20 or more students: \$6,850/student (\$95.14/day)						\$	6,850.00
12 – 19 students: \$6,986/student (\$97.03/day)							
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>						\$	95.03
College:							
Additional costs to the District?			Yes:	No:	<input checked="" type="checkbox"/>		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	N/A
Other Costs						\$	0
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Excursions, field trips, tours, and extra curricular activities							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							Excursions,
9 a.m.	Language	Language	Language	Language	Language		Field Trips
10a.m.	Classes	Classes	Classes	Classes	Classes		& Tours
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization	Civilization	Civilization	Civilization	Civilization		
7 p.m.	& Culture	& Culture	& Culture	& Culture	& Culture		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
Exceptions to weekly schedule:		Optional extra curricular activities during non-instructional periods					
8. ATTACHMENTS							
1. Consular Information Sheet for Spain							

9. REQUIRED SIGNATURES

CMM Bravo

Lead Faculty Member

Aug. 30, 2012
Date

CMM Bravo

Department Chair

Aug. 30, 2012
Date

Ch. O. Co.

Liberal Arts

Division/School Dean

9/7/12

Date

Vice President, Instruction

Date

College President

Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR/FIELD STUDY
TRAVEL CONTRACTOR AGREEMENT
GENERAL TERMS AND CONDITIONS

Spanish Language Studies in Salamanca, Spain, Spring 2013

This Agreement is made this 24th day of September, 2012 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Travel and Education (T&E) ("TRAVEL CONTRACTOR") located at 111 S. Independence Mall, East #860, Philadelphia, PA 19106 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

IN CONSIDERATION of the covenants, promises, and agreements of the parties hereinafter contained, DISTRICT and TRAVEL CONTRACTOR hereby covenant, promise and agree as follows:

1. **INSTRUCTIONAL SERVICES** – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour/Field Study Trip.
2. **TRAVEL SERVICES** – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour/Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC TRIP DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC TRIP DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. **PROMOTIONAL MATERIAL** – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material

must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour/Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."

4. **PAYMENT BY TRIP PARTICIPANTS** – All payments by Educational Tour/Field Study Trip participants for travel services shall be made directly to TRAVEL CONTRACTOR. All checks drawn by Educational Tour/Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR'S firm name or to such other name as TRAVEL CONTRACTOR may direct in writing.

TRAVEL CONTRACTOR shall manage all charges collected from Educational Tour/Field Study Trip participants in accordance with applicable Federal and State laws and regulations and the requirements of this Agreement. Any and all funds received by TRAVEL CONTRACTOR shall be held in trust for the benefit of the Educational Tour/Field Study Trip. TRAVEL CONTRACTOR shall account in detail to the DISTRICT the total cost to each participant of each Educational Tour/Field Study Trip.

TRAVEL CONTRACTOR shall provide to District a detailed itemization of all costs and expenses for each Educational Tour/Field Study Trip. Trip costs and expenses shall include but are not limited to details regarding the extent of free transportation, per diem allowance, incidental support, any direct payment to or prerequisites intended by TRAVEL CONTRACTOR for Trip Instructor. Disclosure of these costs and expenses for each Educational Tour/Field Study Trip shall be labeled "SPECIFIC TRIP DETAILS." Cost figures so disclosed will not be changed, except that costs quoted may be based on tariffs and foreign exchange rates in effect at the time of the quote and may be subject to change without amendment to this Agreement if the possibility of such changes has been disclosed in advance and in writing by TRAVEL CONTRACTOR to the DISTRICT and each participant in the Educational Tour/Field Study Trip. In the event an Educational Tour/Field Study Trip is for any reason cancelled prior to the time of its scheduled departure, TRAVEL CONTRACTOR shall refund in full within (10) ten days, any payments received from Educational Tour/Field Study Trip participants provided, however, that if any Educational Tour/Field Study Trip participants cancel after the date specified for final payment for participation in a particular Educational

Tour/Field Study Trip TRAVEL CONTRACTOR shall refund payments within (10) ten days to said Educational Tour/Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour/Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR/FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour/Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour/Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour/Field Study Trip.

6. EDUCATIONAL TOUR/FIELD STUDY CORRESPONDENCE -TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.

7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of

or in connection with TRAVEL CONTRACTOR'S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR'S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.

8. **LIQUIDATED DAMAGES.** – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour/Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour/Field Study Trip set forth in SPECIFIC TRIP DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour/Field Study Trip participants, such breach may cause hardship to the Educational Tour/Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour/Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour/Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour/Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.

9. **TRAVEL AGENTS** – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. **TRIP CANCELLATION INSURANCE** – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from

either commencing the trip or requires the participant's early return from the trip.

11. **GENERAL LIABILITY INSURANCE** – TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour/Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC TRIP DETAILS. If the Educational Tour/Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a single limit of liability of a minimum of \$5,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour/Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Deputy Chancellor at least (15) fifteen working days prior to commencement of the program.

12. **TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION** – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour/Field Study Trip.

13. **TERM** – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior to the departure of the Educational Tour/Field Study Trip (or fewer

days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC TRIP DETAILS) if the minimum number of participants specified in SPECIFIC TRIP DETAILS fails to sign up for Educational Tour/Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour/Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC TRIP DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

14. NO ASSIGNMENT/TIME OF ESSENCE/HEIRS AND ASSIGNS – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.

15. NO MODIFICATION OF AGREEMENT – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

16. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time

of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.

17. CONTROLLING LAW – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour/Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

IN WITNESS WHEREOF, TRAVEL CONTRACTOR and DISTRICT have executed this Agreement to be effective on the day and year first written above.

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community
College District

Date: _____

Date: _____

By: _____
Alfredo Miguel de Pablo

By: _____
Dr. Debra L. Fitzsimons

Title: President

Title: Vice Chancellor, Business Services

Address: 111 S. Independence, East #860
Philadelphia, PA 19106

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Phone: (866) 559-0235

Phone: (949) 582-4664



TRAVEL & EDUCATION **Effective : September 7, 2012**
PROPOSAL 10 WEEK PROGRAM – SPRING 2013
SADDLEBACK COLLEGE - SOCCCD

Salamanca

Dates:

Departure from US:	Friday, February 8th, 2013
Arrive in Madrid:	Saturday, February 9th, 2013
Transfer to Salamanca:	Sunday, February 10th, 2013
Program start date:	Monday, February 11th, 2013
Program end date:	Friday, April 19th, 2013
Transfer to Madrid and return to US:	Saturday, April 20th, 2013

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (Santa Ana/John Wayne airport – Madrid – Santa Ana/John Wayne airport) and round-trip transfers overseas between the airport and the hotel in Madrid.
- 1 night in Madrid on arrival: hotel in Madrid (triple occupancy) with breakfast; group transfers by private bus from Madrid to Salamanca.
- Museum entrances in Madrid and welcome meal.
- Group transfer at the end of the program from Salamanca to Madrid for return to US.
- Accommodation in Salamanca in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, plus a weekly laundry service in the homestay (additional washes may be arranged with the homestay family for an extra cost).
- An orientation program in Salamanca consisting of an orientation meeting with a T&E representative, local area information, a welcome reception and a walking tour of Salamanca.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for four hours per day, Monday through Friday.
- Two full-day excursions by private bus to Segovia and Avila including entrances to the Alcazar in Segovia and la Alberca. Excursions are with the services of an English-speaking guide.
- 10-week social and cultural program (events such as cooking lessons, Spanish cinema, museum visits etc.) including a dinner at the Caves of Perdigon.
- Access to the student computer lab located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- \$50 non-refundable application fee.
- \$50 USD per student for expenses in Madrid (tapas)
- Medical insurance for up to \$1,000,000 Health Insurance Benefit per student.
 - Accident and Sickness Insurance Benefits
 - Emergency Medical Evacuation Benefit
 - Repatriation of Remains Benefit
 - Emergency Reunion Benefit

- 24 hour International Emergency Assistance
- Local medical insurance coverage which includes coverage for accidents while traveling between locations and during scheduled activities.
- Travel insurance for each student includes trip cancellation and trip interruption.
- \$5,000,000 liability coverage with SOCCCD named as co-insured for the duration of the program.
- Mobile phones provided for each student which includes a local Spanish cell number with an initial credit of 5/10 € and free incoming local calls.
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials including our full color comprehensive "T&E Acceptance and Orientation Packet".
- Advance planning services offered by our T&E office in Philadelphia.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

Faculty support services (target enrollment 12 students with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight.
- T&E can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by Monday, November 14th, 2012, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- T&E will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and 1 night prior to departure, if the flight schedule it advises, if not, no) and 7 nights in hotel in Salamanca.
- Mobile phone will be provided with courtesy credit of 50 €
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

Faculty benefits are paid in full for an enrollment of 12 paying students or more, or pro rata for a lower enrollment.

PROGRAM FEES

- **\$6986** US Dollars per participant for an enrollment of 12 to 19 paying student participants with 1 faculty administrative visit.
- **\$6850** US Dollars per participant for an enrollment of 20 or more paying student participants with 1 faculty administrative visit.

Should SOCCCD wish to run this program with an enrollment below 12 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. T&E would discuss these options with SOCCCD.

This fee includes airfare with all the taxes, excludes a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. T&E charges a 3% handling fee for all payments made via credit card.

The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option.

OPTIONAL COMPONENTS

- T&E will reserve spaces at the above prices according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent –agent and airline-imposed penalties apply.
- T&E cannot arrange airline tickets for students applying after Friday, October 26th, 2012. T&E is financially committed to any confirmed airlines seats from Friday, October 5th, 2012 and therefore an airfare review will take place prior to this date. T&E requests that SOCCCD provide an indication of how many students intend to purchase the transportation package listed above. However, should SOCCCD decide not to offer this transportation package to their students T&E must be notified before Friday, October 5th, 2012.
- Single Supplement for homestay accommodation in Salamanca is \$350.

PROGRAM APPLICATION PROCEDURE AND BILLING

- Penalties apply to changed program bookings after Friday, October 26th, 2012. Therefore T&E would require SOCCCD to collect the application forms and deposits of \$450 PLUS airfare deposit of \$200 (total \$650) per student and to forward them to T&E by Friday, October 5th, 2012. T&E would then bill the individual student for the balance of fees owing. Balance of airfare, \$1000, must be received by Friday, October 26th, 2012. Confirmation of final numbers must be received by Friday, November 25th, 2012. Please note that these are not postmark dates, but the dates by which funds must arrive in the T&E Philadelphia office.
- T&E reserves the right to withdraw students who are not paid in full by the final payment deadline.
- T&E can accept applications after Friday, October 26th, 2012, but cannot guarantee program costs after this date. Students applying after the application deadline date of Friday, October 26th, 2012 can only be accepted on a space-available basis and may be offered "Land-Only" pricing depending on availability and cost of flights.
- T&E accepts payment in the form of personal check or money order and VISA, Mastercard or Discover

AIRFARE CONDITIONS

- T&E will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.
- T&E cannot arrange airline tickets for students applying after Friday, October 26th, 2012. T&E is financially committed to any confirmed airline seats from this date and therefore an airfare review will take place prior to this date. T&E requests that SOCCCD provide an indication of how many students intend to participate on the program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then T&E must be notified before Friday, October 5th, 2012 and will be able to provide a "Land-Only" fee.

REFUND POLICY

Should an individual participant withdraw from the program they must do so in writing directly with T&E and the following policy will apply based on the date the withdrawal notice is received in our Philadelphia office.

WITHDRAWAL

He/she receives....

On or before Friday, October 5th, 2012

a refund of all fees paid less \$200 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by **T&E** on behalf of the student

After Friday, October 5th, 2012, but on or before Friday, October 26th, 2012

a refund of all fees paid less \$400 deposit and \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by **T&E** on behalf of the student plus \$200 penalty of airfare tickets

After November 25th, 2012

no refund

- Once the program has begun students withdrawing receive no refund unless T&E suspends the program.
- It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by Friday, October 26th, 2012.
- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain, or if they are already in Spain, to leave it, T&E will:
 - If the If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
 - If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a prorated rebate of fees paid to T&E for the proportion of the program not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

T&E require written acceptance of this proposal as soon as possible in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. This will enable us to prepare your program materials accurately. A confirmation in writing is required by Friday, August 31st, 2012. Please sign and date below, and please fax this document in its entirety to Patrizia D'Adamo, T&E Director of US Operations in Philadelphia, fax number 215-238-0236.

PROPOSAL ACCEPTED BY _____
South Orange County Community College District (Saddleback College)

DATE _____

U.S. Department of State

Tuesday, September 4, 2012

Current Travel Warnings

Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. **The countries listed below meet those criteria.**

Mali 08/29/2012
Syria 08/28/2012
Pakistan 08/27/2012
Libya 08/27/2012
Israel, the West Bank and Gaza 08/10/2012
Iraq 08/09/2012
Congo, Democratic Republic of the 08/02/2012
Central African Republic 07/11/2012
Kenya 07/05/2012
Afghanistan 06/27/2012
Nigeria 06/21/2012
Haiti 06/18/2012
Somalia 06/15/2012
Philippines 06/14/2012
Mauritania 05/24/2012
Saudi Arabia 05/18/2012
Lebanon 05/08/2012
Algeria 05/04/2012
Iran 04/27/2012
Cote d'Ivoire 04/23/2012
Burundi 04/18/2012
Eritrea 04/18/2012
Mali 04/09/2012
Niger 04/06/2012
Chad 03/29/2012
Yemen 03/27/2012
Colombia 02/21/2012
Mexico 02/08/2012
Sudan 01/11/2012

Republic of South Sudan 12/22/2011
Guinea 11/04/2011
Korea, Democratic People's Republic of 11/03/2011

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Naming the Library and Learning Resource Center
ACTION: Approval

BACKGROUND

According to Board Policy 1500 it is within the legal purview of the Board of Trustees to name campus buildings and other facilities based upon information provided by the Chancellor, following an appropriate nomination and review process.

STATUS

The Saddleback library building is undergoing an extensive renovation that includes a state-of-the-art learning resource center on the second floor. In keeping with the new design and its multi-purpose functionality, it is recommended that the building be named the Library and Learning Resource Center.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the naming the of the Saddleback College library building to be named the Library and Learning Resource Center.

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

TO: Board of Trustees
FROM: Gary Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Approval

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 and/or ATEP since the last board meeting. Travel expenses and/or honorarium for speakers must be recommended by the Chancellor or college president and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the general fund honoraria as shown in Exhibit A.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
9/19/12 12:00pm FA 210	Larry Jones Art 133 – Jewelry I Art 134 – Jewelry II	Cheryl Browning	Wire Wrapping	\$250 Foundation
10/4/12 12:00pm SSC 212	ASG – Social Live Series	Sean Stephenson	A Time to Stand	\$6000 ASG
10/23/12 7:00pm Gym	John Marr MUS 23 – World Music	Nikkani Andrews	West African Drumming and Dance	\$225
10/23/12 7:00pm Gym	John Marr MUS 23 – World Music	Aboubacar Kouyate	West African Drumming and Dance	\$225
4/2/13 7:00pm Gym	John Marr MUS 23 – World Music	Nikkani Andrews	West African Drumming and Dance	\$225
4/2/13 7:00pm Gym	John Marr MUS 23 – World Music	Aboubacar Kouyate	West African Drumming and Dance	\$225
4/3/13 12:00pm SSC 212	ASG – Social Live Series	Cindy Pierce	Sexual Health	\$3710 ASG

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Associated Students of Irvine Valley College (ASIVC) 2012-13 Out-Of-State Travel

ACTION: Approval

BACKGROUND

Irvine Valley College is committed to provide high-quality education and a full range of educational, cultural and leadership opportunities for students.

As part of offering high-quality education to students, the Associated Students of Irvine Valley College (ASIVC) supports student programs to promote leadership and scholarship through student organizations such as the Administration of Justice, Honor Society (Phi Theta Kappa), Wind Symphony, and Model United Nations. Participation in national conferences and/or competitions provides invaluable learning experiences for students and brings recognition to Irvine Valley College. Travel to out-of-state conferences and/or competitions requires approval of the Board of Trustees.

STATUS

The ASIVC seeks approval for participation in conferences and/or competitions during the 2012-2013 academic year. The costs for each conference and/or competition, as described in Exhibit A, include registration fees, travel, food, and lodging for students and their advisor(s). Funds for the out-of-state travel are included in the 2012-2013 ASIVC Budget. There is no impact on the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Associated Students of Irvine Valley College 2012-2013 Out-of-State Travel request for Irvine Valley College students and their advisor(s) for a total cost not to exceed \$73,638.

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

EXHIBIT A

**2012-2013
OUT-OF-STATE STUDENT TRAVEL
IRVINE VALLEY COLLEGE ALLOCATIONS**

DATE	CONFERENCE	LOCATION	ALLOCATION	PARTICIPATION
10/25- 10/28/12	National MUN Conference	Washington, DC	\$10,000**	12 Students 1 Advisor Model United Nations (MUN)
3/19- 3/24/13	2013 College Band Directors National Association (CBDNA) Bi- Annual National Conference	Greensboro, North Carolina	\$5,000**	5 Students 1 Advisor Wind Symphony
3/22- 3/28/13	United Nations - USA Model UN Conference	New York, New York	\$18,000**	15 Students 1 Advisor Model United Nations (MUN)
4/14- 4/17/13	American College Dance Festival	Amherst, MA	\$21,120**	20 Students 2 Advisors
4/21- 4/26/13	National Chi Tau Epsilon Conference	Valley Forge, PA	\$19,518**	15 Students 2 Advisors Administration of Justice (AOJ)

- ** Co-Curricular programs supplement the ASIVC funds with fund raising activities.**
- ◆ Differences in costs also can be affected by differing amounts in registration fees for events.**
 - ◆ Co-Curricular advisors may choose to take only one advisor in order to take more students to competitions.**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

Microsoft software products are used extensively throughout the district. The licensing agreement is renewed annually through an agreement with the Foundation for California Community Colleges (FCCC).

STATUS

District Services IT staff recommends the annual renewal of the Microsoft Campus Licensing Agreement and seeks to renew with ComputerLand of Silicon Valley through the agreement with FCCC. The total purchase price of the annual Microsoft Campus Agreement for both Colleges and the District is \$134,354.50. Please see Exhibits A (Saddleback and District Services) and B (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 annual renewal of a software licensing agreement for the district-wide Microsoft Software Licensing for FY 2012-2013 with ComputerLand of Silicon Valley at a cost not to exceed \$134,354.50.

➤ **Licensing Worksheet of Saddleback College**



Validated Renewal Worksheet for Campus Agreement Licensing

Saddleback College (including District Services)
Foundation for California Community Colleges (FCCC)
Microsoft Campus Agreement 2012 (Year 2 of 3)

Please use this quote to generate and submit your PO no later than **Friday, 7-Sep-2012** to insure a timely renewal for everyone.

Purchase Order to be made payable to:

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

Submit Purchase Order by fax or e-mail:

by FAX: **408-519-3260**
 by E-mail: syork@cland.com

● **Choose a Desktop Bundle for Faculty and Staff**

	Desktop Bundle for Faculty & Staff	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	<p>Enhanced Faculty/Staff Desktop Bundle with Enterprise CALs and MDOP consisting of:</p> <ul style="list-style-type: none"> ▶ Office Pro Plus for Windows and Office for Mac p/n 2UJ-00003CFB • Windows Enterprise Upgrade • Core CALs • Enterprise CALs which include: <ul style="list-style-type: none"> * Exchange Server Enterprise CAL * SharePoint Server Enterprise CAL * Lync Server Enterprise CAL * System Center Client Management Suite * Active Directory Rights Management Services * Forefront Protection Suite (including Forefront Endpoint Protection) * Forefront Unified Access Gateway CAL ▶ Microsoft Desktop Optimization Pack p/n WSB-00068CF 	\$61.50	✓	839	\$51,598.50

● **Choose Optional Products Licensed Organization-Wide for Faculty/Staff**

	Optional Products Licensed Organization-Wide	Part Number	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	SQL Server CAL	359-00765CF	\$5.00	✓	839	\$4,195.00

● **Choose Optional Products Licensed per User or Device for Faculty/Staff**

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	Windows VDA per device (Windows Virtual Desktop Access for machines with no OS, e.g. thin clients)	4ZF-00019CFU	\$30.00	20	\$600.00

● **Server License Options**

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	Forefront Identity Mgr Server Live Edition (for Live@Edu deployment only - requires Win Svr Ext Connector & SQL per Processor licensing)	7VC-00137CF	\$180.00	1	\$180.00
2.	Lync Server Enterprise	6PH-00298CF	\$375.00	1	\$375.00
3.	SQL Server Enterprise per Processor (no SQL CALs needed)	810-03312CF	\$2,450.00	5	\$12,250.00
4.	SQL Server Standard per Processor (no SQL CALs needed)	228-03159CF	\$640.00	3	\$1,920.00
5.	Windows Server Enterprise (discontinued - renewal orders only allowed)	P72-00165CF	\$126.00	30	\$3,780.00
6.	Windows Server External Connector (needed for all Windows servers facing the internet OR, if student Windows Server CALs are not subscribed, needed for servers accessed by students off-campus or authenticating students on-campus or off-campus)	R39-00374CF	\$181.00	8	\$1,448.00
7.	Windows Server Standard (discontinued - renewal orders only allowed)	P73-00203CF	\$39.00	60	\$2,340.00

TOTAL \$78,686.50

➤ Licensing Worksheet of Irvine Valley College



Validated Renewal Worksheet for Campus Agreement Licensing

**Irvine Valley College
Foundation for California Community Colleges (FCCC)
Microsoft Campus Agreement 2012 (Year 2 of 3)**

Please use this quote to generate and submit your PO no later than **Friday, 7-Sep-2012** to insure a timely renewal for everyone.

Purchase Order to be made payable to:

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

Submit Purchase Order by fax or e-mail:

by FAX: **408-519-3260**
by E-mail: syork@cland.com

• Choose a Desktop Bundle for Faculty and Staff

	Desktop Bundle for Faculty & Staff	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	Enhanced Faculty/Staff Desktop Bundle with Enterprise CALs and MDOP consisting of: <ul style="list-style-type: none"> ▶ • Office Pro Plus for Windows and Office for Mac p/n 2UJ-00003CFB • Windows Enterprise Upgrade • Core CALs • Enterprise CALs which include: <ul style="list-style-type: none"> * Exchange Server Enterprise CAL * SharePoint Server Enterprise CAL * Lync Server Enterprise CAL * System Center Client Management Suite * Active Directory Rights Management Services * Forefront Protection Suite (including Forefront Endpoint Protection) * Forefront Unified Access Gateway CAL ▶ Microsoft Desktop Optimization Pack p/n WSB-00068CF 	\$61.50	✓	444	\$27,306.00

● **Choose Optional Products Licensed Organization-Wide for Faculty/Staff**

	Optional Products Licensed Organization-Wide	Part Number	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	Visual Studio Professional (discontinued - renewal orders only allowed)	C5E-00181CF	\$2.00	✓	444	\$888.00

● **Choose Optional Products Licensed per User or Device for Faculty/Staff**

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	Project Professional per device	H30-00237CFU	\$58.00	4	\$232.00
2.	Visio Premium per device	TSD-00934CFU	\$53.00	10	\$530.00
3.	Visual Studio Premium w/MSDN per user	9ED-00071CFU	\$262.00	4	\$1,048.00
4.	Visual Studio Ultimate w/MSDN per user	9JD-00050CFU	\$571.00	1	\$571.00
5.	Windows Remote Desktop Services (RDS) CAL per device	6VC-01251CFU	\$8.00	25	\$200.00

● **Subscription Programs**

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

● **Server License Options**

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	Office SharePoint Server (requires SQL Svr)	H04-00232CF	\$443.00	7	\$3,101.00
2.	SharePoint for Internet Sites Enterprise (requires Win Svr Ext Connector and SQL per Proc)	CKF-00298CF	\$3,720.00	2	\$7,440.00
3.	SQL Server Enterprise per Processor (no SQL CALs needed)	810-03312CF	\$2,450.00	4	\$9,800.00
4.	Windows Server Datacenter (1 Processor License, 2 Processor Minimum)(discontinued - use P71-07280CF Windows Server Datacenter 2 Proc)	P71-01031CF	\$130.00	2	\$260.00
5.	Windows Server Enterprise (discontinued - renewal orders only allowed)	P72-00165CF	\$126.00	10	\$1,260.00
6.	Windows Server External Connector (needed for all Windows servers facing the internet OR, if student Windows Server CALs are not subscribed, needed for servers accessed by students off-	R39-00374CF	\$181.00	2	\$362.00

	campus or authenticating students on-campus or off-campus)				
7.	Windows Server Standard (discontinued - renewal orders only allowed)	P73-00203CF	\$39.00	30	\$1,170.00
					TOTAL \$55,668.00

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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Budget Amendment: Adopt Resolution No. 12-31 to Amend FY 2012-2013 Adopted Budget
ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58308 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2012-2013 Adopted Budget.

The District is updating the adopted budget with current information as follows:

<u>General Fund</u>	
Foster & Kinship Care at Saddleback College	<u>\$18,310</u>
Total Increase to the General Fund	<u><u>\$18,310</u></u>
Total Budget Amendment	<u><u>\$18,310</u></u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-31 to amend the FY 2012-2013 Adopted Budget as indicated in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 12-31

September 24, 2012

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$18,310 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

WHEREAS, the Governing Board of the South Orange County Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58308, such excess funds are to be appropriated according to the following schedule:

<u>General Fund</u>		
<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$18,310
		<u>\$18,310</u>
<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
4000	Books and Supplies	\$1,500
5000	Other Operating Expenses and Services	\$16,810
		<u>\$18,310</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 12-31
September 24, 2012

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$18,310 was duly and regularly adopted by the said Board at a regular meeting thereof held on September 24, 2012.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 25th day of September 2012.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: District Furniture and Equipment Purchases (Revision)
ACTION: Approval

BACKGROUND

On October 24, 2011, the Board approved the use of nine contracts for equipment and furniture purchases District-wide including Saddleback College's Library Project. Legal Counsel has advised the District to clarify details of the October 24, 2011 agenda item. There is no change in award amounts or vendors who were awarded contracts. This agenda item addresses recommended changes and will serve to update the October 24, 2011, agenda item (Exhibit A).

Pursuant to Public Contract Code section 10298, the District can utilize contracts awarded by the California Department of General Services through its California Multiple Award Schedules (CMAS). District staff has determined that the contracts awarded by the California Department of General Services to the vendors listed in Exhibit B meet the needs of the District, including Saddleback College's Library Project. In addition, California Public Contract Code Section 20652 allows a community college district to acquire equipment by utilizing an existing contract of another public entity.

STATUS

The nine contracts listed in Exhibit B are available for review in the Facilities Planning and Purchasing Department. *District staff has reviewed the terms and conditions of the contracts, along with the prices which were discounted for the District, and finds it is in the best interest of the District to use these contracts District-wide.* Six of the contractors have approved resellers which the District will utilize as resources to meet the ongoing needs of the District, provided the purchases are within the terms of each contract. In addition, the Glendale Unified School District awarded a contract pursuant to its Bid No. P-16 09/10 which District staff has determined meets Saddleback College's needs and will be in the best interest of the District to utilize for all ongoing needs of the District.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees *approve this update to the October 24, 2011 agenda item to approve the use of the listed CMAS contracts and the Glendale Unified School District contract Bid No. P-16 09/10 (Exhibit B) for equipment and furniture purchases for the Saddleback College Library Project and for the ongoing needs of the District.* This approval applies to purchases made within the term of each contract, is contingent upon verification of the availability of funds for each purchase, and each purchase is subject to the terms and conditions of the applicable contract.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Use of Multiple Award Contracts for Furniture Purchases

ACTION: Approval

BACKGROUND

On January 20, 2009, the Board approved hiring gkkworks as the furniture consultant for the James B. Utt Memorial Library. gkkworks met with district and college staff for 15 months from October 2009 through January 2011 to define the college staff's furniture preferences. The equipment budget was referenced and maintained throughout this process.

California Government Code Section 6502 allows public agencies to take advantage of common contracting powers through the use of joint powers authority. These contracts have been competitively solicited by a lead public jurisdiction in accordance with public purchasing rules and regulations.

STATUS

Furniture selections were reviewed with numerous local vendors. Each vendor provided the District with a proposal using public contracts available to them. gkkworks and district staff worked together with vendors to obtain best available pricing. The local vendors selected as being the most competitive were Corporate Business Interiors, United Interiors, McMurray Stern, OM Workspace and Architxture (Exhibit A).

Contract language contained in the CMAS contracts and the Glendale Unified School District agreement (Exhibit A) permits the District to purchase furniture from these resources. Contracts are available for review in the Facilities Planning and Purchasing department. Purchases will be made within the terms of these agreements.

Total cost of the equipment and furniture for the James B. Utt will not exceed \$2,135,000. Approximately \$2,000,000 or approximately 93% of the funding is expected to be reimbursed through the State equipment allowance. The remainder will be provided by the District's basic aid match.

Funding for the project is available through the approved project budget of \$21,124,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the use of the listed multiple award contracts including CMAS contracts and the Glendale Unified School District contract (Exhibit A) for furniture purchases pursuant to the conditions of the various agreements. This approval applies to purchases made within the term of the Agreement and is contingent upon verification of the availability of funds for each purchase. Estimated costs for the expenditures at the James B. Utt Library are \$2,135,000.

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

Multiple Award Contracts
10-24-2011

	Contract Type	Contract Number/Agency	Discount	Expiration
Allsteel	CMAS	4-09-71-0087A	74.50%	12/31/2013
Egan	CMAS	4-10-01-099B	57.70%	12/31/2011
Highmark	CMAS	4-05-71-0074A	58.70%	2/29/2012
Kimball	CMAS	4-11-71-0013F	60.00%	4/13/2012
McMurray Stern	CMAS	4-07-71-0021C	59.10%	1/31/2014
McMurray Stern	CMAS	4-09-71-0021E	45.50%	12/31/2012
Peter Pepper, Inc	CMAS	4-11-71-0047H	51.90%	8/31/2016
Teknion	CMAS	4-11-71-0117A	65.34%	6/30/2014
Vanerum Stelter, Archibxture	Piggyback	Glendale Unified School District	53.50%	2/2/2012

MULTIPLE AWARD CONTRACT
9-24-2012

Contractors	Contract Type	Authorized Reseller/Vendor	Contract Number/Agency	Discount	Expiration
Allsteel, Inc.	CMAS		4-09-71-0087A	74.50%	12/31/2013
Egan Visual/West Inc.	CMAS		4-10-01-0009B	57.70%	12/31/2011
Highmark Smart, Reliable Seating, Inc.	CMAS		4-05-71-0074A	58.70%	2/29/2012
Kimball International Marketing, Inc.	CMAS	United Interiors	4-11-71-0013F	60.00%	4/30/2012
McMurray Stern, Inc.	CMAS	McMurray Stern, Inc.	4-07-71-0021C	59.10%	1/31/2014
McMurray Stern, Inc.	CMAS	McMurray Stern, Inc.	4-09-71-0021E	45.50%	12/31/2012
Peter Pepper Products, Inc.	CMAS	Peter Pepper Products, Inc.	4-11-71-0047H	51.90%	8/31/2016
Teknion LLC	CMAS	OM Workspace	4-11-71-0117A	65.34%	6/30/2014
Vanerum Stelter	Piggyback	Architxture	Glendale Unified School District Bid No. P-16 09/10	53.50%	2/2/2013

This revised spreadsheet reflects the contractor's full legal name, identifies the authorized Reseller, addresses modifications to the contract number and expiration dates. Additionally, the specific bid number is added for the Glendale Unified School District Piggyback contract.

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 P13-01137 through P13-01526 amounting to \$4,657,746.25 are submitted to the Board of Trustees for approval. Confirming requisitions dated August 8, 2012 through September 4, 2012 totaling \$34,994.87 are also submitted.

RECOMMENDATION

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

Includes P13-01137 - P13-01526

PO Number	Vendor Name	Site	Description	Account Amount
P13-01137	CLIA LABORATORY PROGRAM		CLIA Laboratory State License Registration Fee	150.00
P13-01138	MOUSER ELECTRONICS INC.		robotics components ATEP	182.49
P13-01139	PHOENIX BUSINESS MACHINES, INC		2012-2013 Maintenance for Matriculation Copier	950.00
P13-01140	FISHER SCIENTIFIC		Gen Chemistry supplies & instructional fee-based	7,509.32
P13-01141	NANCY'S NOTIONS		M. Smith-Fall 2012-Fee Based Sup/Emeritus	635.87
P13-01142	THE PATON GROUP		Model Cutter-Architecture	22,893.48
P13-01143	SEHI PROCOMP COMPUTER PRODUCTS		CIM-Supplies	63.85
P13-01144	MUNICIPAL FINANCE CORP.		Viron mechanical retrofit and energy mgt. program	233,546.70
P13-01145	CCCCIO C/O CLAIRE BIANCALANA		CCCCIO Membership Dues	300.00
P13-01146	ORDWAY SIGN SUPPLY		Supplies for 24" vinyl cutter ATEP	828.62
P13-01147	AGUINAGA GREEN, INC.		2012-2013 Soil and Fertilizer Supplies	1,000.00
P13-01148	EASTBAY TEAM SPORTS		Women's tennis sweatshirts	327.13
P13-01149	AIRTEK INDOOR AIR SOLUTIONS		Video inspection of AH-1 in Fine Art bldg.	788.00
P13-01150	HARDY DIAGNOSTICS		2012-2013 Microbiology Lab Class Supplies	4,200.00
P13-01151	LEE ARMSTRONG CO., INC.		Floor replacement for SM-250	985.00
P13-01152	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Mold suvey for FA-113, 116 & 123	1,710.00
P13-01153	SEPULVEDA BUILDING MATERIALS		Ground gravel supplies	461.88
P13-01155	FREY SCIENTIFIC		Gen Chemistry supplies & instructional fee-based	12.88
P13-01156	VWR INTERNATIONAL, INC.		Gen Chemistry supplies & instructional fee-based	1,309.93
P13-01157	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		Gen Chemistry supplies & intstructional fee-based	1,567.82
P13-01158	ENCO MANUFACTURING CO.		Jet Vertical Bandsaws	2,284.05
P13-01159	W. W. GRAINGER		Pool equipment	618.70
P13-01160	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY		Pool annual supplies	3,201.20
P13-01162	CARQUEST AUTO PARTS		2012-2013 Auto Supplies	500.00
P13-01163	ROTH CARNEY APC		2012-2013 Investigative Services	40,000.00
P13-01164	BONDED WET-DRY CLEANERS		2012-2013 Theatre Costume Cleaning	400.00
P13-01165	DR. RIBA'S HEALTH CLUB, INC. HOPE CLINIC		Trainer FKCE workshop	515.00
P13-01166	EBERHARD EQUIPMENT		2012-2013 ATEP Large Equipment Supplies	3,000.00
P13-01167	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Pen and Pencils for Marketing SC Outreach	2,776.41

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PO Number	Vendor Name	Site	Description	Account Amount
P13-01168	MAQUINSAL SEWING MACHINE CO.		Sewing supplies	155.60
P13-01169	CDW-G COMPUTER CENTERS		2012-2013 Maintenance for PE Copier	1,522.00
P13-01170	ENDZONE VIDEO SYSTEMS		Video Equip. Replacement Cable Reel	284.38
P13-01171	LILIANN PEREZ-STROUD		FKCE Wkshp Trainer	360.00
P13-01172	DON HOFELDT'S PRECISION SHARPENING		2012-2013 saw sharpening services	200.00
P13-01173	COMPUTERLAND OF SILICON VALLEY		Software for computer	96.98
P13-01174	PACIFIC ART GLASS		H. Takizawa - Spring 2013 - Fee Based Supplies	200.51
P13-01175	HUMANSCALE COMPANY		Monitor Arms for OE/LR WorkStations in LRC	780.65
P13-01177	SYLVIA CORDOVA		FKCE Trainer	240.00
P13-01178	WELLS FARGO #3317 (DISTRICT)		Handheld digital recorder/Chancellor	52.80
P13-01179	WATER TECH AG SUPPLY		2012-2013 Grounds supplies	3,000.00
P13-01180	THOMPSON ENAMEL		C. Lommatsch-Barrett-Fall Art 2012 Supplies	370.65
P13-01181	THE PATON GROUP		Supplies for 3D printers	2,043.59
P13-01182	GOPHER SPORTS EQUIPMENT		Football Team Supplies	45.46
P13-01183	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards/IVC	49.57
P13-01184	B. BLACK & SONS		Sewing Student Supplies	73.13
P13-01185	SEHI PROCOMP COMPUTER PRODUCTS		HP color cartridge	245.71
P13-01186	WARE DISPOSAL CO., INC.		Final payment for trash pickup	5,162.25
P13-01187	LASER SOURCE		Toner for Network Printer	103.44
P13-01188	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		White Mighty mug SC/BGS	281.23
P13-01189	SCHLAIFER'S ENAMELING SUPPLIES INC.		Mayling-Spring 2013 Fee Based Sup/art/emeritus	350.11
P13-01190	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	Batteries for student use/SC film	39.57
P13-01191	REALVOLLEYBALL.COM		Volleyballs for Women's Team	287.42
P13-01192	JOHN WILEY & SONS		Renew department chair subscription	99.00
P13-01193	WELLS FARGO #3317		Adult Piano Lesson Book for K. Gliadkovsky	15.47
P13-01194	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Ball Point Pen/SC BGS	221.97
P13-01195	SCHOOL SPECIALTY, INC.		Art Supplies/linocutters/linoleum	603.77
P13-01196	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY		2012-2013 Pool supplies	1,000.00
P13-01197	GOLDEN RAIN FOUNDATION LAGUNA WOODS VILLAGE		Clubhouse 3, LWV use for DGL Series HUM 204X	1,653.60
P13-01198	GARY I. KUSUNOKI		2012-2013 Hearing examiner services	1,500.00

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PO Number	Vendor Name	Site	Description	Account Amount
P13-01199	VON MEYER FIRE AND LIFE SAFETY		Fire Life Safety Testing	7,975.00
P13-01200	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING		Repairs in Cafe and Food Prep Areas	3,350.48
P13-01201	WELLS FARGO #3317 (DISTRICT)		iPad 2 protective covers DSP/S	37.10
P13-01202	BUDDY'S ALL STARS		M/W WP Balls F*12	870.45
P13-01203	GOVCONNECTION		Physics equipment - laser printer	139.00
P13-01204	CHEF WORKS, INC.		SC culinarysupplies/coat/hat	263.77
P13-01205	THE TRANE COMPANY SO. CA L.A. TRANE PARTS, SALES & SVC.		PE Chiller System Repairs	1,978.67
P13-01206	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE		Keenan Cyber Liability	25,774.50
P13-01207	CALIFORNIA METAL-X		Art Supplies SC/silicon bronze	2,715.30
P13-01208	PLAY POWER C/O PACIFIC PARK		IVC CDC Slide for Yellow Yard	1,046.01
P13-01209	IRONWOOD PLUMBING, INC.		Replace ADA Stall Waste Nipple in Bathroom	428.85
P13-01210	ORKIN EXTERMINATING, INC. ACURID		2012-2013 Maintenance: Pest Control	1,200.00
P13-01211	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE		Funds for business reply mail	800.00
P13-01212	HIGHMARK SMART RELIABLE SEATING, INC.		Chairs for OE/LR Workstations in LRC	2,036.62
P13-01213	TEXTHELP SYSTEMS, INC.		Read and Write GOLD Software	10,732.68
P13-01214	LYNDA.COM, INC.		Lynda Pro Licenses	4,875.00
P13-01215	MONTGOMERY HARDWARE		Replace Door/Hardware Soccer Equipment Storage	1,404.59
P13-01216	DISPENSING SOLUTIONS, INC.		Prescription meds	239.50
P13-01217	AT&T MOBILITY GOVERNMENT SALES		AT&T calnet Teleconferencing services	600.00
P13-01218	FLUKE CORPORATION		Repair of Fluke 192B	1,372.00
P13-01219	R.M. SYSTEMS, INC.		ATEP Facility Fire Alarm Monitoring	2,845.00
P13-01220	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for IT employees	431.00
P13-01221	AARDVARK CLAY AND SUPPLIES		Art Supplies/plaster/porcelain/tool	2,191.53
P13-01222	DOUGLAS WESTLAKE		Tuning svc.- Guest Artist events 12-13	300.00
P13-01223	DYNACON		Installation-Slide for Yellow Yard CDC	450.00
P13-01224	SEHI PROCOMP COMPUTER PRODUCTS		Ink needed to print brochures	1,097.22
P13-01225	DAIRY DEPOT		2012-2013 Dairy Products for IVC CDC	1,100.00
P13-01226	ULINE, INC.		TAS emergency equipment supplies for classroom	109.23
P13-01227	DOUGLAS WESTLAKE		2012-2013 Piano tuning for Theatre Arts	400.00
P13-01228	CALLAWAY GOLF SALES COMPANY		Women's Golf Team Supplies	370.91
P13-01229	NAT'L ASSO OF COLL/EMPLOYERS		2012-2013 NACE Org Membership Renewal	400.00

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Includes P13-01137 - P13-01526

PO Number	Vendor Name	Site	Description	Account Amount
P13-01230	COMPREHENSIVE CONTROL SYSTEMS,	.	Copy Control Invoices for maintenance	9,576.00
P13-01231	B & P SERVICES, INC.	.	Repair Evaporator Coil Leak B 309	820.00
P13-01232	KIMBALL OFFICE C/O UNITED INTERIORS	.	Furniture for OE/LR Work Stations in LRC	15,512.24
P13-01233	WOLFRAM RESEARCH	.	Site License program for Math	3,854.55
P13-01234	SWIM DEPOT	.	M/W WP caps & W WP suits F'12	1,721.81
P13-01235	VICTORY CUSTOM ATHLETIC	.	Men's Baseball Pullovers	456.39
P13-01236	NCMPR C/O AMBER CHIANG	.	2012-2013 NCMPR Membership - T. Fluegeman	225.00
P13-01237	DANIEL SMITH, INC.	.	Art Supplies/paper/SC Fa	485.95
P13-01238	LAGUNA CLAY CO.	.	Art Supplies/Clay	1,109.66
P13-01239	QUALITY OFFICE FURNISHINGS	.	Chair order for Craig & Doris Rep. Arms	884.61
P13-01240	BRAVO SIGN & DESIGN	.	2012-2013 Sign Parts and Supplies	1,000.00
P13-01241	EASTBAY TEAM SPORTS	.	Women's tennis team supplies	322.57
P13-01242	BRAVO SIGN & DESIGN	.	Create and Affix Signage for Library	1,421.26
P13-01243	GOLF TEAM PRODUCTS	.	Women's golf gear	1,121.50
P13-01244	MULTI-LITE USA, INC.	Bldg W/Com Arts	Bulbs for lighting kits	667.64
P13-01245	COX COMMUNICATIONS, INC.	.	Intercampus WAN Service	50,427.00
P13-01246	CI SOLUTIONS, CARD INTEGRATORS CORPORATION	.	Badge	414.84
P13-01247	SECURITAS SECURITY SVCS, USA	.	Contract security at ATEP	30,000.00
P13-01248	3D SYSTEMS, INC.	.	Supplies for 3D printer/binder/powder	1,809.81
P13-01249	CALIFORNIA PLACEMENT ASSN C/O MAGGI DUNSMORE	.	2012-2013 CPA Membership Renewal	100.00
P13-01250	CIWEA ATTN: SALLY CARDENAS	.	2012-2013 CIWEA Org. Membership Renewal	150.00
P13-01251	COMPREHENSIVE CONTROL SYSTEMS,	.	2012-2013 Maintenance for Copy Control System	3,648.00
P13-01252	McKESSON GENERAL MEDICAL CORP	.	Medical Supplies	372.32
P13-01253	DICK BLICK COMPANY	.	Turner Fee Based Supplies/paper	565.53
P13-01254	HITT MARKING DEVICES, INC.	.	Payroll Beneficiary Stamp	72.55
P13-01255	DEREK CARROLL	.	Seminar/Continuing Education	450.00
P13-01256	GWEN H. WASHINGTON	.	FKCE Trainer	180.00
P13-01257	MADISON P. KEYES	.	Make-up artist/CERT training	200.00
P13-01258	XEROX CORPORATION	.	New Copier Printer for LA/Honors	1,488.17
P13-01259	LAMINATION DEPOT, INC.	.	Lamination Paper for Duplicating Center	71.73
P13-01260	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	.	2012-2013 Academic Senate Membership Dues	4,170.10
P13-01261	DICK BLICK COMPANY	.	Lyndell Stonick Fee Based art Supplies	409.87
P13-01262	SAFELITE AUTO GLASS CORP.	.	Windshield chip repair	287.57
P13-01263	LUIS MAURICIO VASQUEZ	.	FKCE Trainer	2,275.00
P13-01264	ASS'N OF GOVERNING BOARDS OF UNIVERSITIES & COLLEGES	.	2012-2013 Membership Renewal	2,600.00

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PO Number	Vendor Name	Site	Description	Account Amount
P13-01265	TOWN & COUNTRY GLASS		Window tinting for AGB 123	298.00
P13-01266	STUDICA, INC.		Software Licenses for ATAS	18,758.50
P13-01267	XEROX CORPORATION		2012-2013 Copier maintenance	2,000.00
P13-01268	COMPUTERLAND OF SILICON VALLEY		Avid media controller licenses	18,586.88
P13-01269	PANO LOGIC		Common Area Refresh Project	5,070.99
P13-01270	GTECH FITNESS INC		PE-306 glassless gym mirrors replacement	737.01
P13-01271	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND		2012-2013 Assessment/Placement Software Renewal	3,600.00
P13-01272	TNR TECHNICAL, INC.		Physics supplies - batteries	128.86
P13-01273	VOICETHREAD		VoiceThread Renewal	799.00
P13-01274	COMPUTERLAND OF SILICON VALLEY		Photoshop Extended	6,732.00
P13-01275	CITRIX SYSTEMS, INC.		2012-2013 GoTo My PC Access Services Renewal	6,962.40
P13-01276	CREATION ENGINE, INC.		SketchUp Pro 8	540.00
P13-01277	SONIC FOUNDRY		Mediasite Building Block for Blackboard	2,000.00
P13-01278	W. W. GRAINGER		SC Art Supplies/gloves/respirators	301.59
P13-01279	COMPENDIUM LIBRARY SERVICES		2012-2013 Desk Tracker Subscription Renewal	1,195.00
P13-01280	BOSHART ENGINEERING		Tersus Electric Vehicle	4,363.88
P13-01281	CCCADA ATTN: KANOE BANDY		2012-2013 CCCADA Membership/IVC Athletic Director	100.00
P13-01282	POLISHED IMAGE		Fall, 2012 Embroidery Services	300.00
P13-01283	MEALS, LODGING, ENTRY FEES & BANQUETS		Athletic Team Meals	65,000.00
P13-01284	ARCHETONOMY, LLC		Mega Drop Down for SharePoint	2,847.30
P13-01285	NORTHERN TOOL & EQUIPMENT CO.		Grounds annual tools	889.71
P13-01286	SADDLEBACK MATERIALS COMPANY		Grounds annual supplies	1,443.85
P13-01287	SIERRA SOIL, INC.		Grounds annual supplies	5,844.00
P13-01288	GOVCONNECTION		Kara Patterson-Fall 2012-Fee Based Supplies	691.52
P13-01289	LEARNING SEED		Fabric Swatch Kit	615.62
P13-01290	TROXELL COMMUNICATIONS, INC.		Lower Assembly for Projector Mount	188.56
P13-01291	SEHI PROCOMP COMPUTER PRODUCTS		Perkins- Equipment	459.93
P13-01292	XPEDX		Paper for Duplicating	314.29
P13-01293	CITY OF IRVINE		Ad and Booth at Irvine Global Village Festival	1,500.00
P13-01294	BRUCE RADLOFF MEDICAL DISCOUNT		equipment for EMT students	5,010.69
P13-01295	SEHI PROCOMP COMPUTER PRODUCTS		Maintenance Kit for HPLJ4250 dtn	296.07
P13-01296	MERRILL A. DEMING		StrengthsQuest II Leadership Session	1,000.00

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PO Number	Vendor Name	Site	Description	Account Amount
P13-01297	SEHI PROCOMP COMPUTER PRODUCTS		CE255XD HP toner Cartridge for CCLD	752.46
P13-01298	SO. ORANGE CO. COMM. COL.DIST		2012-2013 CARE Grants to Eligible students	3,000.00
P13-01299	MICHAEL HOGGATT		FKCE Trainer	180.00
P13-01300	BERGMAN DACEY GOLDSMITH PROFESSIONAL LAW CORP.		Legal services for bond issue	1,015.00
P13-01301	LAGUNA GRAPHIC ARTS, INC.		2012 Fast Facts-June 2012	258.60
P13-01302	NORTHWOOD HIGH SCHOOL FOOTBALL		Ad in Northwood HS Football program	250.00
P13-01303	UNIVERSITY HIGH SCHOOL % SUZANNE FITZPATRICK		Digital Fence Banner @ University HS	400.00
P13-01304	MAIN GRAPHICS		IVC Printing of 6,000 Arts Calendars	4,346.07
P13-01305	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		EOPS furniture	31,427.65
P13-01306	HORIZON		Grounds annual fertilizer	17,098.20
P13-01307	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE		2012-13 Student Right to Know Subscription	7,800.00
P13-01308	HCTD, LLC c/o HUDSON CAPITAL, LLC		ATEP Project	280,000.00
P13-01309	WELLS FARGO #3317 (DISTRICT)		SC Athletics Air Purifier	813.02
P13-01310	HECK INDUSTRIES INC		Woodward 3 in 1 Machine	1,177.26
P13-01311	PACIFIC ATHLETIC WEAR, INC.		Men's soccer printing	2,352.40
P13-01312	DICK BLICK COMPANY		M. Kiernan Fall Fee Based Supplies/paper/oil/matte	657.36
P13-01313	WELLS FARGO #3317 (DISTRICT)		SC Physics supplies - hose connectors	45.23
P13-01314	DANA WHARF SPORTFISHING		Boat charter for MS20 at-sea labs	2,400.00
P13-01315	HILTI		Electrical equipment	4,886.18
P13-01316	KNORR SYSTEMS, INC.		Pool annual supplies	24,999.43
P13-01317	MAKING CONNECTIONS		Revise, research, update CaCareerCafe.com	35,000.00
P13-01318	THE LAURIA COMPANIES, INC. GRAPHIC EDGE		Advise/Design/Revise Graphics for Cafe	35,000.00
P13-01319	KE DESIGNS		Consultant for CA Career Cafe	15,000.00
P13-01320	NORTHERN SAFETY COMPANY		MO safety supplies/vests/signs/paddles/lante rns	1,122.14
P13-01321	SOUTHLAND INSTRUMENTS, INC.		Annual Maintenance: Microscopes	8,527.00
P13-01322	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		Physics Supplies - Roll paper	79.30
P13-01323	GEYER INSTRUCTIONAL AIDS CO.		Physics supplies - Ames Tube	63.66
P13-01324	BUTLER CHEMICALS, INC.		Culinary arts SC Cleaner	69.77
P13-01325	FISHER SCIENTIFIC		Serological Pipet (2ml) and ELISA TMB reagent	472.45
P13-01326	McMASTER CARR SUPPLY COMPANY		Safety glasses for DMP	604.23
P13-01327	McMASTER CARR SUPPLY COMPANY		Supplies for DMP/nitrile gloves	284.87

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PO Number	Vendor Name	Site	Description	Account Amount
P13-01328	DAYLE McINTOSH CENTER FOR THE DISABLED		Deaf instruct. request/interpreter 1st day of SL 1	496.00
P13-01329	SYMPPLICITY CORPORATION		Symlicity service 2012-13	3,500.00
P13-01330	USA SCIENTIFIC		SM Freezer drawers for storage of boxes.	169.38
P13-01331	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		Physics supplies spring scales and electrophorus	149.13
P13-01332	FORESTRY SUPPLIERS, INC.		SC Grounds supplies soil probes	116.97
P13-01333	HARDY DIAGNOSTICS		supplies for MLT program/agar/buffer/oxiod	498.76
P13-01334	WIDGET SUPPLY		Physics supplies - magnifiers & dremel bits	101.95
P13-01335	REMET CORP.		Physics supplies/ethanol	226.06
P13-01336	NORTH STATE ENVIRONMENTAL		2012/2013 Annual Maintenance: Waste Removal	5,657.00
P13-01337	ALLIED ELECTRONICS		Physics Supplies - Leads, terminals	500.11
P13-01338	HAAKER EQUIPMENT COMPANY		IVC Street Sweeper Parts/plugs/decal/screw/filter	836.88
P13-01339	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST		Evaluation Services	8,100.00
P13-01340	AMY SUPINGER dba SUPINGER STRATEGIES		Professional Services	22,700.00
P13-01341	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH		ATEP Project	600,000.00
P13-01342	GILBERT & STEARNS, INC.		B112 Gallery/Classroom Remodel	3,965.00
P13-01343	VON MEYER FIRE AND LIFE SAFETY		ATEP Five Year Fire Riser Testing	1,400.00
P13-01344	XELLERATION		Sharepoint 2010 Proj: IT Provisioning Workflow	17,980.00
P13-01345	RGP PLANNING & DEVELOPMENT SERVICES		ATEP Project	160,000.00
P13-01346	UC REGENTS UCSD		Self guided aquarium tour for MS20	1,000.00
P13-01347	ASI-MODULEX	SC Lib Renov	Window panes for LRC	3,959.81
P13-01348	ZEPHYR TURFCARE EQUIPMENT		Equipment Rental	1,443.00
P13-01349	CHEFS' TOYS		Equip. Supplies	239.85
P13-01350	EUREKA CAREER INFO. SYSTEMS		2012-2013 Testing Services	1,503.11
P13-01351	PACIFIC CLIPPINGS		Media Clipping Service for Nina Welch - PI Officer	177.00
P13-01352	SPECTRUM LABORATORY PRODUCTS		Sodium Chloride for Marine Science labs SC	545.10
P13-01353	MOORE MEDICAL CORP.		OTC Medication	15.65
P13-01354	BOMBOLA AGENCY, INC BACKGROUND INVESTIGATIONS		Investigative Services	1,000.00
P13-01355	XEROX CORPORATION		2012-2013 Lease for Xerox WorkCentre 7775	11,217.60
P13-01356	RITE INC. dba THE PERFECT FIELD		IVC Field Paint	2,208.88

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PO Number	Vendor Name	Site	Description	Account Amount
P13-01357	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		Required Textbooks for EOPS Eligible students	56,904.00
P13-01358	W. W. GRAINGER		Bid R-00478 - plumbing supplies	7,156.19
P13-01359	GAYLORD BROTHERS, INC.		IVC Lib. instructional supplies/tape/labels	166.65
P13-01360	J. A. SEXAUER		Bid R-00478 - plumbing supplies	901.46
P13-01361	SMARDAN SUPPLY - EL MONTE		Bid R-00478- plumbing supplies	19,954.10
P13-01362	DRAMATISTS PLAY SERVICE, INC.		"Almost Maine" Royalty 2012	525.00
P13-01363	UNITED STATES POSTAL SERVICE BUSINESS REPLY MAIL		Postage for Fine Arts Calendar	875.00
P13-01364	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 Electricity Dept Supplies	700.00
P13-01365	CCCSCA C/O RODNEY RAGSDALE		2012-2013 CCCSCA Membership for IVC M. Soccer	75.00
P13-01366	SOUTHERN 30 C/O TEDDI LORCH		2012-2013 Membership Dues	200.00
P13-01367	EDWARD EIEN		Dance Tech Stage Crew Services	625.00
P13-01368	PEOPLE ADMIN, INC.		Implementation & Support Fees	20,190.00
P13-01369	WILSON SPORTING GOODS, INC		Tennis balls for tennis teams	724.08
P13-01370	LAURA'S INT PLANTSCAPE SERV		Plant Service for PAC	2,400.00
P13-01371	A-1 FENCE COMPANY		Fence for practice field - safety issue	4,761.00
P13-01372	BRAVO SIGN & DESIGN		Bronze plaque	1,335.06
P13-01373	BRAVO SIGN & DESIGN		Replace library to learning resource center signs	3,649.49
P13-01374	BOB PARRETT CONSTRUCTION		Repair vii 33-2 wall in-fill	2,665.00
P13-01375	TRACE3		Cisco Power Injector for Lib	814.73
P13-01376	ARBOR SCIENTIFIC		Physics Demos/ball/laser/ripple tank/rader gun	737.47
P13-01377	GEOPRIME MINERALS		SC Geo. Mineral hand specimens	199.91
P13-01378	BOSHART ENGINEERING		Vehicles for campus police/carts	5,495.25
P13-01379	LIBRARY ADVANTAGE		Lib. instructional supplies/security strips	183.18
P13-01380	ALL THE KING'S FLAGS		Flags	399.29
P13-01381	SUPPLY SOLUTIONS		Bid 300D - Janitorial supplies	15.39
P13-01382	UNISOURCE WORLDWIDE		Bid 300D - Janitorial supplies	712.92
P13-01383	WAXIE SANITARY SUPPLY		Bid 300D - Janitorial supplies	1,366.97
P13-01384	GALE SUPPLY COMPANY		Bid 300D - Janitorial supplies	154.41
P13-01385	PIONEER CHEMICAL CO.		Bid 300D - Janitorial supplies	106.67
P13-01386	P & R PAPER SUPPLY COMPANY		Bid 300D - Janitorial supplies	232.09
P13-01387	AMER. CHEMICAL & SANITARY SUP.		Bid 300D - Janitorial supplies	65.24
P13-01388	CHAMPION CHEMICAL CO.		Bid 300D - Janitorial supplies	1,645.02
P13-01389	AMER. CHEMICAL & SANITARY SUP.		Bid 300D - Janitorial supplies	33.40
P13-01390	CLEAN SOURCE		Bid 300D - Janitorial supplies	63.45
P13-01391	CONTINENTAL CHEM & SANITARY SUPPLY		Bid 300D - Janitorial supplies	182.58
P13-01392	EMPIRE CLEANING SUPPLY		Bid 300D - Janitorial supplies	165.71
P13-01393	GALE SUPPLY COMPANY		Bid 300D - Janitorial supplies	30,657.85

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.

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Includes P13-01137 - P13-01526

PO Number	Vendor Name	Site	Description	Account Amount
P13-01394	MAINTEX		Bid 300D - Janitorial supplies	2,885.90
P13-01395	PIONEER CHEMICAL CO.		Bid 300D - Janitorial supplies	148.96
P13-01396	CSS/RANCHO JANITORIAL SUPPLIES		Bid 300D - Janitorial supplies	58.40
P13-01397	STAR MAINTENANCE SUPPLY		Bid 300D - Janitorial supplies	559.22
P13-01398	SUPPLY SOLUTIONS		Bid 300D - Janitorial supplies	2,384.18
P13-01399	UNISAN PRODUCTS		Bid 300D - Janitorial supplies	216.45
P13-01400	UNISOURCE WORLDWIDE		Bid 300D - Janitorial supplies	9,258.42
P13-01401	WAXIE SANITARY SUPPLY		Bid 300D - Janitorial supplies	1,203.02
P13-01402	BLAKE'S JANITORIAL SUPPLIES		Bid 300D - Janitorial supplies	328.85
P13-01403	CLEAN SOURCE		Bid 300D - Janitorial supplies	6,501.30
P13-01404	CONTINENTAL CHEM & SANITARY SUPPLY		Bid 300D - Janitorial supplies	379.11
P13-01405	EMPIRE CLEANING SUPPLY		Bid 300D - Janitorial supplies	510.70
P13-01406	GALE SUPPLY COMPANY		Bid 300D - Janitorial supplies	28,685.42
P13-01407	GORM, INC.		Bid 300D - Janitorial supplies	80.00
P13-01408	INTERBORO PACKAGING CORP.		Bid 300D - Janitorial supplies	6,681.58
P13-01409	KATHCO PRODUCTS		Bid 300D - Janitorial supplies	9,883.69
P13-01410	MAINTEX		Bid 300D - Janitorial supplies	42.24
P13-01411	PYRAMID SCHOOL PRODUCTS		Bid 300D - Janitorial supplies	368.04
P13-01412	CSS/RANCHO JANITORIAL SUPPLIES		Bid 300D - Janitorial supplies	3,469.11
P13-01413	STAR MAINTENANCE SUPPLY		Bid 300D - Janitorial supplies	193.90
P13-01414	SUPPLY SOLUTIONS		Bid 300D - Janitorial supplies	171.48
P13-01415	UNISOURCE WORLDWIDE		Bid 300D - Janitorial supplies	30,424.01
P13-01416	WAXIE SANITARY SUPPLY		Bid 300D - Janitorial supplies	458.84
P13-01417	HILLYARD FLOOR CARE SUPPLY		Bid 300D - Janitorial supplies	757.27
P13-01418	STAGE TECH		Equip Rental "Eden"	5,548.00
P13-01419	SO CAL SANDBAGS INC	IVC Warehouse	IVC File Notice of Termination (NOT)	1,350.00
P13-01420	CCCCSSAA C/O BRUCE PATT		2012-2013 CCCCCSSAA Membership dues	300.00
P13-01421	CALIFORNIA AUTO BODY SHOP SUPPLIES		Instructional supplies for DMP	500.00
P13-01422	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 Astronomy Supplies	300.00
P13-01423	DONALD L. EISENTRAUT		Sound Tech Services-Dance Benefit	490.00
P13-01424	W. W. GRAINGER		Plumbing supplies	240.37
P13-01425	PACKAGINGSUPPLIES.COM		Maintenance annual supplies	576.99
P13-01426	NEXGEN		Transportation annual supplies	331.16
P13-01427	BAVCO		Plumbing supplies for main water backflow/kit/ring	436.00
P13-01428	ELECTRONIX EXPRESS		TAS parts for fall classes/resistors	27.40
P13-01429	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES		BlackBoard Academic Suite Renewal FY2012/13	176,027.00
P13-01430	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES		Blackboard Helpdesk Services FY2012/13	95,777.50
P13-01431	BLACKBOARD CONNECT, INC.		Bb Messaging Service FY2012/13	70,500.00
P13-01432	BLACKBOARD INC.		Blackboard Mobile FY2012/13	63,273.00

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Includes P13-01137 - P13-01526

PO Number	Vendor Name	Site	Description	Account Amount
P13-01433	BLACKBOARD INC.		Bb Infrastructure/Hosting/Addl Disk Storage	334,658.00
P13-01434	CHAMPION CHEMICAL CO.		Bid 300D - Janitorial supplies	6,929.46
P13-01435	EN4ORM OFFICE INTERIORS		Office Furniture for Vice Chancellor	4,991.13
P13-01436	IRVINE PIPE & SUPPLY		Plumbing supplies	4,638.63
P13-01437	GOVPLACE		ScanSnap Scanners	2,940.48
P13-01438	CDW-G COMPUTER CENTERS		Magnetic Card Readers	200.16
P13-01439	FANTASY DESIGNS		Substitute SB for b/o game balls	247.26
P13-01440	CHRISTOPHER CAPUTO		Set design services for "Spring Awakening"	1,000.00
P13-01441	SO. COAST FIRE PROTECTION		Refill fire extinguishers	249.81
P13-01442	GREEN THUMB INTERNATIONAL		Misc. Supplies for Labs	500.00
P13-01443	AMS WEATHER STUDIES		Weather Study License plus 2 instructor manuals	175.45
P13-01444	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 Misc. Supplies for Labs	700.00
P13-01445	EXCELSIOR ELEVATOR CORPORATION		2012-2013 Elevator Maintenance Service	13,650.00
P13-01446	LAGUNA BALLET, INC.		The Nutcracker	26,000.00
P13-01447	ZOLL MEDICAL CORPORATION		Equipment for EMS program	40,665.34
P13-01448	PROGRESSIVE MEDICAL INT.		Equipment for EMS	4,770.24
P13-01449	TOTAL TECHNOLOGIES, LTD		Server Room Re-cabling Project	2,943.31
P13-01450	4C2S2A ANNUAL CONFERENCE ABBIE PATTERSON, CSSO		Annual Institutional dues: CCCCSSAA	300.00
P13-01451	DRAMATISTS PLAY SERVICE, INC.		Music cd for "Almost, Maine"	43.00
P13-01452	LASER SOURCE		Toner for Network Printer	206.88
P13-01453	ACADEMIC SENATE FOR CALIF. COMMUNITY COLLEGES		Membership dues 2012-2013.	2,251.65
P13-01454	CDW-G COMPUTER CENTERS		McAfee Anti-spam/Anti-virus Email Security Renewal	15,314.20
P13-01455	VOCATIONAL BIOGRAPHIES, INC.		Vocational Biographies Online 12-13 subscription	300.00
P13-01456	TRUSTWAVE		PCI Compliance Validation Services Renewal	6,600.00
P13-01457	JIST WORKS, INC.		College Survival/Success Assessments/Career Ctr	461.11
P13-01458	CAREER CRUISING		Renewal of Career Cruising Annual License 12-13	495.00
P13-01459	HITT MARKING DEVICES, INC.		Rubber stamps SC police	105.57
P13-01460	NAFSA MEMBERSHIP DEPT.		NAFSA Membership for 2012-13 For Int'l Stud. Prog.	400.00
P13-01461	RANCHO SANTIAGO COM. COL. DIST		Legal Research Costs	10,000.00
P13-01462	DICK BLICK COMPANY		Chase-Fall 2012-Fee Based Supplies/paper/ink/pads	104.61
P13-01463	ORANGE CO. DEPT. OF EDUCATION		Courier for Dept. of Education	3,700.00
P13-01464	AMERICAN LIBRARY ASSOCIATION ACRL		ALA membership per Jenny Langrell	1,515.00
P13-01465	RICHARD WHITMARK DBA RANCHO VIEJO GLASS		Replace Broken Glass in SSC 230F	674.00

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Includes P13-01137 - P13-01526

PO Number	Vendor Name	Site	Description	Account Amount
P13-01466	AMERICAN RED CROSS ORANGE COUNTY CHAPTER		American Red Cross Student Cards	2,200.00
P13-01467	CCCMBA		CCCMBCA Membership/IVC M. Basketball	300.00
P13-01468	CPP, INC. DAVIES BLACK PUBLISHING		Annual Renewal CPP Site, 2012-13	195.00
P13-01469	IRVINE VALLEY COLLEGE BOOKSTORE		12-13 Bookstore Supplies for Strategic Planning	500.00
P13-01470	CRI ELECTRIC, INC		Lib various structure furniture cable connections	2,544.00
P13-01471	S & B FOODS CATERING DIVISION		Refreshments for DWPC meetings	400.00
P13-01472	SALLIE MILLER		FKCE CoTrainer	630.00
P13-01473	CCCLGCA ATTN: DAVE NEER		CCCLGCA Membership / IVC W. Golf	150.00
P13-01474	SYSCO LOS ANGELES		Student Supplies (Groceries)	1,000.00
P13-01475	ALBERT USTER IMPORTS		Student Supplies (Groceries)	300.00
P13-01476	JEFF DORSZ		Reimbursement for Internet Services FY12/13	650.00
P13-01477	STEPHEN DUBAY		Reimbursement for Internet Services FY12/13	700.00
P13-01478	JIM GASTON		Reimbursement for Internet Services FY12/13	650.00
P13-01479	TAMARA KING		Reimbursement for Internet services FY12/13	650.00
P13-01480	JIM PHANEUF		Reimbursement for Internet Services FY12/13	650.00
P13-01481	TRU WEST, INC.		Water Polo Uniform Supplies	1,112.33
P13-01482	REALVOLLEYBALL.COM		Volleyballs for women's team	287.42
P13-01483	G/M BUSINESS INTERIORS		Ergonomic Chair	571.11
P13-01484	DIGITAL NETWORKS GROUP, INC.		Extron Polevault System	3,333.43
P13-01485	WELLS FARGO #3317 (DISTRICT)		Publication for Vice Chancellor	111.50
P13-01486	SKS, INC.HALVOLINE		Vehicle Motor Fluids IVC MO	2,901.12
P13-01487	GOENGINEER, INC.		Upgrade and Renewal of Solidworks Software	3,491.10
P13-01488	HITT MARKING DEVICES, INC.		Name plates for office and lab doors	119.39
P13-01489	AMERICAN UNDERGROUND		Replace Underground B Quad Natural Gas System	39,818.00
P13-01490	RICOH USA, INC.		Richo fax/copier/printer maintenance contract	221.75
P13-01491	SADDLEBACK GOLF DRIVING RANGE		Men's Golf Team Supplies	1,785.55
P13-01492	AHIMA		Subscription to AHIMA Virtual Lab	3,750.00
P13-01493	RICOH USA, INC.		CP Bourg/Watkiss Squareback Spinemaster	12,560.42
P13-01494	CINEMA SECRETS, INC.		Costume supplies	1,500.00
P13-01495	GANAHL LUMBER		Set building supplies	500.00
P13-01496	DUNN-EDWARDS CORPORATION		Set building supplies	500.00
P13-01497	MC FADDEN-DALE INDUSTRIAL		Set building supplies	1,000.00
P13-01498	RICHARD THE THREAD EMPIRE TAPE COMPANY		Tape & thread supplies	250.00

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Includes P13-01137 - P13-01526

PO Number	Vendor Name	Site	Description	Account Amount
P13-01499	THEATRE COMPANY	.	Set supplies	3,000.00
P13-01500	DISCOUNT DANCE SUPPLY CO.	.	Costume supplies	800.00
P13-01501	INDUSTRIAL METAL SUPPLY CO.	.	Set building supplies	500.00
P13-01502	FULLERTON CIVIC LIGHT OPERA CO	.	Costume & set supplies	2,500.00
P13-01503	PROFESSIONAL PLASTICS	.	Building set supplies	300.00
P13-01504	CAL STATE UNIV LONG BEACH FOUNDATION	.	Costume supplies	500.00
P13-01505	ART SUPPLY WAREHOUSE	.	Theatre art supplies	1,000.00
P13-01506	MICHAEL LEVINE, INC.	.	Costume supplies	1,500.00
P13-01507	CALIFORNIA STAGE/LIGHTING, INC	.	Lighting & stage supplies	4,500.00
P13-01508	SALLY BEAUTY SUPPLY	.	Theatre make-up & hair supplies	1,000.00
P13-01509	KELLY-WRIGHT HARDWOODS	.	Building & set supplies	2,500.00
P13-01510	VEFO INCORPORATED	.	Building & set supplies	400.00
P13-01511	POWER CLEANERS	.	Costume dry cleaning	800.00
P13-01512	HARBOR FREIGHT TOOLS	.	Theatre supplies	800.00
P13-01513	CALIFORNIA STAGE/LIGHTING, INC	.	Theatre lighting rental	500.00
P13-01514	CALIFORNIA STAGE/LIGHTING, INC	.	PAC lighting supplies	500.00
P13-01515	NEUDESIC, LLC	.	SIS Maintenance, Changes and Enhancements	1,300,000.00
P13-01516	HARBOR FREIGHT TOOLS	.	PAC building supplies	350.00
P13-01517	W. W. GRAINGER	.	PAC set building supplies	500.00
P13-01518	ULINE, INC.	.	PAC misc supplies	500.00
P13-01519	THOMSON WEST ATTN: MICHAEL LOONAN	.	Pay for subscription renewal.	280.56
P13-01520	DELL MARKETING	.	10 Dell Optiplex 990 Computers	10,737.33
P13-01521	SO. ORANGE CO. COMM. COL.DIST	.	Returning of R2T4 Pell Grant Funds for Summer 2012	1,481.00
P13-01522	DIANE LEWIS	.	Supplies for puppetry & makeup classes	250.00
P13-01523	KAREN MC NULTY	.	Supplies for scene painting classes	250.00
P13-01524	SIERRA SOIL, INC.	.	Grounds supplies	337.44
P13-01525	NATIONAL COLLEGIATE HONORS COUNCIL (NCHC)	.	Membership Dues - NCHC	500.00
P13-01526	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	.	Library ebooks per Ana Maria Cobos	1,503.00
			Total	387
				4,657,746.25

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Includes P13-01137 - P13-01526

PO Number	Vendor Name	Site	Description	Account Amount
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Fund Summary				
Fund	Description		PO Count	Amount
01	General Fund		367	2,199,230.87
12	Child Development Fund		5	4,246.01
40	Capital Outlay Fund		14	2,428,494.87
68	Self-Insurance Fund		1	25,774.50
Total			387	4,657,746.25

PO Changes		
	New PO Amount	Change Amount
Total PO Changes		

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ESCAPE ONLINE

Includes 08/08/2012 - 09/04/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-00688	DR. ROBERT BRAMUCCI	EDUCAUSE 2012 Denver Conference	2,050.00
RQ13-01162	PACIFIC COACHWAYS	SSC SM Charter Bus for Field trip	1,306.88
RQ13-01383	SUBWAY SANDWICHES & SALADS STORE # 2091	B2E Field Trip-NASA Aerospace Institute	290.25
RQ13-01396	EVENTS	Student Services Management Retreat July 2012	475.00
RQ13-01505	CROWN VALLEY BODY SHOP	Repair vehicle #111	2,875.07
RQ13-01524	NICO'S MEXICAN FOOD	NASA Field Trip Dinner for B2E Grant	666.48
RQ13-01566	MIROSLAVA MANCHIK	Reimbursement-CWEE Refreshments - Flex week event	150.00
RQ13-01592	KEN PATTON	Hi-Tec Conference Reimbursement	1,386.20
RQ13-01601	DEBRA L. FITZSIMONS	Debra Fitzsimons to attend ACBO Conf.	1,047.87
RQ13-01617	KIM MC CORD	K. McCORD 2012 ACBO Fall Conference	709.58
RQ13-01654	FARIDA GABDRAKHMANOVA	Reimbursement for books	271.10
RQ13-01657	ANDREW CRAVEN	Reimbursement-CERT training supplies	12.72
RQ13-01659	GKKWORKS	ATEP hanger demo.	19.98
RQ13-01664	BAKER & TAYLOR	Library books per Jenny Langrell	84.82
RQ13-01682	EARL PAGAL	Reimburse-Refreshments for IVC & SC Health Fair	236.58
RQ13-01683	WELLS FARGO #1598	Legends & Leaders Luncheon-Irv. Chamber of Comm.	65.00
RQ13-01695	MATT BRODET	Reimburse staff member for supplies	22.69
RQ13-01700	WELLS FARGO #4198	Music Course DVD-Great Courses	111.92
RQ13-01701	INTERSTATE BATTERIES OF CALIFORNIA COAST	Battery for Parking Truck	101.55
RQ13-01702	A1 INTERNATIONAL TV, INC.	TV Equipment Repair	600.00
RQ13-01706	DUBOIS, ELLE	Landmark ed. workshop for Elle Dubois	747.10
RQ13-01709	GARY BARNAK	Conference Reimbursement-Hi-Tec	477.44
RQ13-01717	ALANNAH ORRISON ROSENBERG	Conference Reimbursement: Curriculum Institute	1,207.04
RQ13-01719	RICHARD DAHLIN	Reimbursement for Field Trip Mooring Costs	168.00
RQ13-01733	TERESA FLUEGEMAN	NCMPR Conference Sept 2012 - T.F.	1,115.56
RQ13-01744	LASER SOURCE	Toner for Xerox 3250DN: Reception Area	232.74
RQ13-01748	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	CCLC Breakfast Meeting	90.00
RQ13-01769	WELLS FARGO #4198	Admin Supplies-Office Max	38.78
RQ13-01785	WELLS FARGO #1606	Annual License Fee State of California	880.00
RQ13-01786	WELLS FARGO #1598	Microsoft Support Services	259.00
RQ13-01791	XEROX CORPORATION	Close out bills on copier	187.27
RQ13-01801	HALEY NGUYEN	Reimbursement-FN 110 & FN 230 Grocery Supplies	197.82
RQ13-01814	SONRISE ELECTRICAL	Baseball Score Boards Repairs	522.00
RQ13-01819	RITE INC. dba THE PERFECT FIELD	IVC Field Paint Needed Immediately	74.35
RQ13-01830	TRISH FAIN	Reimbursement-Mgmt Team Retreat Supplies	12.93
RQ13-01833	WELLS FARGO #3317 (DISTRICT)	iTunes Store	44.97
RQ13-01837	LAURA TOSCANO	Reimbursement: Recognition Plaque	75.96
RQ13-01841	SHERYN DIXON	PTSD Training	109.00
RQ13-01842	SANDY THERIAULT	PTSD Training	109.00
RQ13-01845	GEORGINA GUY	Conference for Georgina Guy	1,084.64
RQ13-01846	JOHN EVERLEY	Background Training	163.00
RQ13-01850	WELLS FARGO #4198	Dry Cleaning - Tablecloths used during Flex-Week	180.00

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ESCAPE ONLINE

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Includes 08/08/2012 - 09/04/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-01851	TONY SIDOTI	Seminar Registration Advance Fee	80.00
RQ13-01857	WELLS FARGO #1606	Photo id cards for ASIVC	1,577.50
RQ13-01864	THE EMBROIDERY STORE	Women's golf embroidery	198.80
RQ13-01872	THOMAS L. SMITH	Reimburse for supplies purchased for MFG Classes	502.65
RQ13-01873	DAVID D. GATEWOOD	Travel Reimbursement for David Gatewood	427.60
RQ13-01875	WELLS FARGO #1598	Geo Sci Field Trip Supplies-Ralph's	200.00
RQ13-01876	ROBIN MELISSA KLIMOWICZ SADDLEBACK COLLEGE	Reimbursement for Library Project Supplies	32.16
RQ13-01877	TAMERA RICE	COADN Conference	863.38
RQ13-01883	LA NELL PEEBLES	Reimbursement for postage	42.10
RQ13-01886	PEPPER MUSIC COMPANY	Music Sheets Received- S.Farthing class	375.66
RQ13-01892	JENNIFER FOROUZESH	COADN Conference	951.23
RQ13-01900	MAQUINSAL SEWING MACHINE CO.	Repair, Service & Maint. of Sewing Machines	1,000.00
RQ13-01907	NORMS REFRIGERATION	Cafeteria Equipment Repairs - Freezer	801.54
RQ13-01918	SOPHIE MILLER	Reimbursement-Supplies-LRC Re-Opening	110.18
RQ13-01922	NATIONAL HISPANIC COLLEGE FAIRS, INC.	National Hispanic College Fair	440.00
RQ13-01924	WARE DISPOSAL CO., INC.	Waste Disposal Svcs	405.00
RQ13-01951	MICHAEL JAMES	Reimbursement-Campus Supplies	181.59
RQ13-01954	DIANE PESTOLESI	COADN Conference	975.00
RQ13-01966	KIM MC CORD	Travel Exp-Fiscal Standards Committee Meeting	184.60
RQ13-01968	TOD A. BURNETT	CASE Conference - Oct. 3-5, 2012	1,312.81
RQ13-01988	TOD A. BURNETT	CCLC Conf. - Los Angeles Nov. 15-17, 2012	1,300.00
RQ13-01998	WELLS FARGO #1606	Dance Department Glue	86.81
RQ13-02032	ROCKY CIFONE	Pre-pay for conference: CCCAOE	950.00
RQ13-02064	WELLS FARGO #3317 (DISTRICT)	Amazon.com Disrict IT books	72.38
RQ13-02127	DR. ROBERT BRAMUCCI	Strengthening Student Success Conference	415.00
RQ13-02135	BARBARA COX	Entrepreneurship Conference	140.00
RQ13-02136	ANTHONY TENG	Entrepreneurship Conference	488.59
RQ13-02140	ROCKY CIFONE	Entrepreneurship Conference	420.00
		Total	70
			34,994.87

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ESCAPE ONLINE

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Fund Summary				
Fund	Description		Requisition Count	Amount
01	General Fund		67	33,858.31
12	Child Development Fund		1	880.00
40	Capital Outlay Fund		1	19.98
68	Self-Insurance Fund		1	236.58
			Total	70
				34,994.87

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ESCAPE ONLINE

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.12
DATE: 9/24/12

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

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. 161590 through 162126 processed through the Orange County Department of Education, totaling \$4,023,635.30; and Checks No. 010476 through 010510, processed through Saddleback College Community Education, totaling \$72,383.98; and Checks No. 009027 through 009035, processed through Irvine Valley College Community Education, totaling \$20,834.42 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*

Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161590	08/08/2012	ACE FIXTURE CO.	8,371.10
161591	08/09/2012	GRACE BYEON	400.00
161592	08/09/2012	INTERNATIONAL E-Z UP	1,260.68
161593	08/09/2012	DYLAN FARRIS	150.00
161594	08/09/2012	G & K SERVICES	163.58
161595	08/09/2012	GOLF VENTURES WEST	170.28
161596	08/09/2012	JACQUELINE GOODE	240.00
161597	08/09/2012	W. W. GRAINGER	631.57
161598	08/09/2012	HALO	3,193.62
161599	08/09/2012	HARPER'S BAZAAR	12.00
161600	08/09/2012	HEIDELBERG PASTRY/BISTRO SHOP	150.00
161601	08/09/2012	HITT MARKING DEVICES, INC.	40.54
161602	08/09/2012	CHRIS HOGSTEDT	45.21
161603	08/09/2012	HOIST SERVICE, INC.	368.00
161604	08/09/2012	HORIZON	2,619.42
161605	08/09/2012	STEPHEN HULSEY	400.00
161606	08/09/2012	IRVINE VALLEY COLLEGE	4,280.00
161607	08/09/2012	JOHNSTONE SUPPLY	199.90
161608	08/09/2012	MARY T. JONES	500.00
161609	08/09/2012	M. KLEMME TECHNOLOGY CORP.	69.65
161610	08/09/2012	THE LAB DEPOT	587.02
161611	08/09/2012	LAERDAL MEDICAL CORP.	27,978.29
161612	08/09/2012	LAWNMOWERS ETC., LLC	299.77
161613	08/09/2012	LESLIE'S POOLMART, INC.	52.61
161614	08/09/2012	LIEBERT CASSIDY WHITMORE	8,385.79
161615	08/09/2012	LOOMIS, FARGO & COMPANY	623.96
161616	08/09/2012	MACIAS, GINI & O'CONNELL, LLP	32,371.62
161617	08/09/2012	MARIE CLAIRE	10.00
161618	08/09/2012	MARSHALL MATERIALS	888.38
161619	08/09/2012	MARTECH SYSTEMS, INC.	907.71
161620	08/09/2012	MICRO CENTER A/R	195.00
161621	08/09/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	99.14
161622	08/09/2012	SOPHIE MILLER	158.40
161623	08/09/2012	MONSTERSLAYER, INC.	378.42
		Unpaid Sales Tax	27.75
		Expensed Amount	406.17
161624	08/09/2012	MOULTON-NIGUEL WATER DIST.	13,252.07
161625	08/09/2012	CSPI/NUTRITION ACTION HEALTHLETTER	20.00
161626	08/09/2012	NYLON MAGAZINE NYLON HOLDING INC.	14.95
161627	08/09/2012	PEAK TECHNOLOGIES, INC.	1,700.00
161628	08/09/2012	MARC ROBINSON	150.00
161629	08/09/2012	BENJAMIN C. ROSANO	200.00
161630	08/09/2012	GENERAL BINDING CORP.	764.16
161631	08/09/2012	ALTERNATIVE DELIVERY SOLUTIONS	21,750.00
161632	08/09/2012	VANERUM STELTER ARCHITXTURE	94,205.05
161633	08/09/2012	CRESCENT SOLUTIONS	6,324.00
161634	08/09/2012	DELL MARKETING L.P. C/O DELL USA L.P.	35,057.94
161635	08/09/2012	DVV ASSOCIATES, INC.	2,000.00
161636	08/09/2012	ENAMIX, INC.	5,600.00

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161637	08/09/2012	ENVIRON INTERNATIONAL CORP.	3,626.80
161638	08/09/2012	GKKWORKS	17,627.78
161639	08/09/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	395.00
161640	08/09/2012	INTERIOR DEMOLITION	3,400.00
161641	08/09/2012	JOYCE INSPECTION & TESTING	27,032.00
161642	08/09/2012	LIGHTNING TOOLS, LTD.	5,000.00
161643	08/09/2012	MC CARTHY BUILDING COMPANIES	45,081.00
161644	08/09/2012	NEUDESIC, LLC	67,746.00
161645	08/09/2012	PARSONS BRINCKERHOFF, INC.	3,073.53
161646	08/09/2012	PETER PEPPER PRODUCTS, INC.	10,111.55
161647	08/09/2012	PJHM ARCHITECTS	1,070.83
161648	08/09/2012	PUBLIC ECONOMICS, INC.	4,864.99
161649	08/09/2012	REPRO XPRESS	503.10
161650	08/09/2012	RGP PLANNING & DEVELOPMENT SERVICES	31,481.84
161651	08/09/2012	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	4,746.50
161652	08/09/2012	PARKWAY LAWNMOWER SHOP	621.87
161653	08/09/2012	PETE'S ROAD SERVICE	384.43
161654	08/09/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
161655	08/09/2012	POWER FORD TUSTIN	665.06
161656	08/09/2012	RED DIGITAL CAMERA COMPANY	277.10
161657	08/09/2012	RICOH AMERICAS CORPORATION	131.12
161658	08/09/2012	SADDLEBACK GOLF CARS, INC.	251.43
161659	08/09/2012	CORA SWANSON	40.45
161660	08/09/2012	TURF TIRE DISTRIBUTORS	375.83
161661	08/09/2012	AMY STEVENS	24.88
161662	08/09/2012	US FOODS	27.93
161663	08/09/2012	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	3,073.52
161664	08/09/2012	ACUSHNET COMPANY	726.29
161665	08/09/2012	ADCLUB ADVERTISING SERVICE	3,885.80
161666	08/09/2012	BLACK CHAMBER OF COMMERCE	300.00
161667	08/09/2012	FOSTER CARE AUXILIARY OF OC	240.00
161668	08/09/2012	OFFICEMAX CONTRACT INC.	3,693.34
161669	08/10/2012	ANN BUCKLEY	74.93
161670	08/10/2012	DAVID D. GATEWOOD	38.62
161671	08/10/2012	ESTER GRAHAM	67.64
161672	08/10/2012	BILL JAY	8.65
161673	08/10/2012	DAVIT S. KHACHATRYAN,	29.97
161674	08/10/2012	SUSAN KWAN	14.99
161675	08/10/2012	TONI LAKOW	19.96
161676	08/10/2012	DAVID B. LANG	16.63
161677	08/10/2012	NICOLE LOFTUS	225.31
161678	08/10/2012	LORI MANGELS	94.91
161679	08/10/2012	ANITA MC DONALD	59.94
161680	08/10/2012	FRANK M. MELDAU	7.96
161681	08/10/2012	MARCIA MILCHIKER	13.32
161682	08/10/2012	NANCY PADBERG	14.63
161683	08/10/2012	SANDRA POPE	14.76
161684	08/10/2012	JIM WRIGHT	35.20

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161685	08/10/2012	EARL PAGAL	68.82
161686	08/10/2012	WALLACE, CHELSEA	1,000.00 *
Cancelled on 08/10/2012, Cancel Register # AP08102012A			
161687	08/10/2012	BANNERSANDSIGNS.NET	72.09
161688	08/10/2012	AAA ELECTRIC MOTOR SALES	322.71
161689	08/10/2012	ABC ICE HOUSE	32.33
161690	08/10/2012	ACHRO/EEO ATTN: RUTH CORTEZ	200.00
161691	08/10/2012	LEE ARMSTRONG CO., INC.	875.00
161692	08/10/2012	ARROWHEAD DRINKING WATER	27.80
161693	08/10/2012	BAKER & TAYLOR	84.82
161694	08/10/2012	BANNERSANDSIGNS.NET	42.71
161695	08/10/2012	BERG WHOLESALE	2,865.89
161696	08/10/2012	BLICK ART MATERIALS	47.62
161697	08/10/2012	CAROLINA BIOLOGICAL SUPPLY	3,855.51
161698	08/10/2012	CCCCIO C/O CLAIRE BIANCALANA	300.00
161699	08/10/2012	JESSICA M. CHA	15.40
161700	08/10/2012	CINTAS CORPORATION	141.00
161701	08/10/2012	CLUB CAR, INC.	135.94
161702	08/10/2012	ANDREW CRAVEN	12.72
161703	08/10/2012	CARIE CRUZ	140.00
161704	08/10/2012	JOHN DEERE LANDSCAPES, INC.	124.11
161705	08/10/2012	MICHELE DUGAN	180.00
161706	08/10/2012	DUNN-EDWARDS CORPORATION	298.83
161707	08/10/2012	EBERHARD EQUIPMENT	111.52
161708	08/10/2012	EWING IRRIGATION PRODUCTS	907.84
161709	08/10/2012	JOHN FELLNER	42.00
161710	08/10/2012	FISHER SCIENTIFIC	400.89
161711	08/13/2012	RICOH USA, INC.	1,560.59
161712	08/13/2012	SAN DIEGO GAS & ELECTRIC	75,230.23
161713	08/13/2012	SAN DIEGO GAS & ELECTRIC	1,278.33
161714	08/13/2012	XEROX CORPORATION	24.20
161715	08/13/2012	ACBO ASSOCIATION OF CHIEF	285.00
161716	08/13/2012	GARY BARNAK	477.44
161717	08/13/2012	ROCKY CIFONE	73.56
161718	08/13/2012	DEBRA L. FITZSIMONS	636.67
161719	08/13/2012	CAROL HILTON	96.50
161720	08/13/2012	KRIS LEPPHEN-CHRISTENSEN	366.33
161721	08/13/2012	SAFIAH MAMOON	2,040.98
161722	08/13/2012	THE MISSION INN	308.58
161723	08/13/2012	BLUE BOOK OF COLLEGE ATHLETICS	183.46
161724	08/13/2012	COX COMMUNICATIONS	10.25
161725	08/13/2012	CULLIGAN WATER CONDITIONING	54.35
161726	08/13/2012	CULLIGAN WATER CONDITIONING	2.85
161727	08/13/2012	DANA POINT MARINA INN	14,946.80
161728	08/13/2012	SPARKLETTS	660.96
161729	08/13/2012	SPARKLETTS	1,065.40
161730	08/13/2012	FISHER SCIENTIFIC	310.86
161731	08/13/2012	ALLSTEEL, INC.	162.29
161732	08/13/2012	DAIRY DEPOT	91.24

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161733	08/13/2012	ANNE FITZGERALD	20.51
161734	08/13/2012	DENNIS GORDON	29.97
161735	08/13/2012	HOME DEPOT	1,910.98
161736	08/13/2012	TEDDI LORCH	16.78
161737	08/13/2012	MATCO TOOLS CREDIT DEPARTMENT	991.31 *
Cancelled on 08/17/2012, Cancel Register # AP08172012B			
161738	08/13/2012	MATCO TOOLS MARK JACOBSON	1,072.83
161739	08/13/2012	SOPHIE MILLER	149.24
161740	08/13/2012	ANNA MINNIECE	77.70
161741	08/13/2012	MKH ELECTRONICS	150.00
161742	08/13/2012	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	57,960.05
161743	08/13/2012	NASCO MODESTO	8.40
161744	08/13/2012	HALEY NGUYEN	571.53
161745	08/13/2012	NUSTEP, INC.	228.95
		Unpaid Sales Tax	16.28
		Expensed Amount	245.23
161746	08/13/2012	OBJET GEOMETRIES INC.	5,442.20
161747	08/13/2012	OC REGISTER COMMERCIAL BILLING	246.00
161748	08/13/2012	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	125.00
161749	08/13/2012	ORKIN PEST CONTROL 711	2,400.00
161750	08/14/2012	ACSIG/EDGE	128,168.40
161751	08/14/2012	ACSIG/EDGE	42,508.20
161752	08/14/2012	HYATT LEGAL	7,162.90
161753	08/14/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,135.39
161754	08/14/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,636.15
161755	08/14/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,181,281.00
161756	08/14/2012	UNUM LIFE INSURANCE COMPANY	7,104.90
161757	08/14/2012	UNUM LIFE INSURANCE COMPANY	3,688.57
161758	08/14/2012	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,084.48
161759	08/14/2012	ACSIG/EDGE	19,586.30
161760	08/14/2012	ACSIG/EDGE	5,305.92
161761	08/14/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	319,396.00
161762	08/15/2012	AT & T	221.28
161763	08/15/2012	AT & T	70.77
161764	08/15/2012	AT & T	27.15
161765	08/15/2012	AT & T	35.96
161766	08/15/2012	AT&T	5,644.74
161767	08/15/2012	SOUTHERN CALIFORNIA EDISON CO.	78.57
161768	08/15/2012	SOUTHERN CALIFORNIA GAS CO.	930.34
161769	08/15/2012	SOUTHERN CALIFORNIA GAS CO.	19.32
161770	08/15/2012	SOUTHERN CALIFORNIA GAS CO.	945.38
161771	08/15/2012	SOUTHERN CALIFORNIA GAS CO.	39.46
161772	08/15/2012	POSTMASTER	800.00
161773	08/15/2012	BOOSEY AND HAWKES	1,317.50
161774	08/15/2012	C & H DISTRIBUTORS, INC.	1,093.20
161775	08/15/2012	CALIFORNIA STAGE/LIGHTING, INC	34.75
161776	08/15/2012	CAROLINA BIOLOGICAL SUPPLY	45.26

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161777	08/15/2012	SYLVIA CORDOVA	120.00
161778	08/15/2012	DELTA BIOLOGICALS	2,220.00
		Unpaid Sales Tax	172.05
		Expensed Amount	2,392.05
161779	08/15/2012	DISPLAYS 2GO	197.48
		Unpaid Sales Tax	12.18
		Expensed Amount	209.66
161780	08/15/2012	FEDERAL EXPRESS	148.06
161781	08/15/2012	FISHER SCIENTIFIC	2,452.16
161782	08/15/2012	FREEWAY AUTO SUPPLY	198.57
161783	08/15/2012	DR. RIBA'S HEALTH CLUB, INC. HOPE CLINIC	215.00
161784	08/15/2012	GEORGE PATTON ASSOCIATES INC.	223.28
		Unpaid Sales Tax	14.35
		Expensed Amount	237.63
161785	08/15/2012	PACIFIC PARKING SYSTEMS, INC.	4,708.68
161786	08/15/2012	PARTEK SOLUTIONS	545.00
		Unpaid Sales Tax	37.20
		Expensed Amount	582.20
161787	08/15/2012	LILIANN PEREZ-STROUD	360.00
161788	08/15/2012	PHOENIX BUSINESS MACHINES, INC	950.00
161789	08/15/2012	PIP PRINTING	577.20
161790	08/15/2012	POCKET NURSE ENTERPRISES, INC.	285.10
		Unpaid Sales Tax	18.96
		Expensed Amount	304.06
161791	08/15/2012	THOMAS JOHN PRENDERGAST	58.32
161792	08/15/2012	PSYCHOLOGICAL ASSESSMENT RESOURCES, INC.	158.40
		Unpaid Sales Tax	11.16
		Expensed Amount	169.56
161793	08/15/2012	PURETEC	525.51
161794	08/15/2012	QUEZADA PRO LANDSCAPE, INC.	4,820.00
161795	08/15/2012	R.M. SYSTEMS, INC.	660.00
161796	08/15/2012	REALVOLLEYBALL.COM	5,018.44
161797	08/15/2012	REFRIGERATION SUPPLIES DIST.	459.76
161798	08/15/2012	ROTH CARNEY APC	2,974.00
161799	08/15/2012	SAFEWAY, INC.	984.35
161800	08/15/2012	SARGENT WELCH	1,811.50
161801	08/15/2012	SCANTRON CORPORATION	34.60
161802	08/15/2012	SEHI PROCOMP COMPUTER PRODUCTS	940.67
161803	08/15/2012	SHRED-IT USA-SAN DIEGO	140.00
161804	08/15/2012	SIEMENS INDUSTRY INC.	162.00
161805	08/15/2012	SMART & FINAL IRIS CO.	4.46
161806	08/15/2012	SO COAST HIGHER EDUCAT. COUN. C/O SHANNON CROGAN	50.00
161807	08/15/2012	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	1,680.00
161808	08/15/2012	SOCCERKRAZE	7,607.39
161809	08/15/2012	SPECTRUM CHEMICAL MFG. CORP.	485.47
161810	08/15/2012	SPORTS IMPORTS	50.10
161811	08/15/2012	STUDICA, INC.	49,004.00
161812	08/15/2012	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	297.13
161813	08/15/2012	TUTTLE-CLICK FORD	108.98

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161814	08/15/2012	UNIVERSAL SPECIALTIES, INC.	328.39
161815	08/15/2012	USA MOBILITY WIRELESS, INC.	65.09
161816	08/15/2012	VENTEK INTERNATIONAL	180.00
161817	08/15/2012	WARD'S NATURAL SCIENCE	272.39
161818	08/15/2012	WARE DISPOSAL CO., INC.	5,162.25
161819	08/15/2012	WATER TECH AG SUPPLY	2,821.53
161820	08/15/2012	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY	56.53
161821	08/15/2012	DOUGLAS WESTLAKE	100.00
161822	08/15/2012	JOHN WILEY & SONS, INC.	99.00
161823	08/15/2012	YALE CHASE MATERIALS HANDLING	252.55
161824	08/15/2012	US FOODS	1,223.31
161825	08/15/2012	SO. ORANGE CO. COMM. COL. DIST	145.10
161826	08/15/2012	RICHARD SNEED	299.70
161827	08/16/2012	CATALYST CONSULTING	8,370.00
161828	08/16/2012	CRESCENT STAFFING, INC.	13,104.00
161829	08/16/2012	DIGITAL NETWORKS GROUP, INC.	16,152.14
161830	08/16/2012	FLOOR TECH GROUP	1,492.00
161831	08/16/2012	i3 SOLUTIONS	3,700.00
161832	08/16/2012	NIMBLE CONSULTING	4,750.00
161833	08/16/2012	PERCEPTIVE SOFTWARE	731.25
161834	08/16/2012	UNITED INTERIORS	12,046.45
161835	08/16/2012	XELLERATION	1,740.00
161836	08/16/2012	AT&T	6.96
161837	08/16/2012	AT&T	6.02
161838	08/16/2012	AT&T	11.51
161839	08/16/2012	AT&T	11.40
161840	08/16/2012	AMSTERDAM PRINTING & LITHO	317.41
		Unpaid Sales Tax	22.63
		Expensed Amount	340.04
161841	08/16/2012	B & H PHOTO	210.00
		Unpaid Sales Tax	16.28
		Expensed Amount	226.28
161842	08/16/2012	B & P SERVICES, INC.	11,320.00
161843	08/16/2012	CINTAS DOCUMENT MANAGEMENT	120.00
161844	08/16/2012	CINTAS DOCUMENT MANAGEMENT	120.00
161845	08/16/2012	CLIA LABORATORY PROGRAM	150.00
161846	08/16/2012	DELL MARKETING L.P. C/O DELL USA L.P.	115.06
161847	08/16/2012	DRAMATISTS PLAY SERVICE, INC.	450.00
161848	08/16/2012	SPARKLETTS	80.47
161849	08/16/2012	FRY'S ELECTRONICS	1,030.41
161850	08/16/2012	RIO HONDO COLLEGE	140.00
161851	08/16/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	1,019.14
161852	08/17/2012	VON MEYER FIRE AND LIFE SAFETY	7,975.00
161853	08/20/2012	TOD A. BURNETT	550.15
161854	08/20/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	90.00
161855	08/20/2012	SIBYLLE GEORGIANNA	500.00
161856	08/20/2012	RUTH HIGGINS	749.05

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Check Number	Check Date	Pay to the Order of	Check Amount
161857	08/20/2012	HEATHER PARK	67.00
161858	08/20/2012	KEN PATTON	1,386.20
161859	08/20/2012	ALANNAH ORRISON ROSENBERG	1,207.04
161860	08/20/2012	SU YOUNG (JENNIFER) YU	500.00
161861	08/20/2012	SOUTHERN CALIFORNIA EDISON CO.	2,989.19
161862	08/20/2012	SOUTHERN CALIFORNIA EDISON CO.	10,683.67
161863	08/20/2012	SOUTHERN CALIFORNIA EDISON CO.	28,270.01
161864	08/20/2012	SOUTHERN CALIFORNIA GAS CO.	10,017.05
161865	08/20/2012	XEROX CORPORATION	5,760.29
161866	08/20/2012	BW LAS BRISAS HOTEL	800.24
161867	08/20/2012	SAMUEL FRENCH MUSICAL DEPARTMENT	3,163.00
161868	08/20/2012	HOLIDAY INN EXPRESS VENTURA HARBOR	441.80
161869	08/20/2012	COURTYARD BY MARRIOTT SAN DIEGO CARLSBAD	1,073.60 *
Cancelled on 08/30/2012, Cancel Register # AP08302012			
161871	08/20/2012	GARY SABELLA	486.00
161872	08/20/2012	GARY SABELLA	486.00
161873	08/20/2012	GARY SABELLA	45.00
161874	08/20/2012	CARMEN STRATTON	221.00
161875	08/20/2012	CARMEN STRATTON	221.00
161876	08/20/2012	WILLIAM M. MCNICOL	432.00
161877	08/20/2012	WILLIAM M. MCNICOL	864.00
161878	08/20/2012	WILLIAM M. MCNICOL	312.00
161879	08/21/2012	PENN CORPORATE RELOCATION SERVICES, INC.	402.00
161880	08/21/2012	PERFORM BETTER	172.11
161881	08/21/2012	PING CO.	1,076.61
161882	08/21/2012	POCKET NURSE ENTERPRISES, INC.	958.27
		Unpaid Sales Tax	67.29
		Expensed Amount	1,025.56
161883	08/21/2012	DANIEL J. POTHEN	1,000.00
161884	08/21/2012	PYRAMID SCHOOL PRODUCTS	274.50
		Unpaid Sales Tax	21.27
		Expensed Amount	295.77
161885	08/21/2012	QUICK CAPTION	110.00
161886	08/21/2012	REALVOLLEYBALL.COM	287.42
161887	08/21/2012	S & B FOODS CATERING DIVISION	215.07
161888	08/21/2012	SARGENT WELCH	1,348.22
161889	08/21/2012	SCIENCE KIT, INC.	8.35
161890	08/21/2012	SEHI PROCOMP COMPUTER PRODUCTS	309.56
161891	08/21/2012	SIMPLICITY PATTERN CO., INC.	19.95
161892	08/21/2012	SIMS TREE HEALTH SPEC., INC.	137.00
161893	08/21/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,653.25
161894	08/21/2012	UNIVERSAL SPECIALTIES, INC.	241.80
161895	08/21/2012	USA SCIENTIFIC ACCOUNTS RECEIVABLES	149.18
161896	08/21/2012	GWEN H. WASHINGTON	180.00
161897	08/21/2012	ROCKVIEW FARMS	263.23
161898	08/21/2012	EARL PAGAL	236.58
161899	08/21/2012	UNIVERSITY HIGH SCHOOL % SUZANNE FITZPATRICK	400.00 *

Cancelled on 08/21/2012, Cancel Register # AP08212012B

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.

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161900	08/21/2012	UNIVERSITY HIGH SCHOOL FOOTBALL BOOSTERS	400.00
161901	08/21/2012	AYRES HOTEL - LAGUNA WOODS	119.97
161902	08/21/2012	FARIDA GABDRAKHMANOVA	271.10
161903	08/21/2012	GUIDANCE SOFTWARE, INC.	640.88
161904	08/21/2012	HAIR CALIFORNIA BEAUTY ACADEMY	15,610.00
161905	08/21/2012	BERTRAND'S HORN IMPROVEMENT	319.18
161906	08/21/2012	HSACCC SHASTA COLLEGE	150.00
161907	08/21/2012	INTERSTATE BATTERIES OF CALIFORNIA COAST	101.55
161908	08/21/2012	JRS PRESENTATIONS, INC.	4,000.00
161909	08/21/2012	KEN'S SPORTING GOODS	4,070.12
161910	08/21/2012	GARY I. KUSUNOKI	110.00
161911	08/21/2012	MATCO TOOLS MARK JACOBSON	991.31
161912	08/21/2012	MC KESSON MEDICAL SURGICAL	354.49
161913	08/21/2012	MARCIA MILCHIKER	39.99
161914	08/21/2012	MINN. MINING & MFG. CENTER	6,336.00
161915	08/21/2012	NEWPORT COMPUTER SOLUTIONS	25,367.10
161916	08/21/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	12,850.00
161917	08/21/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	25,774.50
161918	08/21/2012	APPLE SCIENTIFIC, INC.	714.34
		Unpaid Sales Tax	3.33
		Expensed Amount	717.67
161919	08/21/2012	AUCA LOS ANGELES	77.99
161920	08/21/2012	ASSN OF GOV. BOARDS OF UNIV. &	2,600.00
161921	08/21/2012	B. BLACK & SONS	73.13
161922	08/21/2012	BLICK ART MATERIALS	161.72
161923	08/21/2012	BONDED WET-DRY CLEANERS	199.87
161924	08/21/2012	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	33,377.92
161925	08/21/2012	MATT BRODET	22.69
161926	08/21/2012	CALIFORNIA PLACEMENT ASSN.	100.00
161927	08/21/2012	CIWEA ATTN: SALLY CARDENAS	150.00
161928	08/21/2012	COMPREHENSIVE CONTROL SYSTEMS	9,576.00
161929	08/21/2012	COMPUTERLAND	290.10
161930	08/21/2012	COX COMMUNICATIONS	4,128.47
161931	08/21/2012	DANA POINT FUEL DOCK	278.10
161932	08/21/2012	DELL MARKETING L.P. C/O DELL USA L.P.	1,565.95
161933	08/21/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	1,746.00
161934	08/21/2012	DISH NETWORK	64.77
161935	08/21/2012	DM COLOR EXPRESS, INC.	474.57
161936	08/21/2012	ENCO MANUFACTURING CO.	2,284.05
161937	08/21/2012	FISHER SCIENTIFIC	1,943.14
161938	08/21/2012	FREEWAY AUTO SUPPLY	197.07
161939	08/21/2012	OFFICEMAX CONTRACT INC.	3,668.56
161940	08/22/2012	AT & T	63.11
161941	08/22/2012	SO. ORANGE CO. COMM. COL.DIST	3,000.00
161942	08/22/2012	VERIZON	140.96
161943	08/22/2012	VERIZON	333.39
161944	08/22/2012	XEROX CORPORATION	334.43

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161945	08/22/2012	LIDS TEAM SPORTS	480.57
161946	08/22/2012	G & K SERVICES	62.28
161947	08/22/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	129.27
161948	08/22/2012	GLAXOSMITHKLINE PHARMACEUTICAL	1,005.00
161949	08/22/2012	GOLDEN RAIN FOUNDATION	1,653.60
161950	08/22/2012	W. W. GRAINGER	618.70
161951	08/22/2012	GRANICUS, INC.	1,075.00
161952	08/22/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	800.00
161953	08/22/2012	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	2,289.77
161954	08/22/2012	HIGHER ONE INC.	393.48
161955	08/22/2012	HORIZON	301.40
161956	08/22/2012	INDUSTRIAL METAL SUPPLY CO.	44.23
161957	08/22/2012	INTERSTATE BATTERIES OF CALIFORNIA COAST	348.82
161958	08/22/2012	IRVINE CHAMBER OF COMMERCE	1,000.00
161959	08/22/2012	IRVINE PIPE & SUPPLY	864.44
161960	08/22/2012	J & J SUPPLY INC	244.32
		Unpaid Sales Tax	18.93
		Expensed Amount	263.25
161961	08/22/2012	JUST 4 BANNERS	129.83
161962	08/22/2012	PIPS C/O KEENAN & ASSOCIATES	154,247.83
161963	08/22/2012	LASER SOURCE	336.18
161964	08/22/2012	LAWNMOWERS ETC., LLC	154.58
161965	08/22/2012	MAQUINSAL SEWING MACHINE CO.	155.60
161966	08/22/2012	MC MAHAN BUSINESS INTERIORS	908.30
161967	08/22/2012	MICRO CENTER A/R	351.17
161968	08/22/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	1,140.74
161969	08/22/2012	MISSION PRINTING COMPANY	1,293.00
161970	08/22/2012	MOORE MEDICAL, LLC	62.40
161971	08/22/2012	MOUSER ELECTRONICS	182.49
161972	08/22/2012	MUSICIAN'S FRIEND, INC.	25.05
161973	08/23/2012	CATALYST CONSULTING	3,262.58
161974	08/23/2012	CDW GOVERNMENT, INC.	3,381.50
161975	08/23/2012	ENAMIX, INC.	5,600.00
161976	08/23/2012	GKKWORKS	19.98
161977	08/23/2012	GRIFFITH CO.	51,110.16
161978	08/23/2012	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
161979	08/23/2012	INSLEY CONSTRUCTION	4,700.00
161980	08/23/2012	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	52,560.06
161981	08/23/2012	NEUDESIC, LLC	69,370.00
161982	08/23/2012	PENN CORPORATE RELOCATION SERVICES, INC.	44,113.89
161983	08/23/2012	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	3,350.48
161984	08/23/2012	SPEC FURNITURE, INC. C/O UNITED INTERIORS	1,538.87
		Unpaid Sales Tax	119.26
		Expensed Amount	1,658.13
161985	08/23/2012	STRATA INFORMATION GROUP	9,269.85
161986	08/23/2012	TEKNION LLC	559.31
161987	08/23/2012	TMCx SOLUTIONS, LLC	1,890.00

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
161988	08/23/2012	MC MURRAY STERN, INC.	293,941.13
161989	08/23/2012	PHOENIX GROUP	1,978.66
161990	08/23/2012	POLISHED IMAGE	105.06
161991	08/23/2012	PRAXAIR	122.25
161992	08/23/2012	S & B FOODS CATERING DIVISION	405.52
161993	08/23/2012	SAFEWAY, INC.	68.83
161994	08/23/2012	SARGENT WELCH	211.42
161995	08/23/2012	SEHI PROCOMP COMPUTER PRODUCTS	1,097.22
161996	08/23/2012	SIXTEN, INC. dba SIXTEN & ASSOC.	589.00
161997	08/23/2012	SONRISE ELECTRICAL	522.00
161998	08/23/2012	SUN BADGE COMPANY	65.03
161999	08/23/2012	AMY SUPINGER dba SUPINGER STRATEGIES	1,750.00
162000	08/23/2012	SWIM DEPOT	1,721.81
162001	08/23/2012	SMS SYSTEMS MAINTENANCE SERVICES, INC.	1,176.00
162002	08/23/2012	LAURA TOSCANO	75.96
162003	08/23/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	109.23
162004	08/23/2012	LUIS MAURICIO VASQUEZ	675.00
162005	08/23/2012	VISTA PAINT CORPORATE OFFICE	83.81
162006	08/23/2012	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	12,620.00
162007	08/23/2012	VOGUE PATTERNS CONSUMER PROCESSING DEPT	28.95
162008	08/23/2012	WIDGET SUPPLY	96.58
		Unpaid Sales Tax	6.71
		Expensed Amount	103.29
162009	08/23/2012	WORLDWIDE RECOVERY SYSTEMS, INC.	154.00
162010	08/23/2012	YALE CHASE MATERIALS HANDLING	3,671.79
162011	08/23/2012	SMART & FINAL IRIS CO.	817.92
162012	08/24/2012	BOSHART ENGINEERING	4,363.88
162013	08/24/2012	AT & T	27.39
162014	08/24/2012	AT&T	179.73
162015	08/24/2012	POSTMASTER	875.00
162016	08/24/2012	XEROX CORPORATION	175.60
162017	08/24/2012	XEROX CORPORATION	609.26
162018	08/27/2012	ORANGE CO. COMMERCIAL PRINTING	6,000.00
162019	08/28/2012	CITY OF IRVINE	1,500.00
162020	08/28/2012	BRUCE HAGAN	91.82
162021	08/28/2012	IAI PRESENTATIONS, INC. PEKING ACROBATS	2,000.00
162022	08/28/2012	IRVINE RANCH WATER DIST.	11,794.20
162023	08/28/2012	LIEBERT CASSIDY WHITMORE	1,983.00
162024	08/28/2012	LYNDA.COM, INC.	4,875.00
162025	08/28/2012	MC KESSON MEDICAL SURGICAL	3,197.34
162026	08/28/2012	NASCO MODESTO	262.10
162027	08/28/2012	NAT'L ASSO OF COLL/EMPLOYERS	400.00
162028	08/28/2012	NATIONAL RESOURCE CENTER c/o R L BRYAN CO.	44.00
		Unpaid Sales Tax	2.71
		Expensed Amount	46.71
162029	08/28/2012	NEWPORT COMPUTER SOLUTIONS	5,512.92
162030	08/28/2012	HALEY NGUYEN	197.82

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
162031	08/28/2012	NATIONAL KITCHEN & BATH ASSOCIATION (NKBA)	250.00
162032	08/28/2012	NORTHWOOD HIGH SCHOOL FOOTBALL	250.00
162033	08/28/2012	OC Treasurer-Tax Collector	759.00
162034	08/28/2012	ORANGE CO. FARM SUPPLY	155.13
162035	08/28/2012	OPTICS PLANET, INC.	1,353.48
		Unpaid Sales Tax	104.90
		Expensed Amount	1,458.38
162036	08/28/2012	JOHN OZUROVICH	138.35
162037	08/28/2012	AAA ACCESS SMOG	65.00
162038	08/28/2012	BERGMAN DACEY GOLDSMITH PROFESSIONAL LAW CORP.	1,015.00
162039	08/28/2012	BIOMERIEUX, INC	332.10
162040	08/28/2012	BUDDY'S ALL STARS	978.20
162041	08/28/2012	CALIFORNIA METAL-X	2,715.30
162042	08/28/2012	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND	3,600.00
162043	08/28/2012	CCCADA ATTN: KANOE BANDY	100.00
162044	08/28/2012	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	7,800.00
162045	08/28/2012	CITRIX ONLINE	1,740.60
162046	08/28/2012	CLUB CAR, INC.	180.56
162047	08/28/2012	JANE L. COLLIER	180.00
162048	08/28/2012	COMPUTERLAND	200.00
162049	08/28/2012	CONTRACT PAPER GROUP, INC.	3,727.50
162050	08/28/2012	CROWN VALLEY BODY SHOP	2,875.07
162051	08/28/2012	MERRILL A. DEMING	1,000.00
162052	08/28/2012	DISPENSING SOLUTIONS, INC.	239.50
162053	08/28/2012	EUROPRINT, INC.	2,278.91
162054	08/28/2012	TRISH FAIN	12.93
162055	08/28/2012	FEDERAL EXPRESS	21.46
162056	08/28/2012	FOSTER CARE AUXILIARY OF OC	120.00
162057	08/28/2012	FRY'S ELECTRONICS	728.15
162058	08/28/2012	WILLIAM M. MCNICOL	1,073.60
162059	08/28/2012	OFFICEMAX CONTRACT INC.	3,156.56
162060	08/28/2012	DEREK CARROLL	450.00
162061	08/28/2012	OFFICEMAX CONTRACT INC.	512.00
162062	08/28/2012	CASE	450.00
162063	08/28/2012	DUBOIS, ELLE	252.10
162064	08/28/2012	HIRO KONISHI	572.02
162065	08/28/2012	JENNA MC CARTY	275.58
162066	08/28/2012	SOPHIE MILLER	1,351.45
162067	08/28/2012	BRIAN MONACELLI	587.71
162068	08/28/2012	NATIONAL HISPANIC COLLEGE FAIRS, INC.	440.00
162069	08/28/2012	SPS	163.00
162070	08/28/2012	SANDY THERIAULT	109.00 *
	Cancelled on 08/30/2012, Cancel Register # AP08302012A		
162071	08/28/2012	TRAINING FOR SAFETY, INC	109.00
162072	08/30/2012	MADISON P. KEYES	200.00
162073	08/30/2012	ALTERNATIVE DELIVERY SOLUTIONS	15,150.00
162074	08/30/2012	ASI	3,959.81

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
162075	08/30/2012	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	10,214.00
162076	08/30/2012	CRI ELECTRIC, INC	12,925.00
162077	08/30/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	18,365.62
162078	08/30/2012	FACILITIES PLANNING & PROGRAM SERVICES, INC	9,400.00
162079	08/30/2012	GKKWORKS	13,702.50
162080	08/30/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	2,995.00
162081	08/30/2012	HALL & FOREMAN, INC.	600.00
162082	08/30/2012	JOYCE INSPECTION & TESTING	28,442.00
162083	08/30/2012	LIONAKIS	69,025.39
162084	08/30/2012	NIMBLE CONSULTING	10,375.00
162085	08/30/2012	PENN CORPORATE RELOCATION SERVICES, INC.	13,515.03
162086	08/30/2012	R2A ARCHITECTURE	3,076.25
162087	08/30/2012	RGP PLANNING & DEVELOPMENT SERVICES	21,338.54
162088	08/30/2012	XELLERATION	2,900.00
162089	08/30/2012	BOSHART ENGINEERING	5,495.25
162090	08/31/2012	LUCY BROWN	14.09
162091	08/31/2012	GRACE GARCIA	20.50
162092	08/31/2012	LESLIE HUMPHREY	40.22
162093	08/31/2012	IRVINE RANCH WATER DIST.	296.78
162094	08/31/2012	JRS PRESENTATIONS, INC.	4,000.00
162095	08/31/2012	GLENDA LINDAHL	14.09
162096	08/31/2012	BART MC HENRY	94.00
162097	08/31/2012	KEVIN O'CONNOR	113.85
162098	08/31/2012	DONNA RANE-SZOSTAK	82.33
162099	09/04/2012	DON BUTCHER	880.00
162100	09/04/2012	DENISE M. HARRIS	312.00
162101	09/04/2012	JENNIFER HIGGINSON	136.00
162102	09/04/2012	JENNIFER HIGGINSON	136.00
162103	09/04/2012	JENNIFER HIGGINSON	306.00
162104	09/04/2012	JENNIFER HIGGINSON	612.00
162105	09/04/2012	BRAD MCREYNOLDS	432.00
162106	09/04/2012	WILLIAM M. MCNICOL	312.00
162107	09/04/2012	WILLIAM M. MCNICOL	192.00
162108	09/04/2012	WILLIAM M. MCNICOL	192.00
162109	09/04/2012	GARY SABELLA	117.00
162110	09/04/2012	GARY SABELLA	117.00
162111	09/04/2012	GARY SABELLA	117.00
162112	09/04/2012	GARY SABELLA	117.00
162113	09/04/2012	MATTHEW SHERMAN	260.00
162114	09/04/2012	MATTHEW SHERMAN	260.00
162115	09/04/2012	MATTHEW SHERMAN	720.00
162116	09/04/2012	CARMEN STRATTON	306.00
162117	09/04/2012	CARMEN STRATTON	612.00
162118	09/04/2012	CARMEN STRATTON	136.00
162119	09/04/2012	SOUTHERN 30 C/O TEDDI LORCH	200.00
162120	09/04/2012	STAGE TECH	5,548.00
162121	09/04/2012	VOCATIONAL BIOGRAPHIES, INC.	300.00
162122	09/04/2012	PLAY POWER C/O PACIFIC PARK	523.00

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
162123	09/04/2012	WELLS FARGO #1598	608.06
162124	09/04/2012	WELLS FARGO #1606	2,735.44
162125	09/04/2012	WELLS FARGO #3317	1,973.76
		Unpaid Sales Tax	113.23
		Expensed Amount	2,086.99
162126	09/04/2012	WELLS FARGO #4198	998.92
		Unpaid Sales Tax	6.97
		Expensed Amount	1,005.89
Total Number of Checks			536
			4,027,209.21

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	5	3,573.91
Net Issue		4,023,635.30

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	450	2,376,734.55
12	Child Development Fund	9	4,672.79
40	Capital Outlay Fund	62	1,256,304.96
68	Self-Insurance Fund	6	42,148.52
71	Retiree Benefit Fund	4	344,587.92
Total Number of Checks		531	4,024,448.74
Less Unpaid Sales Tax Liability			813.44
Net (Check Amount)			4,023,635.30

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Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
010476	08/08/2012	ACADEMIC CHESS C/O ADAM BRODY	819.67
010477	08/08/2012	ALICIA MIGLIARINI dba CALINK INSTITUTE	951.68
010478	08/08/2012	PETER COSMAKOS, LLC	624.34
010479	08/08/2012	RANDELEIGH HARRIS	924.00
010480	08/08/2012	INCREDIFLIX, INC.	2,060.00
010481	08/08/2012	MAD SCIENCE OF ORANGE COUNTY	3,255.00
010482	08/08/2012	TROY ROELEN dba PRO CAMP	1,927.34
010483	08/08/2012	CHARLES C. STILL SECURE LIVE SCAN	195.00
010484	08/08/2012	DAYLE HALDEMAN	169.00
010485	08/10/2012	COMPUTER EXPLORERS RAMI GAUMER	2,400.00
010486	08/10/2012	INCREDIFLIX, INC.	15,630.50
010487	08/10/2012	MAD SCIENCE OF ORANGE COUNTY	13,854.00
010488	08/17/2012	OFFICEMAX CONTRACT INC.	122.68
010489	08/17/2012	POSTMASTER	17,592.14
010490	08/17/2012	ESTELLA GARRISON	104.50
010491	08/17/2012	RITZ-CARLTON, LAGUNA NIGUEL	1,503.66
010492	08/24/2012	ACADEMIC CHESS C/O ADAM BRODY	410.17
010493	08/24/2012	GREGORY J. ATWOOD THE GLASS SPECTRUM	300.00
010494	08/24/2012	ALICIA MIGLIARINI dba CALINK INSTITUTE	587.50
010495	08/24/2012	CONNECTED WOMEN OF INFLUENCE	378.00
010496	08/24/2012	CONSTANT CONTACT	768.00
010497	08/24/2012	PETER COSMAKOS, LLC	4,946.45
010498	08/24/2012	KAYLAA FOX	595.35
010499	08/24/2012	LAURIE MURPHY-KLEIN	880.00
010500	08/24/2012	ALEX PARETTA	75.00
010501	08/24/2012	ALLISON TAYLOR ARTH	75.00
010502	08/24/2012	BRITTNEY MACKEY	145.00
010503	08/24/2012	CAYLIE CHURCHILL	150.00
010504	08/24/2012	FELIPE MENDOZA	150.00
010505	08/24/2012	FRANCESECA PARETTA	75.00
010506	08/24/2012	KELLEY SHERWOOD	150.00
010507	08/24/2012	LEIF KEMP	190.00
010508	08/24/2012	MARISA KLEIN	75.00
010509	08/24/2012	OLIVIA QUINN	150.00
010510	08/24/2012	SHANNAN DEKONING	150.00
Total Number of Checks			35
			72,383.98

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	35	72,383.98
Total Number of Checks		35	72,383.98
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			72,383.98

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

Page 1 of 1

Checks Dated 08/08/2012 through 09/04/2012

Check Number	Check Date	Pay to the Order of	Check Amount
009027	08/17/2012	EDUCATION TO GO GATLIN EDUCATION SERVICES	1,295.00
009028	08/17/2012	MAD SCIENCE OF ORANGE COUNTY	1,856.40
009029	08/17/2012	NR COMPUTER LEARNING CENTER	12,347.40
009030	08/17/2012	OFFICEMAX CONTRACT INC.	128.53
009031	08/17/2012	KEE WONG	20.00
009032	08/24/2012	REBECCA MAY BRUBAKER	38.99
009033	08/24/2012	EDUCATION TO GO	747.00
009034	08/24/2012	MAD SCIENCE OF ORANGE COUNTY	3,463.60
009035	08/24/2012	MARK SEVI	937.50
Total Number of Checks			9
			20,834.42

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	9	20,834.42
Total Number of Checks		9	20,834.42
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			20,834.42

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: August/September 2012 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: Sub-award agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$81,000 for equipment, supplies and maintenance projects. During August/September 2012, 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**

Amtech Elevator Services Agreement – Replacement of Library and Science/Math elevator bottom cylinder. Saddleback College	\$78,000.00
Lee Armstrong Company Agreement – Replace flooring in Fine Arts-100 Corridor, 103 & 105. Saddleback College	\$63,650.00
CSA Holdings, Inc. Agreement – Renovation of football field. Saddleback College	\$51,262.00
County of Orange Agreement – To prepare students for entry into the labor force by providing training for demand occupations. Irvine Valley College	\$45,000.00 (estimated revenue)
McCallum Group, Inc. Legislative Advocacy Agreement – To engage in Legislative Advocacy on a nonexclusive basis and provide services as directed by the District. SOCCCD – District Services	\$42,000.00

<p>PeopleAdmin, Inc. Agreement – To establish and maintain an automated internet based system for HR data. SOCCCD – District Services</p>	\$40,380.00
<p>American Underground Agreement – To provide a new natural gas supply line to existing buildings and the new Life Sciences building. This replaces current natural gas line which will be abandoned due to outdated materials and connections. Irvine Valley College</p>	\$39,818.00
<p>Allied Barton Security Services LP Security Officer Service Agreement – Provide security officer services at the ATEP campus location. ATEP</p>	\$35,522.00
<p>Western Graphics Plus Consultant Agreement – Develop and print marketing materials, training materials, and providing storage and fulfillment of marketing materials for the CA Career Café project. Irvine Valley College</p>	\$35,000.00
<p>Blackbaud Agreement to Purchase – Software, maintenance, subscription and training of the Raiser’s Edge software. Irvine Valley College</p>	\$28,595.00 (\$22,130 funded by the foundation and \$6,645 general fund)
<p>Abacus Letter of Agreement – To create a conceptual design of the stadium renovation for fund raising purposes by the Foundation. Saddleback College</p>	\$28,200.00
<p>Lee Armstrong Company Agreement – Replace flooring in Student Services Center-225 & 225A. Saddleback College</p>	\$25,605.00
<p>Facilities Planning & Program Services, Inc. Consultant Agreement Amendment No. 1 – Scope of services increased for continued development of template contracts, facilitate the RFP, bid and contract negotiations for additional multi-year bid and assist with the development of a contract process handbook. SOCCCD – District Services</p>	\$25,000.00

AT&T Consulting Acceptance Agreement – To upgrade two Cisco Unity servers in the I.T. Department. SOCCCD – District Services	\$16,000.00
CDW-G Computer Centers End User License Agreement – Renewal of McAfee Anti-spam/Anti-virus email security. SOCCCD – District Services	\$15,314.20
Bob Parrett Construction, Inc. Agreement – Interior repair of Village 8 for the Matriculation move in. Saddleback College	\$13,651.00
Excelsior Elevator Corporation Elevator Maintenance Agreement – Provide maintenance services on 6 hydraulic passenger elevators located at the college campus. Irvine Valley College	\$13,650.00
Symplicity Corporation Software License Agreement – Provide Community and Career Services Manager with Chat, Event Log and Resume Builder software. Saddleback College	\$12,153.00
Quest Consulting & Training Corporation Agreement Amendment #1 – The consultant will provide additional training in the Employment Training Program at a cost of \$10,000. The total revised contract amount is \$55,000. Irvine Valley College	\$10,000.00
Quezada Pro Landscape, Inc. Consultant Agreement – To provide tree services as needed on the campus. Saddleback College	\$9,600.00
American Air Balance Co., Inc. Agreement – To clean exhaust fume at the Science Math building in the biology and chemistry areas. Saddleback College	\$7,902.56
Sean Stephenson Enterprises Speaking Agreement – Speaking engagement on October 4, 2012 – Program Title: Time to Stand. Saddleback College	\$6,000.00

Newport Computer Solutions, Inc. Proof of Entitlement Agreement - License renewal of the IBM Tivoli Storage Manager Processor, subscription and support. SOCCCD – District Services	\$5,512.92
Periwinkle Entertainment Productions Letter of Agreement – Performance of “An Evening of Comedy and Magic” on January 12, 2012. Saddleback College	\$5,500.00
RJ Coaching and Consulting Agreement Amendment No. 1 - To increase the contract amount by an additional \$5,000.00 for the project on the Career Development Work-based Learning Linkages to Professional Organizations grant. The total revised contract amount is \$40,000.00. Irvine Valley College	\$5,000.00
Lynda.com Quote/Agreement – For 15 licenses granting unlimited access to all online training library courses. Irvine Valley College	\$4,875.00
Pacific Clinics Agreement – To provide mental health related courses to Pacific Clinics. Saddleback College	\$4,800.00 (Revenue to college)
Blackbaud Scope of Work Agreement – To provide technical services relating to the conversion of data into an existing Raiser’s Edge database for IVC foundation. Irvine Valley College	\$4,000.00 (Funded through General Fund as a one-time allocation)
Knott’s Berry Farm Consignment Agreement – To purchase 125 tickets for entrance to Knott’s Berry Farm and resale by the college. Irvine Valley College	\$3,873.75
AHIMA Renewal Agreement – Renew the Virtual Lab Enrollment agreement for one year. Saddleback College	\$3,750.00
W. Smith Consultant Agreement – Provide rehearsal accompanist, band leader and pit musician for student production of “Spring Awakening”. Saddleback College	\$3,520.00

<p>Crescendo Letter of Agreement – To provide an online website service linked to the IVC Foundation website and vets all donor education information. Irvine Valley College</p>	<p>\$3,500.00 (General Fund)</p>
<p>GoEngineer, Inc. Quote/Agreement – Upgrade of software for Solid Works Education Edition. Saddleback College</p>	<p>\$3,491.10</p>
<p>CommCinema Mobile Digital Cinema Services Agreement – To provide digital cinema services for events held at the college on August 20, 2012. Irvine Valley College</p>	<p>\$3,200.00</p>
<p>Christopher Caputo Consultant Agreement – To design the set for the student production of “Spring Awakening.” Saddleback College</p>	<p>\$1,000.00</p>
<p>Bombola Agency, Inc. Consultant Agreement – Perform background investigations per POST guidelines for law enforcement and public safety. SOCCCD – District Services</p>	<p>\$1,000.00</p>
<p>Orkin Commercial Services Agreement Addendum – To provide additional extermination services. Irvine Valley College</p>	<p>\$892.50</p>
<p>San Francisco Community College District Agreement – Provide books and other instructional materials and printing and copying of materials for the California Early Childhood Mentor Program. Saddleback College</p>	<p>\$650.00</p>
<p>Creation Engine, Inc. License Agreement – For Photoshop software for use in the classroom at the BGS Department. Saddleback College</p>	<p>\$540.00</p>
<p>Wohlers Associates Agreement Amendment No. 1 – To update company name, extend the term of the contract one additional month and increase travel expenses allowed by an additional \$350.00 amount for the Rapid Tech Industry Advisory Board project. Total revised contract amount it \$3,350. Saddleback College</p>	<p>\$350.00</p>

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

Ricoh Order Agreement – To provide maintenance for small copier. Saddleback College	\$221.75
Orkin Commercial Services Agreement Addendum – To provide additional extermination services. ATEP	\$131.25
JRS Presentations, Inc. Agreement Amendment – Add allowance for travel expenses to agreement for the performance of “An Evening of MASH”. Total revised contract amount is \$\$8,125.00. Saddleback College	\$125.00
CDW Agreement as to the Delivery Method – Allowing electronic delivery of software updates and upgrades for McAfee email security appliance. SOCCCD – District Services	\$0.00
Santa Ana Workforce Investment Board Agreement Amendment No. 2 – To update programs costs on EDD eligible training provide list. Irvine Valley College	\$0.00
Hoag Orthopedic Institute Agreement – To provide clinical/internship experience to students in the health sciences and human services programs. Saddleback College	\$0.00
TLC Pediatrics Agreement – Provide clinical/internship experiences for students in the health sciences and human services programs. Saddleback College	\$0.00
Orange Coast Psychiatric Association Agreement – Provide clinical/internship experiences for students in the health sciences and human services programs. Saddleback College	\$0.00
Catalyst Consulting Agreement Amendment No. 2 – To extend the term date to December 31, 2012 at no additional cost for the business analysis and project management services for the SIS,	\$0.00

Sherpa and MySite projects. SOCCCD – District Services	
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RECOMMENDATION

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratify

BACKGROUND

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees to approve, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification, and ratify, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the Contingency Reserve.

STATUS

For the current reporting period ending September 05, 2012, there were 2 budget transfers processed. In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations summarized on EXHIBIT A is presented for ratification.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as detailed in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS

For the period 07/01/12 to 09/05/12

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$3,000	
3000	Fringe Benefits	\$309	
4000	Books and Supplies	\$40	
5000	Other Operating Expenses & Services		\$10,869
6000	Capital Outlay	\$7,520	
Total Transfers - General Fund		<u>\$10,869</u>	<u>\$10,869</u>
Total Transfers		<u>\$10,869</u>	<u>\$10,869</u>

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
September 24, 2012

SADDLEBACK COLLEGE

Gift	Donated By:
Lifelike arm reproduction with infusible arteries designed for training	Algebra2go, LLC 11 Chesterfield Mission Viejo, California 92692
36 Hardback Books, 40 Paperback Books and 2CDs	Zane Johnson 15 Halsey Avenue Laguna Niguel, California 92677
3 Hardback Books	Olivia Postis 29151 Calle Cisne Murrieta, California 92563
2 Hardback Books	Ana Maria Cobos 24851 Winterwood Drive Lake Forest, California 92630

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Options and Recommendation for Funding the Unfunded Retiree Health Benefit Liability

ACTION: Approval

BACKGROUND

The district received its' updated actuarial valuation report for the retiree health benefit liability. The finding was that the unfunded portion of the retiree health benefit liability increased by \$15,820,942.

STATUS

In the past, it has been the budget philosophy of the district and the Board to fully fund the retiree health benefit liability. With the unfunded portion being larger than expected due to the updated valuation report, several funding options were analyzed and one option is being recommended. Funding options, implications of the options and recommendation for the SOCCCD's unfunded portion of the retiree health benefit liability are below.

Recommended option:

- 1) Immediately fund \$9,746,637 of the \$15,820,942 total unfunded liability from the Year One portion of the "Reserve for Unrealized Property Taxes" (See Basic Aid-Exhibit A) since these property taxes were realized last year.

Fund the remainder of the liability before the end of this fiscal year, after the total liability amount is confirmed from further study, using the Second Year portion of the "Reserve for Unrealized Property Taxes" (Basic Aid). The amount of the total liability will be confirmed through the supplemental actuarial study for CSEA early retirement plan and the final results of the experience study. *This is honoring the budget philosophy of the district and board. It partially funds the liability now but delays fully funding the liability amount until the results of the additional studies are known. That is more conservative. A discussion of the results can be presented to the board when they are available and further discussion can take place before the remaining balance of the liability is funded. Once it is fully funded this fiscal year, it will mean that the annual reserve (basic aid) will need to be refreshed prior to new basic aid projects being considered for next year's basic aid cycle, FY 2013-2014.*

Other options considered:

- 2) Wait until next budget cycle to fully fund the liability. *This would mean that at the end of this fiscal year, a large liability will be recorded on our financial statement. It would also put pressure on the budget by fully funding this in one lump sum. This is not recommended.*
- 3) Plan for funding the liability over a longer period of time, such as a 3-5 year period. *This would mean that at the end of each of the fiscal years involved, a large liability will be recorded on the financial statement and reflected on our books until the liability is fully funded. This is not recommended.*
- 4) Do not fund the unfunded portion of the retiree health benefit liability. *Even though most other districts do not fully fund the retiree benefit liability, this would not align with the district and board's budget philosophy. It could negatively impact the district's credit rating, as well. This is not recommended.*
- 5) If the "Reserve for Unrealized Property Taxes" (Basic Aid) is not required for other items this fiscal year, allocate the amount needed to fully fund the liability before the end of this fiscal year, June 30, 2013. *The reserve is quite large, as it encompasses two years' reserve rather than a one year reserve. For next year's basic aid cycle, this would mean that the reserve (basic aid) will need to be refreshed prior to new basic aid projects being considered for FY 2013-2014. This option has merit and would be considered another alternative to Option 1.*

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Option 1. It is a conservative and financially viable funding option for funding the retiree health benefit liability while still honoring the district and board's budget philosophy.

**South Orange County CCD
Determination of Basic Aid Allocation Amounts
2012-2013 Fiscal Year**

	2011-2012	2012-2013
Basic Aid Beginning Balance from Prior Year	3,865,197	52,514,424
Basic Aid Project Funds Returned	13,791,183	-
Property Tax Revenue Estimate ¹	149,506,869	150,000,000
Student Fee Revenue Estimate	15,286,440	18,450,000
Partnership for Excellence Funds	1,818,462	-
Interest on Tax Money	40,244	24,000
Total Estimated Revenues	166,652,015	168,474,000
Basic Allocation Adjustment		(553,591)
DRAC Model Allocation	(127,350,971)	(128,458,153)
Total Estimated Property Taxes for Basic Aid	56,957,424	91,976,680
Contingency for Unrealized Tax Collections (20%)	-	(7,892,451)
Amount Available for Allocation	56,957,424	84,084,229
Long Term Obligations and Fixed Expenses ²	(2,675,000)	(3,550,000)
Allocations	(1,768,000)	(70,787,592)
Net Amount Available for Allocation	52,514,424	9,746,637

Notes: ¹ Per BP 3110 and AR 3110, Property Taxes are based on conservative estimates

² Estimates for 2012/13

Retiree Benefits	2,600,000
Legislative Advocacy	150,000
Trustee Election	800,000
	3,550,000

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4000.5: Harassment and Discrimination Prevention and Complaints, BP-4001: Personal Use of Public Resources, BP-4010: Commitment to Diversity, BP-4021: Classified managers, BP-4072: Domestic Partners, BP-4209: Classified Management Personnel Reduction in Force Notification

ACTION: Discussion/Approval

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

Six 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 August 16, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the August 27, 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in Exhibit A through F.

BOARD POLICY

4000.5

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

PROHIBITION OF HARASSMENT AND DISCRIMINATION PREVENTION AND COMPLAINTS

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence and discrimination. It shall also be free of other unlawful discrimination and harassment, including that which is based on any legally protected characteristic including but not limited to: race, color, religious creed, ancestry, national origin, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation of any person, or the perception that a person has one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to investigate such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, pursuant to California Education Code and Title VII.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the approved procedures described in Administrative Regulation 4000.5. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity, even if the activity is off campus. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor

PROHIBITION OF HARASSMENT AND DISCRIMINATION

shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related approved procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees and students who violate the policy and procedures may be subject to disciplinary action pursuant to California Education Code and Title VII.

Reference:

Education Code Sections 212.5; 44100; 66252; 66281.5;

Government Code 12950.5;

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e

Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;

Adopted: 8-24-82
Revised: 12-01-86
Revised: 4-10-89
Revised: 3-30-93

Revised: 6-15-98
Revised: 4-26-99
Revised: 9-26-05
Revised: 4-28-08

BOARD POLICY

4001

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES~~PERSONNEL~~

PERSONAL USE OF PUBLIC RESOURCES

No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Reference:

Government Code Section 8314, et seq.;

Penal Code, Section 424, et seq.

BOARD POLICY

4010

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

COMMITMENT TO DIVERSITY

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and professional development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Reference:

Education Code Section 87100 et seq.;
Title 5, Section 53000, et seq.

BOARD POLICY

4021

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

CLASSIFIED MANAGERS

Classified managers are not employed as educational administrators.

Classified managers, regardless of job description, have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or have the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified managers may be employed in the same manner as the other members of the classified service. If a classified manager is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

Reference:

Government Code Section 3540.1(g) and (m);

Education Code Section ~~72411~~87002

Adopted: 4-28-08
Review Only

BOARD POLICY

4072

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

DOMESTIC PARTNERS

All references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as defined under state law.

Reference:

Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, and 299.3.

BOARD POLICY

4209

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL
HUMAN RESOURCES

CLASSIFIED MANAGEMENT PERSONNEL LEADERSHIP REDUCTION IN FORCE NOTIFICATION

California Education Code, ~~Section 88017~~, establishes a ~~4530~~-day notification for reduction in force of Classified Leadership Personnel. However, ~~E~~excluding disciplinary actions, in which case prevailing California Education Code applies, a 90-day notification will be issued to Classified Management Leadership staff affected by a reduction in force.

Whenever it becomes necessary to reduce the number of classified management employees because of lack of work, lack of funds, or in the interest of economy, the Chancellor shall recommend the specific positions to be discontinued. Other facts being equal, employees shall be laid off in reverse order of seniority within the job classifications of such discontinued positions.

Reference:

California Education Code, Section 88017

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Request to Rescind Spring 2013 Sabbatical

ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 23, 2012, the Board of Trustees approved the sabbatical projects of 19 faculty members, including Lisa Davis Allen, Professor, School of Fine Arts, Irvine Valley College, for Spring Semester 2013.

STATUS

Due to college departmental commitments and responsibilities, Lisa Davis Allen has requested that approval of her sabbatical leave for Spring 2013 be rescinded.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the request to rescind approval of sabbatical leave for Lisa Davis Allen for the Spring 2013 semester.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: SOCCCD Faculty Association Academic Employee Memorandums of Understanding

ACTION: Approval

BACKGROUND

The District and the Faculty Association agreed to engage in a continuous dialog to improve the collective bargaining agreement as needed to benefit both parties. The District and the SOCCCD Faculty Association officers agreed to meet to work out administrative details for implementation of a new formula for department chair stipends, previously negotiated for the SOCCCDFA Academic Employee Master Agreement. In addition, District and SOCCCDFA agreed to meet to resolve contractual difficulties related to recent changes in STRS laws pertaining to penalties for back pay; and to discuss District's offer to extend recent changes in District-provided dental plan benefits to the SOCCCDFA, at little or no cost increase to the District.

STATUS

The District and SOCCCD Faculty Association met on September 5, 2012 to outline agreements related to department chair stipends, changes in STRS law, and changes in District-provided dental plan benefits. The District and SOCCCDFA negotiated MOUs to address and resolve the above issues. The results of these negotiations are presented in the form of three separate Memorandums of Understanding as shown in Exhibits A, B and C.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Memorandums of Understanding as presented in Exhibits A, B and C.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND THE
SOCCCD FACULTY ASSOCIATION**

The South Orange County Community College District and the SOCCCD Faculty Association agree to the following revisions to department chair stipend as defined in the Collective Bargaining Agreement, Appendix G: Department Chair Stipend Compensation Formula in abeyance due to implementation difficulties. Both parties agree to meet and discuss with the intention of full implementation of the Department Chair Stipend for the Spring 2013 semester.

For SOCCCDFA
Paula Jacobs, President

For SOCCCD
David Bugay, Ph. D., Vice Chancellor
Human Resources

Date

Date

For SOCCCDFA
Lewis Long, Chief Negotiator

Date



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND THE
SOCCCD FACULTY ASSOCIATION**

The South Orange County Community College District and the SOCCCD Faculty Association agree to the following revisions to the Collective Bargaining Agreement due to changes in the State Teachers Retirement System (STRS) pertaining to CalSTRS Penalties related to Education Code 22147 (b):

**ARTICLE XXX
WAGES**

I. General Provisions

D. Step and Column Movement

2. Column Advancement

a. After the date of hire, for the purpose of column advancement, nine (9) semester units of lower division college level credit from an accredited institution of higher education will be allowed for coursework that is pertinent to the principal area of assignment and/or is for retraining or the up-grading of skills. The coursework must be approved in advance by the Dean and Vice President.

b. Coursework taken for column advancement outside the faculty member's primary assignment must be approved by the Vice President prior to enrolling in the course(s).

c. A passing grade must be earned in all coursework accepted for salary classification credit. A pass/fail course must be noted as pass and a credit/non-credit course must be noted as credit in the transcript.

d. Official verification of All approved coursework taken and/or degree conferred must be submitted to Human Resources taken shall be completed and/or degree conferred by August 1st for column advancement for the Fall semester and January 3rd for column advancement for the Spring semester. September 1st of the year in which the salary classification is to become effective for the fall semester and January 1 for the spring semester. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources no later than October 15th of the year in which the salary increase is to become effective.

For SOCCDFA
Paula Jacobs, President

For SOCCCD
David Bugay, Ph. D., Vice Chancellor
Human Resources

Date

Date

For SOCCDFA
Lewis Long, Chief Negotiator

Date



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND THE
SOCCCD FACULTY ASSOCIATION**

The South Orange County Community College District and the SOCCCD Faculty Association agree to the following revisions to dental benefits.

The current dental plan has a calendar year maximum benefit of \$3,200 per person for in-network providers or \$3,000 per person for out-of-network providers after deductibles are met. Currently, services covered under the plan include two (2) dental cleanings per calendar year in addition to Diagnostic/Preventive services, Basic services, Major/Restorative services and orthodontic services. Effective October 1, 2012, the new plan will continue to cover these services, but will now include three (3) dental cleanings in a calendar year and also provide coverage for dental implants. The annual maximum plan benefit has not increased. A new evidence of coverage (EOC) booklet will be provided, which will provide greater detail regarding this change. The new EOC will be available soon after the effective date of change.

For SOCCCDFA
Paula Jacobs, President

For SOCCCD
David Bugay, Ph. D., Vice Chancellor
Human Resources

Date

Date

For SOCCCDFA
Lewis Long, Chief Negotiator

Date

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: 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 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.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. **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>
Altenbernd, Erik	MA/History	History/SC	II/1	08/20/12
Arredondo, Stephanie	MS/Bio. Sciences	Biological Sci/IVC	II/1	08/20/12
Arroyo, Jose	MA/Learning Disab.	Supvr. Tutoring/IVC	II/1	08/20/12
Boccignone, A.	AA/Autom. Tech.	Automotive Tech/SC	I/1	08/20/12
Caldani, Patricia	MS/Molecular Bio.	Human Anatomy/IVC	II/1	08/20/12
Casey, Margaret	PhD/English Educ.	Supvr. Tutoring/IVC	V/1	08/20/12
Castro-Graham, A.	MPA/Public Admin.	Envt. Tech./IVC	II/1	08/20/12
Choi, Youngsook	MLIS/Libr. Info. Syst.	Librarian/IVC	II/1	08/20/12
Ferro, James	MA/Env. Law/Policy	Environment. Stud./SC	II/1	08/20/12
Huang, Erin	MA/Comp. Lit.	Writing/IVC	II/1	08/20/12
Jahanshahi, Pouya	MFA/Graphic Des.	Graphic Design/SC	II/1	08/20/12
Ku, Jessica	BA/Visual Design	Graphic Design/SC	I/1	08/20/12
Lipp, Alex	MS/Mathematics	Math Tutoring/SC	II/1	08/20/12
Marzluf, Jonathan	MM/Music	Music/IVC	II/1	08/20/12
Paschetta, Chantal	MS/Kinesiology	Kinesiology/IVC	II/1	08/20/12
Robison, Kerry	MS/Microbiology	Biological Sci./IVC	II/1	08/20/12
Scahill, John	MFA/Art	Art/IVC	II/1	08/20/12
Shah, Hemangi	BS/Med. Technology	Medical Lab Tech/SC	II/1	08/20/12
Weber, David J.	PhD/Nuclear Physics	Physics/IVC	V/1	08/20/12
Wilson, Malcolm	AA/Graphic Comm.	Mfg. Design MM/SC	I/1	08/20/12

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 Placement</u>	<u>Start Date</u>
Bauer, Randall	BS/Health Ed.	P.E./IVC	I/1	08/20/12

Equivalency is based on a Bachelor of Science in Health Education and a post-graduate certificate in Physical Therapy. Mr. Bauer owns his own rehabilitation clinic and works entirely with the strength and conditioning of athletes and professional athletes.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1) - **EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Garfin, Dana	MA/Soc. Ecol./Psych.	Psychology/IVC	II/1	08/20/12

Equivalency is based on a Master of Arts in Social Ecology/Psychology and current enrollment in a Ph.D. program in Psychology and Social Behavior at the University of California Irvine. The mission of this degree and program is to achieve excellence in instruction and research using cross-disciplinary approaches. Ms. Garfin chose the academic path of Psychology and Social Behavior, which includes the necessary academic training for teaching undergraduate and graduate courses in Psychology. While the name Social Ecology is less conventional, the discipline of focus is Psychology and Social Behavior which is a graduate level degree in Psychology.

Hoffman, Michael	BM/Performance	Music/IVC	I/I	08/20/12
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Equivalency is based on a Bachelor of Music degree in Performance from the University of Northern Colorado. Mr. Hoffman has held the Principal Trombone Position in the Pacific Symphony since 1997. Prior to serving as Principle Trombone, he served as the Second Trombone in the Symphony for eight seasons. His professional activities have spanned almost thirty years and represent performance and leadership in some of the finest professional musical ensembles, companies and festivals.

Kremenetski, K.	PhD/Geography	Earth Science/IVC	V/1	08/20/12
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Equivalency is based on Dr. Kremenetski's extensive educational background in a discipline called Quaternary geology. Graduate coursework he completed while at the USSR Academy of Sciences in Moscow, Russia have direct application to the course content and curriculum of our introductory geology courses (certified U.S. evaluation of foreign degrees received). Additionally, Dr. Kremenetski has ten years of teaching experience as an adjunct faculty at neighboring community colleges, teaching both lecture and lab courses in geology and the earth sciences.

Nguyen, Tien "Joey"	High School Diploma	Phlebotomy/SC	I/1	08/20/12
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Equivalency is based upon a certificate in phlebotomy from U.S. Colleges in Santa Ana and coursework at Coastline Community College. Mr. Nguyen has several years of previous experience with St. Jude Medical Center in Fullerton as a Phlebotomy Coordinator, as well as part-time phlebotomy teaching experience at U.S. Colleges in Anaheim. Mr. Nguyen has been a Clinical Specialist (classified) for Health Sciences at Saddleback College since 2011.

Shiring, Richard	PhD/Mat. Sci & Eng.	Physics/IVC	V/1	08/20/12
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Equivalency is based upon a Doctorate of Philosophy in Materials Science and Engineering from University of California, Los Angeles, and Bachelor and Master of Science degrees in Metallurgy from Penn State University, Park, Pennsylvania. Dr. Shiring previously taught material science and engineering part time for UCI and currently teaches part-time pre-calculus, statistics, and algebra at Coastline Community College.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1) - **EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Sundstrom, Emily	BA/English & History	History/SC	I/1	08/20/12

Equivalency is based upon a Bachelor of Arts degree in English and History from Simmons College in Boston, MA, and current enrollment in a doctorate program in History at University of California, Irvine. Ms. Sundstrom expects to complete her requirements for the PhD program in 2013. Ms. Sundstrom has 12 quarters of experience as a Teaching Assistant in the history department at University of California, Irvine.

Taylor, Katrina	MFA/Acting	Speech/IVC	II/1	08/20/12
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Equivalency is based upon a Bachelor of Science degree in Speech Communication from Bradley University, Peoria, Illinois, and a Master of Fine Arts in Drama/Acting from University of Washington, Seattle, WA. Ms. Taylor has taught acting classes while drawing on speech communication theory (listening skills, body language studies, non-verbal communication) in addition to serving as a speech coach for competitive college teams across the country since 2000.

Tung, Haiyun“Helen”	BFA/Illustration	Kinesiology/IVC	I/1	08/20/12
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Equivalency is based upon a Bachelor of Fine Arts from Laguna College of Art and Design, Laguna Beach and graduate coursework in medical science completed at Sun Yat-Sen University of Medical Sciences in Guangzhou, China. Ms. Tung played on the IVC Badminton Team in 2002 and in 2009. Since 2010, Ms. Tung has trained the team as an assistant coach (as a classified employee). Ms. Tung worked as a coordinator for the 2005 World Badminton Championships and as a line judge for the 2012 Badminton U.S. Open Championships.

Troy, Jeffrey	JD/Law	Physics/IVC	V/1	08/20/12
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Equivalency is based upon a Doctorate in Philosophy award and Master of Science degree in Mechanical Engineering from University of Michigan, Ann Arbor, plus a Juris Doctorate in Law from Loyola Law School, Los Angeles. Dr. Troy has previous part-time teaching experience at University of Michigan and at Irvine Valley College. He also has 20 years of professional engineering experience designing and analyzing jet and rocket engines, power plants, missiles and satellites.

Vazquez-Paramio, S.	PhD/Marketing	Spanish/SC	I/1	08/20/12
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Equivalency is based upon a doctorate in Marketing from University Complutense of Madrid, Spain, and current coursework for her future Master of Arts degree in Teaching English as a Second Language from FUNIBER University in Spain (certified U.S. evaluation of foreign degrees is progress). Dr. Vazquez-Paramio is a native Spanish speaker and has been volunteering with Professor Hernandez-Bravo in her Spanish class for two semesters. Dr. Vazquez-Paramio worked as a Spanish language teaching assistant at Capistrano Unified School District.

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 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
¹ Clark, Kate	Facilitator SLO/IVC	15,000.00	08/20/12-10/15/12
² Davison, John	Co-Chair, Physical Sciences/IVC	1,869.00	08/20/12-12/19/12
Delson, Cheryl	SLO Liaison/Facilitator/IVC	500.00	08/15/12-12/16/12
Hurlbut, Diana	Chair, Curriculum Committee/IVC	2,061.45	05/21/12-08/10/12
³ Kaufmann, Jefferey	Co-Chair, Life Sciences/IVC	1,834.50	08/20/12-12/19/12
Langrell, Jenny	Accreditation Reports/SC	3,442.00	08/20/12-12/19/12
⁴ Rodriguez, Roland	Co-Chair, Life Sciences/IVC	1,834.50	08/20/12-12/19/12
Rousseau, Michele	Coordinator, CS Learning Ctr/SC	2,000.00	08/20/12-12/19/12
Stephens, Blake	Accreditation Reports/SC	3,442.00	08/20/12-12/19/12
⁵ Tabibzadeh, Kiana	Co-Chair, Physical Sciences/IVC	1,869.00	08/20/12-12/19/12
Weston, Norman	Piano Performance/SC	500.00	07/09/12-07/30/12

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 2011/2012 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Anderson, Michael	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Baker, Erqin	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Bander, Carol	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Beasley, James	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Beck, Rebecca	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Bodnar, Carol	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Daniels, Stevie	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Do, Anhvy	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Henderson, Pamela	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Hildebrand, Colleen	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Lam, Chin	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Lebauer, Roni	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Livote, Michelle	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Luther, Barbara	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Man, Gina	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
McGirr, Julie	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Poblet, Ines	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Schultz, Dolores	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Sims, Larry	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Stern, Heather	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Stern, Susan	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Striedter, Anna	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12
Wilson, Jeffrey	ESL Read/Grade Writing Samples/IVC	08/20/12-12/19/12

¹ Stipend start date correction only. Approved by the Board of Trustees on August 27, 2012 with start date of 07/01/12.

² Stipend amount correction from \$1,143 to \$1,869. Originally approved by the Board of Trustees on August 27, 2012.

³ Stipend amount correction from \$1,143 to \$1,834.50. Originally approved by the Board of Trustees on August 27, 2012.

⁴ Stipend amount correction from \$1,143 to \$1,834.50. Originally approved by the Board of Trustees on August 27, 2012.

⁵ Spouse of Glenn Roquemore, President of Irvine Valley College. Stipend amount correction from \$1,143 to \$1,869. Originally approved by the Board of Trustees on August 27, 2012.

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 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Berry, Diane	Dance Concert Choreography/SC	800.00	08/20/12-11/30/12
Camelot, Allison	Coord. Gerontology Pgm/Perkins/SC	200.00	09/01/12-11/30/12
Cavazzi, Deidre	Dance Concert Choreography/SC	1,200.00	08/20/12-11/30/12
Forouzesh, Jennifer	Presenter, Allied Health Pgm/SC	164.92	07/01/12-07/31/12
Fox, Lindsay	Fashion Planning/Outreach/SC	500.00	07/01/12-08/17/12
Haas, Sharon	Dance Concert Choreography/SC	1,100.00	08/20/12-11/30/12
Himes, Marjorie	Dance Concert Choreography/SC	800.00	08/20/12-11/30/12
Knapp, Rebecca	Dev. Project 3 Module Template/SC	600.00	07/01/12-08/17/12
Loftus, Nicole	Coord. Gerontology Pgm/Perkins/SC	500.00	09/01/12-11/30/12
Mamoon, Safiah	Presenter, Allied Health Pgm/SC	164.92	07/01/12-07/31/12
Paige, Monique	Co-Coord. Conference/Perkins/SC	500.00	08/20/12-12/19/12
Pinter, Gerald	Faculty Concert/SC	175.00	08/27/12-08/27/12
Quinlan, Emily	Coord. Symposium Proj./Perkins/SC	300.00	07/01/12-08/17/12
Rosenn, Jamie	Faculty Concert/SC	175.00	08/27/12-08/27/12
Schmeidler, Kathy	Faculty Lead, CA Wk Alliance/IVC	5,000.00	01/03/12-06/30/12
Schmeidler, Kathy	Recycling/Resource Mgmt Pgm/IVC	100.00	07/13/12-07/13/12
Stevens, Kay	Presenter, Allied Health Pgm/SC	164.92	07/01/12-07/31/12
Stout, Ronald	Faculty Concert/SC	200.00	08/27/12-08/27/12
Tamialis, Barbara	Co-Coord. Conference/Perkins/SC	500.00	08/20/12-12/19/12
Tamialis, Barbara	Coord. Work Exp./Perkins/SC	750.00	08/20/12-12/19/12
Vidal, Jonathan	Presenter, Allied Health Pgm/SC	164.92	07/01/12-07/31/12
Yell, Lacey	Dance Concert Choreography/SC	1,100.00	08/20/12-11/30/12

D. ADMINISTRATIVE EMPLOYMENT - SALARY STEP CORRECTION

1. ⁶MCDONALD, CHRISTOPHER, Dean of Mathematics, Science, and Engineering, Saddleback College, Integrated Administrator/Manager Salary Range 22, Step 3, effective June 25, 2012.
2. ⁷WYNTER, CADENCE, Dean of Social and Behavioral Sciences, Saddleback College, Integrated Administrator/Manager Salary Range 22, Step 3, effective June 11, 2012

⁶ Approved by the Board of Trustees on June 25, 2012, Integrated Administrator/Manager Salary Range 22, Step 1.

⁷ Approved by the Board of Trustees on May 21, 2012, Integrated Administrator/Manager Salary Range 22, Step 1.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Classified 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.

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 (Information Items – Pursuant to Board Policy 4002.1)
 - a. DANIEL, DEAN is to be employed as Custodian, Pos. #1077, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective September 24, 2012. This is a replacement position for John Polikaitis, who retired.
 - b. DE CARLO, SHARON is to be employed as Health Center Nurse, Pos. #4477, Student Health Center, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Range 136, Step 1, 10 hours per week, 12 months per year, effective August 27, 2012. This position was approved on November 16, 2011.
 - c. KIM, YOUNGRO is to be employed as Programmer Analyst, Pos. #4504, Innovation Technology Services, Irvine Valley College, Classified Bargaining Unit Salary Range 142, Step 1, 40 hours per week, 12 months per year, effective September 17, 2012. This position was approved by the Board of Trustees on February 27, 2012.
 - d. MENDOZA, JOSE is to be employed as Network Systems Technician I, Pos. #4357, Innovation Technology Services, Irvine Valley College, Classified Bargaining Unit Salary Range 132, Step 1, 40 hours per week, 12 months per year, effective September 11, 2012. This is a replacement position for Mohammad Ali Fadaiefard, who resigned.
 - e. OLARIU, CONSTANTIN is to be employed as Custodian, Pos. #1037, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective September 24, 2012. This is a replacement position for Dawn Crowe.
 - f. RAJA, DANI is to be employed as Health Center Nurse, Pos. #4519, Student Health Center, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Range 136, Step 1, 12 hours per week, 10 months per year, effective August 27, 2012. This position was approved on January 23, 2012.
 - g. SIEMON, HEATHER is to be employed as Senior Graphics Designer, Pos. #3624, Public Information and Marketing, Saddleback College, Classified Bargaining Unit Salary Range 134, Step 1, 29 hours per week, 12 months per year, effective September 10, 2012. This position is a replacement position for Donna Pribyl, who received a change in status.
 - h. VALDEZ, SANDRA is to be employed as Custodian, Pos. #1250, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective September 24, 2012. This is a replacement position for Emanuel Dubei, who retired.

A. NEW PERSONNEL APPOINTMENTS - Continued

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>
Bourgeois, Rachelle	Child Development Specialist/IVC	122/1	08/28/12
Bourgeois, Rachelle	Sr. Child Development Specialist /IVC	128/1	08/28/12
Hunter, Amy	Ticket Office Operations Assistant/SC	116/1	08/24/12
Jackson, Marc	Sr. Lab Technician, Theatre Arts /Carpentry/SC	130/1	08/24/12
Navarro, Carrie	Child Development Specialist/SC	122/1	08/28/12
Noriega-Goodwin, N.	Counseling Office Assistant/SC	115/1	08/13/12
Yaganeh, Samira	Sr. Counseling Office Assistant/SC	119/1	08/16/12

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** 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>
Artemov, Tatyana	Project Specialist/SC	20.00	08/15/12-06/30/13
Barnes, Justin	TMD Aide/SC	9.50	08/24/12-06/30/13
Choi, Katlin	Project Specialist/SC	20.00	08/13/12-06/30/13
Collins, Linda	Project Specialist/SC	20.00	08/14/12-06/30/13
Fellner, John	Project Specialist/SC	9.00	07/01/12-06/30/13
Fischman, Leah	CDC Aide/SC	12.00	08/14/12-06/30/13
Ko, Aaron	Project Specialist/SC	20.00	08/20/12-06/30/13
¹ Looney, Tia	Project Specialist/SC	12.50	08/15/12-06/30/13
Melendez, Steven	Coaching Aide/SC	15.00	08/13/12-06/30/13
Navarro, Carrie	CDC Aide/SC	12.50	08/28/12-06/30/13
² Pestolesi, Kari	Coaching Aide/SC	15.00	08/13/12-06/30/13
Phillips, Rebeccah	Coaching Aide/IVC	15.00	08/15/12-06/30/13
Quinn, Johnathan	Coaching Aide/SC	15.00	08/28/12-06/30/13
Robinson, Marc	TMD Aide/SC	9.50	08/16/12-06/30/13
Salvatierra, Franz	Project Specialist/SC	20.00	08/20/12-06/30/13
Stinson, Felicia	Project Specialist/SC	20.00	08/15/12-06/30/13

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 **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Dinh, Nhan	08/28/12-06/30/13
Goosens, Chelsea	08/24/12-06/30/13
Gurrola, Jesus	08/15/12-06/30/13
Jones, Benjamin	08/20/12-06/30/13
McCaslin, Avery	08/28/12-06/30/13

¹ Daughter-in-law of Michael and Carol Looney, Police Officer and ST Campus Security Officer, Saddleback College. Wife of Cameron Looney, Custodian, Irvine Valley College.

² Daughter of Thomas and Diane Pestolesi, Full-time, Physical Education Instructor, School of Health, Kinesiology and Athletics, Irvine Valley College; and Full-time, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College, respectively.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Moening, Mathew	08/21/12-06/30/13
Morgan, Taylor	08/24/12-06/30/13
Sadeghi, Arya	08/21/12-06/30/13
Smith, Kacie	08/28/12-06/30/13
Stebbins, Steven	08/23/12-06/30/13

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 **2012/2013** 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>
Aghazadah, Leeda	Tutor/IVC	12.00/hr	08/15/12-06/30/13
Alexander, Ted	Tutor/IVC	12.00/hr	08/13/12-06/30/13
Chaboya, Robert	Workforce Trainer/IVC	72.00/hr	08/20/12-06/30/13
Cooper, Stacy	Interpreter IV/SC	42.00/hr	08/14/12-06/30/13
Crammer, Cale	Comm. Ed./SC	2500.00/cs	08/14/12-06/30/13
Jordan, Katherine	Interpreter IV/SC	42.00/hr	08/28/12-06/30/13
Kostapapas, Eonna	Captionist/SC	42.00/hr	08/14/12-06/30/13
Pats, Viktoryia	Tutor/SC	12.00/hr	08/23/12-06/30/13
Sunperk, Piyanan	Tutor/SC	12.00/hr	08/21/12-06/30/13
Zondervan, Daniel	Workforce Trainer/IVC	72.00/hr	08/15/12-06/30/13

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. NETWORK SYSTEMS TECHNICIAN I, Classified Bargaining Unit Range 132, Innovation Technology Center, Office of College Administrative Services, Saddleback College, seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year, to its complement, effective September 25, 2012.

C. REORGANIZATION AND/OR RECLASSIFICATION OF CLASSIFIED POSITIONS

1. **SADDLEBACK COLLEGE**, Office of Physical Plant, seeks authorization to **reclassify** the following Classified Bargaining Unit positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
- 1a. **REPLACE SENIOR ADMINISTRATIVE ASSISTANT**, by **eliminating** Pos. #3302, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year and **establishing** a SENIOR OPERATIONS PLANNING SPECIALIST, Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year, effective September 25, 2012. (Position #3302 was approved February 27, 2006) (Exhibit B, Attachment 1)

C. REORGANIZATION AND/OR RECLASSIFICATION OF CLASSIFIED POSITIONS

- 1ai. **RECLASSIFY** CHA, JESSICA, ID #12376, from Senior Administrative Assistant, Pos. #3302, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, to Senior Operations Planning Specialist, Classified Bargaining Unit Salary Schedule Range 130, Step 6, 40 hours per week, 12 months per year, effective September 25, 2012.
- 1b. **REPLACE SENIOR LABORATORY TECHNICIAN – ASTRONOMY**, by eliminating Pos. #3733, Classified Bargaining Unit Salary Schedule Range 130, part-time, 20 hours per week, 12 months per year, and establishing a LABORATORY TECHNICIAN – LIFE AND PHYSICAL SCIENCES, Classified Bargaining Unit Salary Range 122, part-time, 20 hours per week, 12 months per year, effective September 25, 2012. (Position #3733 was approved April 23, 2007)
2. **SADDLEBACK COLLEGE**, seeks authorization to **reorganize** by changing the reporting structure of the following Classified positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
 - 2a. **TRANSFER COPY CENTER TECHNICIAN**, Pos. #3407, Classified Bargaining Unit Salary Range 118, 40 hours per week, 12 months per year, from reporting to the Vice President of Instruction, to begin reporting to the Director of Marketing and Communications, effective July 1, 2012. (This position is appointed to John Hobson, ID #9782)
 - 2b. **TRANSFER LABORATORY TECHNICIAN, COMMUNICATION ARTS**, Pos. #3961, Classified Bargaining Unit Salary Range 122, 26 hours per week, 11 months per year, from reporting to the Dean of Fine Arts and Media Technology, to begin reporting to the Director of College Broadcast Services, effective July 1, 2012. (This position is appointed to Scott Greene, ID #12380)
 - 2c. **TRANSFER LABORATORY TECHNICIAN, COMMUNICATION ARTS**, Pos. #3333, Classified Bargaining Unit Salary Range 122, 26 hours per week, 11 months per year, from reporting to the Dean of Fine Arts and Media Technology, to begin reporting to the Director of College Broadcast Services, effective July 1, 2012. (This position is appointed to Randy Van Dyke, ID #18423)
 - 2d. **TRANSFER SENIOR COPY CENTER TECHNICIAN**, Pos. #3340, Classified Bargaining Unit Salary Range 124, 40 hours per week, 12 months per year, from reporting to the Vice President of Instruction, to begin reporting to the Director of Marketing and Communications, effective July 1, 2012. (This position is appointed to Karen Unruh, ID #4778)
 - 2e. **TRANSFER VIDEO PRODUCTION SPECIALIST**, Pos. #3338, Classified Bargaining Unit Salary Range 132, 40 hours per week, 12 months per year, from reporting to the Dean of Fine Arts and Media Technology, to begin reporting to the Director of College Broadcast Services, effective July 1, 2012. (This position is appointed to Matthew Brodet, ID #10966)

C. REORGANIZATION AND/OR RECLASSIFICATION OF CLASSIFIED POSITIONS-
Continued

- 2f. **TRANSFER VIDEO PRODUCTION SPECIALIST**, Pos. #3280, Classified Bargaining Unit Salary Range 132, 40 hours per week, 12 months per year, from reporting to the Dean of Fine Arts and Media Technology, to begin reporting to the Director of College Broadcast Services, effective July 1, 2012. (This position is appointed to Mark Kruhman, ID #2557)

D. CHANGE OF STATUS

1. MURILLO, JEANETTE, ID #17074, Library Assistant II, Pos. #4442, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 119, Step 4, has been given a permanent change of status to Library Technician, Pos. #4498, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 125, Step 2, 40 hours per week, 12 months per year, effective September 12, 2012. This position was approved by the Board of Trustees on February 27, 2012.

E. OUT OF CLASS ASSIGNMENTS

1. ABBOTT, EMERSON, ID #2249, temporary assignment as Lead Groundskeeper, Pos. #3449, Classified Bargaining Unit Salary Range 124, Step 5, 40 hours per week, Facilities Grounds, Office of Physical Plant, Saddleback College, has ended on August 17, 2012 and returned to permanent assignment as Groundskeeper, Pos. #2793, effective August 18, 2012.
2. ARENDTS, ERIKA, ID #4881, Clerical Assistant, Pos. #4480, Classified Bargaining Unit Salary Range 113, Step 1, 20 hours per week, 10 months per year, Community Education and Contract Service, School of Academic Programs, Irvine Valley College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3367, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Community Education and Contract Services, School of Academic Programs, Irvine Valley College, effective September 4, 2012. This is a temporary reassignment for Sharon Louie, who is in a temporary assignment.
3. ORLICH, VICTORIA, ID #16839, temporary assignment as Program Assistant, Categorical Pos. #4508, Classified Bargaining Unit Salary Range 118, Step 4, 40 hours per week, Division of Health Sciences and Human Services, Saddleback College, has been extended in the temporary assignment to end on December 31, 2012.
4. ORTIZ, DESIREE, ID #14245, Administrative Assistant, Pos. #4283, Classified Bargaining Unit Salary Range 121, Step 6, 25 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, has been given a temporary change in assignment to Financial Aid Specialist, Pos. #4195, Classified Bargaining Unit Salary Range 125, Step 5, 40 hours per week, Financial Aid, Office of Student Services, Irvine Valley College, effective August 10, 2012. This is a temporary reassignment for Erica Sutcliffe, who is on leave.

F. LEAVE OF ABSENCE

1. CURIEL, JOE, ID #14766, Custodian, Pos. #1315, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College was approved by the Board of Trustees on July 30, 2012 for an extension to a two month leave of absence without pay, but with benefits effective June 16, 2012, has been approved to be extended for one additional month leave of absence without pay, but with benefits effective August 15, 2012 through September 30, 2012.

G. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Advanced Technology and Applied Science, Saddleback College

Abrams, Paul	Altaro, Addison	Carlton, Brian
Joseph Fle, Patrick	Glines, Joseph	Romero, Alejandro
Weinholtz, Lindsey		

School of Business Sciences, Irvine Valley College

Jenkins, David J.

Fine Arts and Media Technology, Saddleback College

Aguilar-Roca, Nancy	Bauer, Joe	Bayless, Gerry
Gaskey, Steve	Heiden, Charles	Hollowell, Michael
Klingbeil, Kent	Korol, Anastasya	Mattocks, Joey
McNamara, Maryann	Price, David	Russo-Neustadt, Amelia
Sammut, Joey	Ward, Larry	Whyte, Betty
Woodworth, Brian		

Foundation, Saddleback College

Idris, Abdel Rahman

Health and Wellness Center, Office of Student Services, Irvine Valley College

Lukas, Alissa	Nguyen, Lili	Sandugey, Julia
Segal, Bryce		

Health, Kinesiology and Athletics, Irvine Valley College

Medina, Abel	Rice, Erin	Roland, John
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Humanities and Languages, Irvine Valley College

Anzai, Rosemary	Chen, Jin Rong	Chen Tingyu
He, Di	Hirano, Naoko	Hu, Jiayong
Kanauchi, Kiyoo	Kawaski, Sayo	Li, Zhitong
Nishihara, Yuka	Nozaki, Mari	Numata, Maya
Ohta, Urara	Sakuma, Kazuko	Suzuki, Nanaho
Yi, Sarah	Zhong, Yujie	

Kinesiology, Physical Education and Athletics, Saddleback College

Araiza, Jorge	Barker, Robert	Brock, Eric
Lagosz, Lauren		

G. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2012/2013 academic year.

Liberal Arts, Saddleback College

Scobie-Gilpin, Spencer

School of Library Science, Student Success Center, Irvine Valley College

Siah, Aurash

School of Life Sciences and Technology, Irvine Valley College

Forde, Johnathan Meyers, Cole Slater

School of Physical Sciences and Technology, Irvine Valley College

Martin, Karie Tram, Hong Vaccher, Robert

Technology Services, Irvine Valley College

Youngs, Roy

Transfer, Career and Special Programs, Saddleback College

Daniels, Breanna Dancel, Paula Godinez-Woltman, Veronica
Gutierrez, Isabel Khorsand, Pega Ebrahimpoor

Veterans Office, Office of College Administrative Services, Irvine Valley College

Barrientos, Midori Guajardo, Zachary

ATTACHMENT 1

South Orange County Community College District

SENIOR OPERATIONS PLANNING SPECIALIST - ID # - Classified Bargaining Unit Salary Range 130

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction from the assigned administrator of record or his/her designee, performs a combination of administrative and coordinative functions in support of department activities; provides lead direction to semi-skilled maintenance positions within scope of authority; coordinates and prioritizes the full range of department-wide administrative, secretarial, and clerical support and performs the more complex administrative and secretarial duties in support of the Department Director and Assistant Director; provides assistance to management in planning and coordinating day to day operational activities; collaborates with multiple trades and outside contractors and vendors to effectively coordinate project activities; administers the work order system; oversees a variety of semi-skilled maintenance activities and set-ups for events campus wide; and performs a variety of other duties that require knowledge of maintenance activities and the various trades and crafts and contribute to the smooth operations of the department and the timely completion of various projects.

DISTINGUISHING CHARACTERISTICS

This is a hybrid administrative and specialized classification that is distinguished from the Administrative Assistant series by the responsibility for coordinating and participating in planning day to day operational activities. This is an experienced classification; incumbents are assigned to independently perform the full range of diverse functions that include administrative and coordinative duties as described in the Representative Duties section. Demonstrated experience performing administrative functions at a level comparable to a Senior Administrative Assistant is required in addition to experience that demonstrates functional knowledge and understanding of maintenance activities and the various trades and crafts. Incumbents at this level receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the administration of departmental activities and coordination of day to day operations; assist supervisor in prioritizing work and overseeing a variety of semi-skilled maintenance activities ; provide responsible and complex administrative and operational support, relieving the supervisor of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities as assigned.
2. Coordinate, attend, and participate in maintenance staff meetings as assigned; work in cooperation with Lead worker in planning of various maintenance projects; oversee semi-skilled maintenance activities and coordinate activities between skilled trades as necessary and appropriate.
3. Attend and participate in custodial meetings involving Day Custodial staff; coordinate with leads and other staff as necessary to address emergency situations.
4. Administer college-wide maintenance management system; review all maintenance requests; create work order and provide to appropriate Lead Worker.
5. Oversee the use of various facilities for special events; coordinate with position responsible for Master Calendar; assess impact on facilities; identify and coordinate physical needs; assist with developing costs associated with event; coordinate activities of contractors, vendors and staff involved in special event.

South Orange County Community College District
Page 2 - Senior Operations Planning Specialist

REPRESENTATIVE DUTIES

6. Participate in space planning, furniture and configuration within buildings assigned to Facilities; collaborate with Lead Workers who assess data and other technical requirements.
7. Oversee, schedule, and manage routine vendor activities, including but not limited to quarterly hazardous material removal, daily waste hauler, fire alarm testing, elevator inspection and repair, and weekly pest control companies; coordinate activities with various departments; ensure compliance with appropriate State guidelines and regulations.
8. Provide responsible and complex secretarial and administrative support; plan and organize administrative office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines; delegate tasks to other staff as appropriate and oversee completion of work; discuss and review calendar of events on a regular basis with supervisor to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.
9. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for department staff; process conference reimbursement and other requests.
10. Participate in the departmental orientation and training of new classified and substitute employees when assigned; assign, schedule, train, and provide work direction to semi-skilled administrative staff as assigned; prioritize work assignments; as appropriate, review and validate completed work for accuracy.
11. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.
12. Coordinate and oversee specialized functions or projects independently, as assigned including special event planning and implementation; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
13. Answer telephones and respond to questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
14. Serve as liaison between assigned supervisor and the College president, vice presidents, administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, or referring callers to the administrator or others as necessary.
15. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.
16. Assist supervisor in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; monitor open accounts; process budget/expense transfers; recommend budget revisions.

South Orange County Community College District
Page 3 - Senior Operations Planning Specialist

REPRESENTATIVE DUTIES

17. Recommend expenditures for office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures; process and prepare time sheets for signature.
18. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
19. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature for administrator's approval.
20. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.
21. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports involving classified and management payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials; organize and maintain all plan room documents including construction building drawings, plans and other documents, in a manner that facilitates retrieval.
22. Receive mail and identify and refer matters to the appropriate person in order of priority.
23. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
24. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
25. Interact with South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.
26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned division or department.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

Maintenance activities.

Various trades and crafts at a functional level that enables the ability to perform duties.

Work organization and office management principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

South Orange County Community College District
Page 4 - Senior Operations Planning Specialist

QUALIFICATIONS

Knowledge of:

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Demonstrate and apply general knowledge of maintenance activities and building trades.

Perform duties involving the use of independent judgment and personal initiative.

Assist in management of the administrative functions and operational activities of the assigned office.

Establish, review, and revise priorities while working collaboratively with multiple trades and outside contractors/vendors.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Type or enter data at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Participate in the preparation and administration of assigned budgets.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial reports.

Implement and maintain complex filing systems.

Independently compose and prepare correspondence and memoranda.

Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

South Orange County Community College District
Page 5 - Senior Operations Planning Specialist

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/Training:

Equivalent to two years of college level course work or specialized training in public administration, business administration, construction management, or a related field.

Experience:

Four years of increasingly responsible experience as an administrative assistant or secretary, including one year at a level comparable to a Senior Administrative Assistant with the District and experience in a construction or maintenance environment that provides broad, general knowledge of building and maintenance trades. Experience in a lead capacity is highly desirable.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: SOCCCD Police Officers Association Master Agreement
ACTION: Approval

BACKGROUND

The prior collective bargaining agreement between South Orange County Community College District (District) and the South Orange County Community College District Police Officers Association (POA) expired June 30, 2010. District and SOCCCD POA agreed to work under conditions of the previous agreement from 7/1/2010 through June 30, 2012. The District and SOCCCD POA negotiators have reached a tentative agreement for the period of July 1, 2012 through June 30, 2015.

STATUS

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The costs of the agreement with POA for the three-year period, as displayed in Exhibit A, are estimated to be \$20,161.00, including benefits. A final copy of the Tentative Agreement is included as Exhibit B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Police Officers Association Master Agreement (Exhibit B) between the District and POA for the term July 1, 2012 to June 30, 2015, and authorize the Chancellor to execute the agreement with estimated costs of \$20,161.00 for the three-year period.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

Estimated POA Tentative Agreement Costs

- 3 Year Cost of increasing 14 POA employees 1.2% in Year 1:

	Annual Cost			Cumulative Cost			
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	Total
	1.2% Increase	0.0% Increase	0.0% Increase	Cumulative Cost	Cumulative Cost	Cumulative Cost	Cumulative Cost
Annual Salary Increase	\$ 5,577	\$ -	\$ -	\$ 5,577	\$ 5,577	\$ 5,577	\$ 16,731
20.5% Benefits	1,143			1,143	1,143	1,143	3,430
Salary & Benefits Increase	\$ 6,720	\$ -	\$ -	\$ 6,720	\$ 6,720	\$ 6,720	\$ 20,161
Percent Wage Increase	1.2%	0.0%	0.0%	1.2%	1.2%	1.2%	3.6%

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**



POLICE OFFICERS ASSOCIATION

MASTER AGREEMENT

July 1, 2012 – June 30, 2015

IN WITNESS WHEREOF, the parties hereto have duly
executed this Agreement on September 24, 2012.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
POLICE OFFICERS ASSOCIATION

SIGNATURE ON FILE

SIGNATURE ON FILE

Nancy M. Padberg, President, Board of
Trustees

Santos Garcia, POA President

SIGNATURE ON FILE

SIGNATURE ON FILE

Gary Poertner, Chancellor

Michael McGill
Lackie, Dammeier & McGill

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PREAMBLE

This Agreement is made and entered into this 24th day of September, 2012 by and between the South Orange County Community College District, hereinafter referred to as District, and South Orange County Community College District Police Officers Association, hereinafter referred to as POA.

The District agrees that POA shall have the right to obtain Field and Legal Staff assistance for the purpose of representation in carrying out its obligations under this Agreement to its duty of fair representation.

The purpose of this Agreement is to promote the improvement employer-employee relations, provide an equitable and peaceful procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment.

ARTICLE 1

MANAGEMENT RIGHTS

In order to ensure that the District shall continue to carry out its safety and protection services functions and responsibilities to the public, students and employees as imposed by law, and to maintain efficient and responsive police and safety provisions for the visitors and employees of the District, the District continues to reserve and retain solely and exclusively all rights which are beyond the scope of negotiations under Government Code Section 3543.2, and also rights which are not limited by the terms of this Agreement are retained by the District. Such retained rights include, but are not limited to, the right to determine the following matters:

1. Determine Campus Police Department policy, including the right to manage the affairs of the Safety Department in all respects;
2. The legal, operational, geographical, and organizational structure of the District, including the chain of command, division of authority, organizational divisions and subdivisions, external and internal boundaries of all kinds, and advisory commissions and committees;
3. The financial structure of the District, including all sources and amounts of financial support, income, funding, taxes and debt, in all means and conditions necessary or incidental to the securing of same, including compliance with any qualifications or requirements imposed by law or by funding sources as a condition of receiving funds; or investment policies and practices; or budgetary matters and procedures, including the budget calendar, the budget formation process, accounting methods, fiscal and budget control policies and procedures, and all budgetary allocations, reserves, and expenditures, apart from those allocated to fund the express wage and benefit obligations of this Agreement;
4. The educational policies, procedures, objectives, goals and programs including those relating to student conduct and discipline, student transportation, food services, racial and ethnic balance, extracurricular activities, and emergency situations; and the substitutive and procedural rights and obligations of students, parents, employees and the public with respect to such matters;
5. Determine the issues of public policy and control the overall mission of the Campus Police Department;

6. Determine standards and level of services to be rendered, operations to be performed, utilization of technology and equipment, means and methods of operation, and overall budgetary matters, including but not limited to the right to contract or sub-contract any work, services or operations of the Campus Police Department. For any new District property, the District shall have the right to subcontract services until there are 500 students on the property continuously for a period of 90 days. Thereafter the POA and the District shall upon the POA's written notice to the District further discuss the District's right to subcontract on that new property.
7. Evaluate, direct, supervise, hire, promote, suspend, discipline, discharge, demote, transfer, assign, and retain members of the Campus Police Department;
8. Relieve members of the Campus Police Department from duties because of lack of work or funds, or under conditions where continued work would be ineffective or non-productive, in accordance with the Education Code;
9. Determine the size and composition of the Campus Police Department, assign members of the Campus Police Department, and establish work schedules and assignments;
10. To the extent permitted by law, the utilization of personnel not covered in this Agreement to do work which is normally done by employees covered hereby, and the methods of selection of assignment of such personnel;
11. Determine the appropriate job classifications, organizational structure, and personnel by which the Campus Police Department operations are conducted;
12. The selection, classification, direction, promotion, demotion, discipline, termination, and retirement of all personnel of the District subject only to applicable law; affirmative action and equal employment policies and programs to improve the District's utilization of women and minorities; the assignment of employees to any location, and also to any facilities, classrooms, functions, activities, departments, tasks or equipment; the staffing levels, workloads, and the number of employees; and the determination as to whether, when and where there is a job opening;
13. The duties and standards of performance for all employees; and whether any employee adequately performs such duties and meets such standards; the dates, times, and hours of operation of District facilities, functions, and activities; school calendars, the assignment of paid duty days beyond the regular assign duty year; the assignment of overtime;
14. Safety and security measures for employees, students, the public, properties, facilities, vehicles, materials, supplies, and equipment, including the various rules and duties for all personnel with respect to such matters;

15. Maintain and improve the efficiency and effectiveness of the Safety/ Security Department;
16. Take any necessary actions to carry out the mission of the Safety/ Security Department in situations of emergency as defined in Government Code Section 8558;
17. Take whatever other actions may be necessary to carry out the wishes of the District, and for police protection not otherwise specified above;
18. Establish and promulgate rules, regulations, policies and procedures relating to productivity, efficiency, conduct, and safety; as well as the rules, regulations, policies, and procedures designed to comply with applicable judicial decisions and legislative enactment and to require compliance therewith;
19. All other rights of the District not expressly limited by the provisions of this Agreement are also expressly reserved by the District even though not enumerated above, and the express provisions of this Agreement constitute the only contractual limitations upon the District's rights. The exercise of any right reserved to the District in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right to preclude the District from executing the right in a different manner; and
20. The contractual rights of the POA and the employees are set forth in other Articles of this Agreement and this Article is not a source of such rights. Accordingly, the provisions of this Article shall not be grievable.

ARTICLE 2

RECOGNITION

- 2.1 Acknowledgement:** The District hereby acknowledges that POA is the exclusive bargaining unit representative for the classified employees holding those positions described in Campus Security Officer, Police Officer, and Police Officer Lead. In the event the District amends its determination of management, confidential, and supervisory employees, the District shall notify POA. In the event POA disagrees with said designations, the parties shall attempt to reach agreement. Disputed cases shall be submitted to the PERB for resolution.
- 2.2 Scope of Representation:** The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms of employment specifically stated in the EERA.
- 2.3 Definition of Bargaining Unit:**
- 2.3.1** Persons hired for a limited duration shall be classed as short-term employees and shall not be members of the bargaining unit.
- 2.3.2** Employees in positions in paid status less than 195 days in any fiscal year shall not be members of the bargaining unit (Education Code §88003).
- 2.4 Long-Term Substitutes:** The District may use substitute employees as follows:
1) to replace a bargaining unit employee who is temporarily absent from duty, or
2) to fill the vacancy in any bargaining unit position while the District is engaged in a procedure to hire a permanent employee to fill that vacancy. Pursuant to Education Code § 88003, if the District is engaged in a procedure to hire a permanent employee to fill a vacancy in a bargaining unit position as set forth in the second scenario set forth above, the District may fill the vacancy through the employment, for not more than 90 calendar days, of one or more substitute employees. The District shall have six (6) months from the date of the execution of the Agreement to continue to utilize currently employed substitutes in vacated bargaining unit positions, after which the District shall use substitutes no longer than 90-days to fill such vacant positions pursuant to this provision. The District's use of a substitute employee to replace a bargaining unit employee who is temporarily absent from duty pursuant to the first scenario set forth above shall not be restricted with respect to any time limitations. An employee employed to fill a position for an employee on a leave of absence shall not be a member of the bargaining unit regardless of length of absence.

ARTICLE 3

CHECK-OFF AND ORGANIZATIONAL SECURITY

- 3.1 Check Off:** POA shall have the sole and exclusive right to have membership dues, initiation, and service fees deducted for employees in the bargaining unit by the District. The District shall pay to POA within thirty (30) days all sums so deducted.
- 3.2 Dues Deduction:**
- 3.2.1** POA agrees to indemnify and save the District, its officers, employees, agents, representatives, Board of Trustees, and each individual Board member, harmless against any and all claims, demands, costs, lawsuits, judgments or other forms of liability and all court or administrative agency costs that may arise out of or by reason of action taken by the District for the purpose of complying with this Article. The Association shall, within thirty (30) days of receipt of the request, pay to the District all costs associated with actions under this Article.
- 3.2.2** Each permanent employee in this unit shall, as a condition of continued employment, become a member of the certified representative of this unit, or pay the Association a service fee in an amount not to exceed periodic dues and general assessments of the Association for the term of the Memorandum of Understanding. Such amounts shall be determined by the Association and implemented by Management in the first payroll period which starts 30 days after written notice of the new amount is received.
- 3.2.3** During the term of the Memorandum of Understanding, payroll deductions requested by employees in this Unit for the purpose of becoming a member and/or to obtain benefits offered by any qualified organization other than the South Orange County Community College District Police Officers Association will not be accepted by the District. For the purpose of this provision, qualified organization means any organization of employees whose responsibility or goal is to represent employees in the District's meet and confer process.
- 3.2.4** The District shall notify all members of the representation unit that they are required to pay dues or a service fee as a condition of continued employment and that such amounts will be automatically deducted from their paychecks. The religious exclusion will also be explained.

- 3.2.5** Any employee who is a member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support the organization. Such employee shall, in lieu of periodic dues or agency shop fees, pay sums equal to said amounts to a non-religious, non-labor charitable fund exempt from taxation under Section 501(c) (3) of the Internal Revenue Code, which has been selected by the employee from a list of such funds designated by the parties hereto in a separate agreement. Such payments shall be made by payroll deduction as a condition of continued exemption from the requirements of financial support to the Association and as a condition of continued employment.
- 3.2.6** The District shall cause the amount of the dues or service fee to be deducted monthly from the payroll checks of each employee in this unit as specified by the Association under the terms contained herein. "Dues," as distinct from "service fee," shall be the result of voluntary consent in the form of a payroll deduction card signed by the individual employee.
- 3.2.7** Remittance of the aggregate amount of all dues, fees and other proper deductions made from the salaries of employees hereunder shall be made to the Association by the District within thirty (30) working days after the conclusion of the month in which said dues, fees and/or deductions were deducted.
- 3.2.8** The District shall also apply this provision to every permanent employee who becomes a member of this representation unit within sixty (60) calendar days of such reassignment or transfer. Such deduction shall be a condition of continued employment.
- 3.2.9** As of the effective date of the Memorandum of Understanding, the amount of the monthly dues deduction will be \$60.
- 3.2.10** When the District receives notice from the Association to change the deduction percentage rate, the District is hereby authorized to change said deduction automatically in the next practical pay period following such notice.
- 3.2.11** The authorization to deduct dues and agency shop fees shall remain in effect until written notice of cancellation is given by an employee to the District's Office on the appropriate form provided by the District for this purpose.
- 3.2.12** Management will provide the Association with the name, home address and employee number of each permanent employee.

- 3.2.13** The District shall notify the organization within sixty (60) calendar days of any employee who, because of a change in employment status, is no longer a member of the representation unit or subject to the provisions of this Article.
- 3.3** The District recognizes that the employee organization provides a valuable contribution to the welfare of the District in its educational philosophy for the peaceful resolution of employer-employee relations.
- 3.4 POA Rights:** POA shall have the following rights in addition to the rights contained in any other portion of this Agreement.
- 3.4.1** The right of access at reasonable time to employees and to the areas in which they work.
- 3.4.2** The right to use without charge institutional bulletin boards, mailboxes, and the use of the District mail system, and other District means of communication for the posting or transmission of information of notices concerning POA matters.
- 3.4.3** The right to use, with approval, institutional equipment, facilities, and buildings.
- 3.4.4** The right to review an employee's personnel file when accompanied by the employee or on presentation of a written authorization signed by the employee.
- 3.4.4.1** The right to receive, upon request, a copy of any records which are required for the use of the employee and POA in utilizing the grievance procedure.
- 3.4.5** The right to be supplied with a complete roster of bargaining unit employees within ninety (90) days of the effective date of this Agreement, and every July and January thereafter for the terms of this Agreement.
- 3.4.6** The right to receive upon request one (1) copy of any and all written reports submitted to any other governmental agency.
- 3.4.7** The right to receive one (1) copy of any public budget or financial material, including the CCAF-311, submitted at any time to the governing board.
- 3.4.8** The right to review upon request any other public material in the possession of or produced by the District necessary for POA to fulfill its role as the exclusive bargaining representative.

- 3.4.9** The District agrees to grant release time to one (1) member of the Association to attend the Peace Officers Research Association of California (PORAC) annual conference. The District shall reimburse the actual and necessary expenses of that member. Any such reimbursement shall be subject to District policy.
- 3.4.10** The District agrees to allow Association members to donate vacation time for membership attendance at Association leadership training and PORAC conferences. The use of such donated vacation time shall not be used by more than two Association members concurrently and shall be subject to the any limitations set forth in Article 10.
- 3.4.11** Upon prior approval by the District, the Association may reimburse the District for a member's leave time spent attending Association leadership training and PORAC conferences. The use of such reimbursable leave time shall be used by no more than two Association members concurrently.
- 3.4.12** The Chapter President or designee shall be granted four (4) hours per month for President or designee of released time, exclusive of all other released time listed under other provisions of this Agreement. This released time is to be scheduled with the mutual agreement of the immediate supervisor and the employee, and the schedule is to be set reasonably.
- 3.4.13** The President or designee shall be granted reasonable released time to attend shared governance committee meetings.
- 3.4.14** Upon its exclusive discretion, the District may provide paid release time for Association members to attend District-approved training and conferences.
- 3.4.15** The District shall provide office space for the Association in a location other than the campus police departments, subject to continued availability.
- 3.5** **No Discrimination on Account of POA Activity:** Neither the District nor POA shall interfere with, intimidate, restrain, coerce, or discriminate against employees because of the exercise of their right to engage or not to engage in POA activity.
- 3.6** **Exclusive Representative:** Negotiations on matters within the scope of representation shall take place between the District and POA.

- 3.7 Restriction on District Negotiations and Agreements:** The District shall conduct no negotiations nor enter into any agreement with any other organization on matters concerning the rights of bargaining unit employees and/or POA without prior notice to and approval by POA of the negotiations and the agreement.
- 3.8 Distribution of Contract:** Within sixty (60) calendar days after the execution of this contract, and/or reopener agreements, the District shall make such documents available on the District website.
- 3.9 Abolition of a Position or Class of Positions:** If the District proposes to abolish a position or class of positions, it shall notify POA in writing and the parties may meet and discuss the proposal.
- 3.10 POA Schedule of In-Service Meetings:** With approval from the immediate supervisor, the President or designee will be provided governance attendance of ninety (90) minutes quarterly, released time to attend this meeting. The meetings shall be scheduled as follows:

Irvine Valley 12:00 - 1:30 p.m.
Saddleback 3:00 - 4:30 p.m.

ARTICLE 4

EVALUATIONS

- 4.1** All employees shall receive an annual written performance evaluation. The evaluation shall address those areas which need improvement, as well as identify those areas in which an employee meets or exceeds Department standards.

If necessary, the evaluation may also set forth an improvement plan developed by both the supervisor and employee. The plan shall outline specific steps that the employee can take to improve in the identified areas. The purpose of this plan is to both foster improved communications between supervisor and the employee and to place the employee in a better position for career advancement within the department.

- 4.2** No evaluation of any employee shall be placed in any personnel file without an opportunity provided for discussion between the employee and the evaluator. No evaluation shall be made based upon hearsay statements but shall only be based upon the direct observation and knowledge of the evaluator. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any evaluation.

- 4.3 Probationary Period:** New employees shall serve a probationary period of one (1) year (12 months). During such period, the work performance of the employee shall be evaluated by the immediate supervisor following the employee's completion of three (3) months and eleven (11) months of employment.

- 4.3.1 Probationary Period Upon Promotion:** Employees will be required to serve a new probationary period of one year (12 months) each time the employee receives a promotion, a transfer with a classification change, medical transfer, or Americans with Disabilities Act ("ADA") transfer. During such period, the work performance of the employee shall be evaluated by the immediate supervisor following the employee's completion of three (3) months and eleven (11) months of employment in the new position.

Probation Requirement

	<u>NO</u>	<u>YES</u>
No classification change	X	
Promotion		X
Reclassification	X	
Reassignment within the same classification	X	
Reallocation	X	

	<u>NO</u>	<u>YES</u>
Transfer of same position:		
To another operating unit	X	
Within operating unit	X	
Transfer with classification change		X
Voluntary demotion other than layoff:		
- Into classification previously held or substantially similar classification	X	
- Into classification not previously held or not substantially similar classification		X
Medical or ADA Transfer		X

ARTICLE 4(A)

PERSONNEL FILES

- 4(A).1** Materials in personnel files of classified employees which serve as a basis for affecting the status of their employment shall be made available for inspection by the employee. Ratings, reports or records which were either obtained prior to employment, or prepared by identifiable examination committee members, or obtained in connection with a promotional examination shall be specifically excluded from inspection by the employee and/or the employee's agent or representative.
- 4(A).2** All information and/or materials of a derogatory nature, except material mentioned in Section 4.4.1 shall not be entered or filed in the employee's personnel file unless and until the employee is given notice and offered a copy of the contents to review the document and comment thereon. An employee shall have the right to enter, and have attached to any derogatory statement, his/her comments thereon. Thirty days shall be allocated for review and comment and is subject to approval by the appropriate district administrator.
- 4(A).3** Letters of reprimand shall be given only for just cause. Employees shall have the right to review all derogatory information before it is placed in their personnel files, and may attach their comments to any material so placed.
- 4(A).4** The provisions contained herein shall be construed to be clarification of Education Code Section §87031 and the Peace Officer's Procedural Bill of Rights Act.

ARTICLE 5

HOURS AND OVERTIME

5.1 Workweek:

5.1.1 Normal Workweek: The normal workweek shall consist of five (5) days, eight (8) hours per day and forty (40) hours per week. This Article shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

5.1.2 3/12 Schedule: Notwithstanding Article 5.1.1, the District reserves the right to implement a “3/12” work schedule at the Saddleback College and/or Irvine Valley College with 30-days advance notice prior to the effective date of the change. The District reserves the right to revert the 3/12 work schedule to the work schedule set forth under Article 5.1.1 with 30-days advance notice prior to the effective date of the change.

5.1.2.1. In the event that the District implements a “3/12” work schedule pursuant to Section 5.1.2, the District and the POA agree that, upon a party’s request, the Agreement will be reopened for the limited purpose of meeting and conferring over any unanticipated impacts on matters within the scope of bargaining.

5.2 Workday: The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. Each bargaining unit employee shall be assigned a fixed, regular, and ascertainable minimum number of hours.

5.3 Adjustment of Assigned Time:

5.3.1 Any employee in the bargaining unit who works an average of fifteen (15) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

5.3.2 The District shall give fifteen (15) working days notice to affected employees before permanently altering their shift assignment or days off. By mutual agreement, notice time can be less than fifteen (15) working days.

5.4 Voting Time-Off: If any employee's work schedule is such that it does not allow sufficient time to vote in any federal, state or local election in which the employee is entitled to vote, the District shall arrange to allow sufficient time for such voting by the employee without loss of pay.

5.5 Overtime and Compensatory Time Off: The selection of paid overtime or compensatory time shall be determined by the Chief of Police subject to the provisions of this Article. No overtime may be worked without the prior approval and at the discretion of the Chief of Police.

5.5.1 Overtime: Except as otherwise provided herein, all overtime periods as defined in this Section shall be compensated at a rate of pay equal to time and one-half the regular rate of pay to the employee for all work permitted. Overtime for a normal workweek is defined to include any time worked in excess of eight (8) hours in any one day or on any one shift or in excess of forty (40) hours in any calendar week, regardless of the day of the week worked. Overtime for a 3/12 schedule is defined as time worked in excess of twelve (12) hours in any one day or on any one shift or in excess of eighty (80) hours within a fourteen (14) day schedule.

5.5.2 An employee in the bargaining unit may be granted compensatory time off in lieu of cash compensation for overtime work at the discretion of the Chief of Police. Compensatory time off shall be granted at one and one-half times the regular rate of pay.

5.5.2.1 Compensatory time shall be taken at a time mutually acceptable to the employee in the bargaining unit and the District within twelve (12) months of the date on which it was earned.

5.5.2.2 The amount of time which an employee may accumulate as compensatory time shall be limited to a maximum of 100 hours on the books at any time. Time beyond this amount shall be paid as paid in cash at overtime rates. Members that currently have over 100 hours of accumulated compensatory time will be permitted to maintain that time without being required to cash out the excess amount. While any member has compensatory time in excess of the 100 hour maximum, he or she will not be able to accumulate additional compensatory time. Once any member falls below the 100 hours of accumulated compensatory time, he or she will be subject to the accumulation limit of 100 hours.

5.5.3 All hours worked on holidays shall be paid at the regular rate of pay in addition to one-and-one-half (1.5) times the regular rate of pay except for hours worked on holidays by employees in the classification of Police Officer, Weekends/Holidays, pursuant to the provisions of Education Code §88204. If working a twelve (12) hour shift, eligible employees shall receive twelve (12) hours of holiday pay at the above referenced rates, rather than eight (8) hours had they been working an eight (8) hour shift.

Employees in the classification of Safety Officer, Weekend and Holiday as of April 30, 1987 shall be entitled to holiday pay Article 5.5.3. Employees hired on or after May 1, 1987 shall be subject to and paid in accordance with Education Code Section 88204 at Grade 20 (Range 130, effective 7/1/88 and Police Officer Weekends Holidays, Range 2 effective July 1, 2000) and shall not be entitled to holiday pay. Service in the classification of Police Officer, Weekend and Holiday is a separate classification and shall not constitute a service for seniority or layoff purposes in the separate classification of Police Officer, or Campus Security Officer.

5.6 Shift Differential-Compensation:

5.6.1 Any employee in the bargaining unit who is assigned a traditional 8-hour work shift commences between 11 a.m. and 9 p.m. inclusive shall be paid a shift differential premium of five (5) percent above the regular rate of pay for all hours worked.

Any employee in the bargaining unit who is assigned a traditional 8-hour work shift commences between 9 p.m. and 4 a.m. inclusive shall be paid a shift differential premium of seven and one-half (7.5) percent above the regular rate of pay for all hours worked.

Any employee in the bargaining unit who is assigned to a shift in a "3/12" work schedule pursuant to Section 5.1.2 that encompasses working at 12:00 a.m. shall be paid a shift differential premium of seven and one-half (7.5) percent above the regular rate of pay for all hours worked.

5.6.2 An employee who receives a shift differential premium on the basis of his/her shift shall suffer no reduction in pay, including differential, when assigned temporarily to a day shift.

5.7 Overtime Distribution:

5.7.1 Every attempt shall be made to avoid distributing overtime repeatedly to the same bargaining unit member.

5.7.2 In the event the overtime requires special skills, those special skills will be carefully considered by the Chief or his/her designee in distributing overtime.

5.8 Minimum Call in Time: Any employee called in to work on a day when the employee is not scheduled to work or after completion of his/her regular assignment shall receive a minimum of four (4) hours pay straight time, or overtime for amount of time worked, whichever is greater.

5.9 Right of Refusal: Any employee shall have the right to reject any offer or request for overtime or call back, or call in time. If all bargaining unit members in the department refuse the request, the overtime shall be assigned by the supervisor as equally as is practicable within each department, and the overtime shall be accepted by the employee.

ARTICLE 6

PAY AND ALLOWANCES

6.1 Regular Rate of Pay:

6.1(a) Effective July 1, 2012 the regular rate of pay for each position in POA shall be increased by 1.2% in accordance with the rates established for each class as provided for in Exhibit A. Effective July 1, 2013, the regular rate of pay for each position in the bargaining unit shall be increased by the percentage cost of living adjustment (COLA) provided in the State Budget Act for community college Program Based Funding for the fiscal year 2013-2014. Effective July 1, 2014, the regular rate of pay for each position in the bargaining unit shall be increased by the percentage cost of living adjustment (COLA) provided in the State Budget Act for community college Program Based Funding for the fiscal year 2014-2015. The regular rate of pay shall not include any shift differential and/or longevity increment required to be paid under this agreement.

6.1(b) In the event that the District's CSEA bargaining unit receives a salary increase during the period of this Agreement, the regular rate of pay for each position in the POA for that fiscal year shall either be increased by the amount set forth under Section 6.1(a) or by the percentage of the salary increase received by the CSEA bargaining unit, whichever is greater. The regular rate of pay shall not include any shift differential and/or longevity increment required to be paid under this agreement. This provision shall be strictly limited for the duration of this three-year agreement for fiscal years 2012/2013, 2013/2014, and 2014/2015. In no event, shall bargaining unit members receive a salary increase based upon a CSEA bargaining unit salary increase effective beyond the 2014/2015 fiscal year.

6.2 Paychecks: All regular paychecks of employees in the bargaining unit shall be itemized in accordance with the Orange County Department of Education payroll procedures.

6.3 Paycheck Frequency: All regular full-time employees in the bargaining unit shall be paid twice per month, payable on or before the tenth (10th) and the twenty-fifth (25th) day of the month. If the normal pay date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the preceding workday. All regular hourly employees shall be paid for actual services performed during the period beginning the 15th day of the previous month through the 14th day of the current month, on the 10th day of the following month. If there is a change in County procedures, issuance of paycheck will be in accordance with new procedures.

- 6.4 Payroll Errors:** Whenever it is determined that an error has been made in the calculation of reporting in any classified employee payroll or in the payment of any classified employee's salary, the District shall, within five (5) workdays following such determination, provide the employee with a statement of the correction. However the District, after standard payroll deductions, shall withhold \$25.00 as a calculation adjustment. In the case of an underpayment, a supplemental payment will be paid to the employee by the District. In the case of an overpayment, the employee shall promptly repay the District. A repayment schedule for salary overpayment shall be agreed to between the employee and the District.
- 6.5 Lost Checks:** Any paycheck for an employee in the bargaining unit which is lost after receipt or which is not delivered within five (5) days of mailing if mailed, shall be replaced in accordance with Orange County Department of Education payroll procedures. The Office of Business Services will consider lost checks as a major priority and will act with as much speed as possible.
- 6.6 Change in Range Assignments:**
- 6.6.1** Promotion - Any employee receiving a promotion shall receive a salary increase of at least five and one-half (5.5) percent, except when the employee is on Step 6 and the range of the new position is only 1 or 2 ranges higher than the current position.
- 6.6.2** When the employee is temporarily assigned to a higher classification for more than five (5) work days within a fifteen (15) calendar day period, the employee will have his/her salary adjusted upward for the entire period he/she is required to work in the higher classification, at a rate that will reasonably reflect the duties required to be performed outside his/her regularly assigned duties.
- 6.7 Mileage:** Any employee in the bargaining unit using his/her private vehicle on authorized District business shall be reimbursed at the current allowable standard IRS rate. The mileage computation shall include mileage necessary to return to the employee's normal job site after the completion of District business. This amount shall be payable in a separate warrant drawn against District funds.
- 6.8 Meals and/or Lodging:** Any employee in the bargaining unit who, as a result of work assignment, has meals and/or lodging away from the District shall be reimbursed in accordance with Board Policy.

6.9 Longevity: The District agrees to additionally compensate long service employees as specified below:

2%	increase in salary after	5	years of service
3%	increase in salary after	6	years of service
4%	increase in salary after	7	years of service
5%	increase in salary after	8	years of service
6%	increase in salary after	9	years of service
7%	increase in salary after	10	years of service
8%	increase in salary after	11	years of service
9%	increase in salary after	12	years of service
10%	increase in salary after	13	years of service
11%	increase in salary after	14	years of service
12%	increase in salary after	15	years of service
13%	increase in salary after	16	years of service
14%	increase in salary after	17	years of service
15%	increase in salary after	18	years of service
16%	increase in salary after	19	years of service
17%	increase in salary after	20	years of service
18%	increase in salary after	21	years of service
19%	increase in salary after	22	years of service
20%	increase in salary after	23	years of service
21%	increase in salary after	24	years of service
22%	increase in salary after	25	years of service

- 6.9.1** The provisions of Article 6.9 will be discontinued for all bargaining unit members hired after October 1, 1998.
- 6.10 Step Increments:** The District shall provide employees a step increment after completion of six (6) months of service, and thereafter an annual step increment for each remaining step indicated on the salary schedule for the particular classification.
- 6.11 Salary Placement - New Employees:** New employees will be placed on the first step of the range to which they are appointed. For the purposes of calculating months of service, the date of employment shall be considered the first day of the month employed if the starting date is the first (1st) through fifteenth (15th), or the first day of the following month when the starting date is the sixteenth (16th) through the thirty-first (31st).
- 6.12 Distribution of Job Information:** Upon initial employment and each change in classification each affected employee in the bargaining unit shall receive a copy of the applicable job description, a specification of the monthly and hourly rates applicable to his/her position, a statement of the duties of the position, a statement of the employee's regular work site, regularly assigned work shift, the hours per day, per week, and months per year.

- 6.13 Parking:** Employees may park at no cost in campus designated student parking areas. Appropriate permits will be issued upon request. Employees may purchase a staff parking permit in accordance with BP-3450 to park in District designated staff parking areas at Saddleback College, Irvine Valley College, and the ATEP campus. Parking is subject to availability.
- 6.14 Bilingual Pay:** Police Officers may become certified by the District in a foreign language in which they can demonstrate fluency by taking and passing a test administered by the Human Resources Department (or designee) for the purpose of being able to use those foreign language skills in the line of duty with a person unable to speak English who is involved in a particular incident within the District. Once certified, such Police Officer will be entitled to a premium pay rate (one and one-half the regular rate of pay) for the time in which the Officer: (a) is required in the line of duty to use those bilingual skills for the benefit of public safety; and (b) has obtained supervisory approval, except when no supervisor is available after an attempt has been made. In the instance where a supervisor is not available, the Officer must perform the bilingual service(s) believed to be required (as defined in sub-part (a) above) and then report the incident to a supervisor during the next shift at which a supervisor is on duty or sooner. Bilingual Pay is not in addition to the regular rate of pay, thus when Bilingual Pay is earned, no other pay is earned.

ARTICLE 7

EMPLOYEE EXPENSES AND MATERIALS

- 7.1 Safety Equipment:** Should the employment duties of an employee in the bargaining unit require use of any equipment or gear to insure the safety of the employee or others, the District agrees to furnish such equipment or gear.
- 7.2 Non-Owned Automobile Insurance:** The District agrees to provide the secondary personal injury and property damage insurance to protect employees in the event that employees use their personal vehicle on authorized employer business.
- 7.3 Physical Examinations:** The District agrees to provide the full cost of any medical examination required by the District as a condition of employment or continued employment, including but not limited to, the provisions outlined in Education Code Section 88021 or its successor.
- 7.4 Hold Harmless Clause:** Whenever any civil action is brought against an employee or any action or omission arising out of, or in the course of, the duties of that employee, the District agrees to pay the costs of defending such action, including costs of counsel and of appeals, if any, and shall hold harmless from and protect such employee from any financial loss resulting therefrom, insofar as permitted by law.

ARTICLE 8

HEALTH AND WELFARE BENEFITS

8.1 Employee and Dependent Insurance Coverage:

The benefits provided for eligible active and retired employees are:

- a. Health Insurance: Effective July 1, 2012, the District shall provide up to a maximum annual contribution of \$16,716 for medical insurance for all eligible unit members, eligible retirees, and their eligible dependents. For each succeeding year, the District shall raise its annual contribution by up to 10%, provided, however, that the District contribution shall not drop below the annual cost of the HMO plan. Any premium increase above 10% shall be paid by active employees through payroll deduction.
 1. PPO Plan: SISC Blue Shield
 2. HMO Plan: Blue Shield
- b. Life Insurance: ING
- c. Dental Insurance: Delta Dental Preferred Plan
 1. The current dental plan has a calendar year maximum benefit of \$3,200 per person for in-network providers or \$3,000 per person for out-of-network providers after deductibles are met. Currently, services covered under the plan include two (2) dental cleanings per calendar year in addition to Diagnostic/Preventive services, Basic services, Major/Restorative services and orthodontic services. Effective October 1, 2012, the new plan will continue to cover these services, but will now include three (3) dental cleanings in a calendar year and also provide coverage for dental implants. The annual maximum plan benefit has not increased. A new evidence of coverage (EOC) booklet will be provided, which will provide greater detail regarding this change. The new EOC will be available soon after the effective date of change.
- d. Vision Insurance: Vision Service Plan
- e. Long Term Disability: Fortis
- f. Employee assistance program: PacifiCare Behavioral Health
- g. Long Term Care Insurance: For the duration of this Agreement, effective on the first day of the month, 30 days following Board approval, the District shall pay a maximum of \$8.00 per month towards the premium of long term care insurance for benefit eligible bargaining unit members.

The coverage provided in the plans shall meet the specifications agreed to by the District and POA and on file at the District Business Office.

8.2 Eligibility

8.2.1 All employees in the bargaining unit who work at least seventy-five (75) percent of the workweek shall be covered under the programs provided in Section 8.1 of this article in accordance with those Sections. Employees shall be enrolled in insurance programs on the first of the month following fulfillment of the eligibility requirement.

8.3 Benefits Administration: POA shall have the right to appoint one (1) representative to a District wide committee formed for the purpose of research and reviewing insurance plans, proposals and benefits in order to insure that quality and cost effectiveness criteria are maintained. The District has the right to select the insurance carrier as long as same coverage is maintained.

8.4 Benefits Upon Retirement: For the term of this Agreement, the District shall pay the cost of health, dental, and vision insurance for employees who retire from the District sixty (60) years of age who have been employed in the District the equivalent of ten (10) years or longer until the employee is eligible for Medicare.

8.4.1 The District shall provide retired employees who qualify for continuation of benefits under Article 8.4 with the option to purchase at employee expense supplemental medical coverage, provided the employee has obtained Medicare A and B coverage. Qualifying members must submit proof that they have obtained Medicare A and B. This benefit is subject to approval of the District's insurance carrier. That shall not be considered a vested right of retirees. The retiree may select from Options A or B subject to the conditions set forth herein.

Option A: The current District supplemental medical plan is available to retirees. The cost for the plan to the retired employee shall be the actual cost paid by the District which is to be paid monthly by the retiree in advance to the District. Payment must be received by the 15th of the month prior to the month of coverage. If payment is not received by the first day of the month of coverage the employee shall be dropped from the coverage and unable to participate in the future. The District reserves the right to establish a separate medical insurance pool for retirees who qualify under this section.

Option B: The CompanionCare/Medicare Supplemental Plan will also be offered to retirees as long as the District is covered by the Self-Insured Schools of California (SISC). This program is directly administered by SISC. Should the District decide to change the program administration from SISC, the District and the POA will meet to negotiate a similar program under a different administrator.

- 8.5 Section 125 Flexible Benefits:** The District agrees to continue a Section 125 flexible benefit plan to include dependent care and/or medical care reimbursement.
- 8.6 General Provisions:** All enrollments are subject to carrier restrictions.
- 8.7 Legal Assistance Program:** For the duration of this Agreement, effective on the first day of the month, 30 days following board approval, the District shall pay 100% of the premium for a Legal Assistance Program for benefit eligible bargaining unit members. Coverage provided shall meet the specifications on file with the District.

ARTICLE 9

HOLIDAYS

- 9.1 Scheduled Holidays:** The District agrees to provide all employees in the bargaining unit with the following paid holidays. This schedule has been adjusted to take into account when a holiday falls on a Saturday or Sunday. Holidays will coincide with the Academic Calendar for each year:

HOLIDAYS

Independence Day

Labor Day

Veteran's Day

Thanksgiving Days

Winter Recess

M. L. King, Jr. Day

Lincoln's Day

President's Day

Friday (in lieu of
Admission's Day)

Memorial Day

- 9.2 Additional Holidays:** Every day declared by the President or Governor of this State as a public fast, mourning, thanksgiving, or holiday, or any day declared a holiday by the Governing Board under current Education Code or its successors shall be paid holidays for all employees in the bargaining unit. Holidays will coincide with the Academic Calendar for each year.

9.3 Holidays on Saturday or Sunday:

9.3.1 When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. Except as provided in Section 9.3.2, when a holiday falls on Sunday the following workday which is not a holiday shall be deemed to be that holiday.

9.3.2 The operation of this Section shall not cause any employee to lose any of the holidays clearly indicated in this Article.

ARTICLE 10

VACATIONS

- 10.1 Eligibility:** Vacation time under this Article. Vacation benefits are earned on a fiscal year basis -- July 1 through June 30.
- 10.2 Paid Vacation:** Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. Following the completion of six (6) months of service, the employee shall be entitled to use earned paid vacation.
- 10.3 Accumulation:** Vacation time shall be earned and accumulated on a monthly basis in accordance with the following schedules:
- 10.3.1** From the first (1st) month through the fifth (5th) year of service, vacation time shall be earned and accumulated at the rate of one (1) day vacation for each month of service, not to exceed twelve (12) days per fiscal year. Following the completion for the fifth (5th) year of service three (3) days of vacation shall be granted on a one-time basis in addition to all other provisions in this Article.
- 10.3.2** Commencing with the (6th) year through the tenth (10th) year of service, vacation time shall be earned and accumulated at the rate of 1.25 days vacation for each month of service not to exceed fifteen (15) days per fiscal year. Following the completion of the tenth (10th) year of service three (3) days of vacation shall be granted on a one time basis in addition to all other provisions in this Article.
- 10.3.3** Commencing with the eleventh (11th) year of service, vacation shall be earned and accumulated at the rate of 1.50 days of vacation for each month of service, not to exceed eighteen (18) days per fiscal year.
- 10.3.4** Commencing with the sixteenth (16th) year of service, twelve (12) month employees shall earn and accumulate vacation at the rate of 1.67 days of vacation per fiscal year.
- 10.3.5 Illustration:**

TWELVE-MONTH EMPLOYEES

1 Month to	5 Years	12	Days Vacation
6 Years through	11 Years	15	Days Vacation
11 Years through	15 Years	18	Days Vacation
16 Years and after		20	Days Vacation

ELEVEN-MONTH EMPLOYEES

1 Month to	5 Years	11	Days Vacation
6 Years through	11 Years	13.75	Days Vacation
11 Years through	15 Years	16.50	Days Vacation
16 Years and after		18.33	Days Vacation

TEN-MONTH EMPLOYEES

1 Month to	5 Years	10	Days Vacation
6 Years through	11 Years	12.50	Days Vacation
11 Years through	15 Years	15	Days Vacation
16 Years and after		16.67	Days Vacation

10.4 Vacation Pay Upon Termination: When an employee in the bargaining unit, who has completed six (6) months of service, is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination. An eligible employee who serves fifty (50) percent or more, but less than seventy-five (75) percent of a month shall be entitled to one-half (1/2) of a month's vacation allowance. An eligible employee who serves at least seventy-five (75) percent of the month shall be entitled to the full vacation allowance for the month. Carry-over of earned vacation shall be in accordance with Article 10.6.

10.5 Vacation Postponement:

10.5.1 If a bargaining unit employee's vacation becomes due during a period when he/she is on leave due to illness or injury, he/she may request that his/her vacation date be changed, and the District shall grant such request in accordance with vacation dates available at that time. The employee may elect to have his/her vacation rescheduled in accordance with the vacation schedule available at that time, or may request to carry over his/her vacation to the following year.

10.5.2 If for any unforeseen reason, such as illness, injury or personal property loss, a bargaining unit employee does not take all or any part of his/her annual vacation, the amount not taken shall, at the option of the employee, be accumulated for use in the following year. This does not provide for employee's election not to take vacation for added compensation.

10.6 Vacation Carry Over: Employees in the POA may not accrue more than one and one-half times their annual vacation accrual. Employees' vacation balances exceeding one and one-half times their vacation accrual shall not earn further vacation leave until they reduce their vacation leave balance to an amount not exceeding one and one-half times their annual vacation leave accrual.

- 10.7 Holidays:** When a holiday falls during the scheduled vacation of any bargaining unit employee, such holiday shall not be deducted from the earned vacation of the employee.
- 10.8 Vacation Scheduling:** Vacations shall be scheduled at times requested by bargaining unit employees with mutual agreement of the supervisor.
- 10.9 Interruption of Vacation:** An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another type of leave provided the employee supplies notice and supporting information regarding the basis for such interruption or termination.

ARTICLE 11

CONDITIONS OF EMPLOYMENT

- 11.1** All Campus Police Officers shall comply with and fulfill the requirements specified in the following California statutes:

California Penal Code Section 830.32 states that the following persons are peace officers whose authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to Section 836 as to any public offense with respect to which there is immediate danger to person or property, or of the escape of the perpetrator of that offense, or pursuant to Section 8597 or 8598 of the Government Code. Those peace officers may carry firearms only if authorized and under terms and conditions specified by their employing agency.

(a) Members of a California Community College police department appointed pursuant to Section 72330 of the Education Code, if the primary duty of the police officer is the enforcement of the law as prescribed in Section 72330 of the Education Code.

(b) Persons employed as members of a police department of a school district pursuant to Section 39670 of the Education Code, if the primary duty of the police officer is the enforcement of the law as prescribed in Section 39670 of the Education Code.

(c) Any peace officer employed by a K-12 public school district or California Community College district that has completed training as prescribed by subdivision (f) of Section 832.3 shall be designated a school police officer.

(d) California Penal Code Section 832.3(a) states, any police officer of a district authorized by statute to maintain a police department, who is first employed after January 1, 1975, shall successfully complete a course of training prescribed by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on Peace Officer Standards and Training.

(e) Each police chief, or any other person in charge of a local law enforcement agency, appointed on or after January 1, 1999, as a condition of continued employment, shall complete the course of training pursuant to this subdivision within two years of appointment. The training course for a sheriff, an undersheriff, and a deputy sheriff of a county, and a police chief and a police officer of a city or any other local law enforcement agency, shall be the same.

(f) Any school police officer first employed by a K-12 public school district or California Community College district after July 1, 1999, shall successfully complete a basic course of training as prescribed by subdivision (a) before exercising the powers of a peace officer. A school police officer shall not be subject to this subdivision while participating as a trainee in a supervised field-training program approved by the Commission on Peace Officer Standards and Training.

(g) The Commission shall prepare a specialized course of instruction for the training of school Police Officers, as defined in Section 830.32, to meet the unique safety needs of a school environment. This course is intended to supplement any other training requirements.

(h) Any school peace officer first employed by a K-12 public school district or California Community College district before July 1, 1999, shall successfully complete the specialized course of training prescribed in subdivision (g) no later than July 1, 2002. Any school police officer first employed by a K-12 public school district or California Community College district after July 1, 1999, shall successfully complete the specialized course of training prescribed in subdivision (g) within two years of the date of first employment.

Education Code Section 72330.2 requires every member of a California Community College police department first employed by a California Community College district before July 1, 1999, shall, in order to retain his or her employment, fulfill both of the following conditions:

(a) The employee shall submit to the district one copy of his or her fingerprints on forms prescribed by the Department of Justice. The Department of Justice shall forward this copy to the United States Federal Bureau of Investigation.

(b) The employee shall be determined to be a person who is not prohibited from employment by the California Community College district, and, if the employee is required to carry a firearm, shall be determined by the Department of Justice to be a person who is not prohibited from possessing a firearm.

The Department of Justice may participate in the National Instant Criminal Background Check System (NICS) in lieu of submitting fingerprints to the United States Federal Bureau of Investigation in order to meet the requirements of this section relating to firearms.

Compliance with the provisions of Government Code Sections 1029 and 1031 are also required.

- 11.2** Pursuant to California Penal Code Section 830.32(c), the title Campus Safety Officer is changed to Campus Police Officer. A new classification titled Campus Security Officer will be added to augment the existing force structure.
- 11.3** Current bargaining unit employees who are found not eligible for further employment as Campus Police Officers due to possessing mandatory disqualifying evidence in their personal history discovered as a result of a P.O.S.T background investigation, shall be terminated from employment.

Campus Police Officers who are found not eligible for further employment due to possessing discretionary disqualifying information in their personal history discovered as a result of a P.O.S.T. background investigation utilizing post criteria, or as a result of failing a P.O.S.T psychological examination, shall be reclassified as Campus Security Officers.

- 11.3.1** Campus Security Officers do not have peace officer authority or power and will not carry firearms.
- 11.3.2** Campus Security Officers perform observe and report in-house security guard functions as specified in the job specification that is approved by the Governing Board of Trustees.
- 11.3.3** Campus Security Officers will be issued uniforms different from those issued to Campus Police Officers. The Chief shall have discretion to determine the standard uniform issue for Campus Security Officers.
- 11.3.4** Campus Security Officers shall comply with and fulfill the selection and training standards established by the Bureau of Investigative Services (BSIS), California Department of Consumer Affairs and the District, in accordance with Education Code §72330.5.
- 11.3.5** Campus Security Officers shall, as a condition of employment, satisfy the requirements of Education Code §72330.5(d).
- 11.4** Employees that are reclassified as Campus Security Officers will remain at their current salary range and benefit schedule for a period of three years from the date of reclassification. At the end of three years, they will be placed on the Campus Security Officer salary schedule, Step 6. Once reclassified, they will not receive further longevity pay or step and column increases under the current or future Campus Police Officer District Salary Schedule. They will continue to receive cost of living allowances when approved by the Governing Board of Trustees.
- 11.5** At no time will a Campus Security Officer position be hired to replace a Campus Police Officer position.
- 11.6** At no time will a Campus Security Officer be permanently or temporarily scheduled or assigned to replace a Campus Police Officer from his or her assigned duties or work shift.

ARTICLE 12

UNIFORMS/WEAPONS INSPECTION/RANGE TRAINING

Upon being hired, full time Police Officers shall receive five (5) new uniforms (except for shoes) and shall be issued replacement items strictly upon the Chief of Police's sole discretion.

Part-time Police Officers shall receive two (2) new uniforms upon hire (except for shoes) and shall be issued replacement items strictly upon the Chief of Police's sole discretion.

Summer uniforms authorized May 1 through October 30 or as authorized by the Chief of Police. Purchase replacement of summer uniforms will be up to two (2) sets per calendar year. The chief has the discretion of determining the uniform of the day.

- 12.1** All Police Officers shall be subject to weekly weapons inspections by the appropriate supervisory employee.
- 12.2** Four (4) hours of training may be performed on a monthly basis scheduled at the discretion of the Chief of Police or his/her designee.
- 12.3** Firearms requalifications shall be successfully completed at least monthly scheduled at the discretion of the Chief of Police. The District will make efforts to schedule firearms requalifications during regularly scheduled work hours. In the event that a requalification occurs outside regularly scheduled work hours, the District will compensate the bargaining unit member with overtime in accordance with the Fair Labor Standards Act.
- 12.4** A Police Officer may be permitted to carry a backup weapon based upon case-by-case discretionary approval of the Chief of Police. The Chief of Police shall only deny a request by a Police Officer to carry a backup weapon based upon a legitimate reason. The Police Officer shall independently bear all costs related to an approved backup weapon.

ARTICLE 13

LEAVES

13.1 Bereavement Leave: Employee shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be granted for a period of three (3) days, and five (5) days if travel exceeds 200 miles one way within the State of California, or five (5) days if travel is outside the State of California. The immediate family is defined as mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, former spouse, or any relative living in the immediate household of the employee.

13.1.1 Personal Necessity Leave can be used to extend bereavement leave.

13.2 Jury Duty: An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The District shall pay the employee the difference, if any, between the amount received from jury duty and the employee's regular rate of pay. Any meal, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty. Any day during which any employee in the bargaining unit whose regular shift commences at 11:00 a.m. or after and who is required to serve all or any part of the day on jury duty shall be relieved from work with pay.

13.3 Military Leave: An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

13.4 Sick Leave:

13.4.1 Leave of Absence for Illness or Injury: An employee, employed five (5) days a week shall be granted twelve (12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service.

13.4.2 Any full time bargaining unit member employed for less than a full fiscal year at the time of granting sick leave, shall be entitled to a pro-rata share of sick leave accrued based upon the proportion of the fiscal year the employee works.

13.4.3 An employee employed less than five (5) days per week shall be entitled to a pro-rata share of sick leave based upon the proportion of a full week the employee is permanently scheduled.

13.4.4 Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.

13.4.5 At the beginning of each fiscal year, the full amount of sick leave granted under this Section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year.

If employee resigns, retires or terminates, or upon the conclusion of employment, unaccrued sick leave which has been taken shall be reimbursed to the District by deduction from the employee's final pay check. If the final paycheck is not sufficient, a repayment schedule shall be agreed to between the employee and the District.

13.4.6 Pregnancies and disabilities arising out of pregnancies shall be considered as an illness for the purposes of utilizing sick leave.

13.4.7 If an employee does not take the full amount of sick leave allowed in any year under this Section, the amount not taken shall be accumulated from year to year.

13.4.8 Any accrued sick leave credit earned by an employee but unused on the date of retirement shall be converted to retirement credit in accordance with the applicable PERS Rules and Regulations.

13.4.9 Accumulated sick leave up to seven (7) days maybe used in any fiscal year by the employee in cases of personal necessity, including any of the following:

13.4.9.1 Death of a member of his/her immediate family when additional leave is required beyond that provided in Article 13, Section 13.1 (Bereavement Leave).

13.4.9.2 Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.

- 13.4.9.3** Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- 13.4.9.4** Such other reasons which cannot be resolved before or after the employee's working hours, is serious in nature, cannot be disregarded, and which requires the employee's immediate attention.
- 13.4.9.5** Notification of personal necessity leave shall be made on the Classified Personnel Transaction Form at least two (2) days in advance to the employee's immediate supervisor. If two (2) days advance notice cannot be given, it shall be given as soon as possible.
- 13.4.9.6** Personal Necessity Leave shall not be used for convenience, social events, political activities, job actions, or occupational investigations except as provided in Section 18.10.2 relating to layoffs.

13.4.10 A medical statement will be required when an employee is absent for longer than five (5) consecutive working days. The Board of Trustees designees limited to Chancellor, Acting Chancellor, or Director of Human Resources may require a statement from a physician at any time regardless of the duration of the absence.

13.5 Industrial Accident and Illness Leave: In addition to any other benefits that an employee may be entitled to under the Worker's Compensation laws of the State of California, employees shall be entitled to the following benefits:

13.5.1 An employee suffering an injury or illness arising out of and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) working days in any one (1) fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

- 13.5.1.1** An employee suffering serious bodily injury during the performance of his/her duties as a result of a willful and unlawful use of force or violence by another necessitating absence from his/her duties and responsibilities shall be entitled to leave of up to one hundred twenty (120) working days in any one fiscal year for that injury. This leave shall not be accumulated from year to year, and if this leave overlaps the fiscal year, the employee shall be entitled to only that amount of leave remaining at the end of the fiscal year in which the injury or illness occurred. This leave is intended to provide an additional 60 days of paid leave beyond benefits provided in Section 13.5.1 as a result of an employee suffering a work related serious bodily injury as a result of a willful and unlawful use of force or violence against a bargaining unit member.
- 13.5.2** Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation laws of the State of California, exceed the normal wage for the day.
- 13.5.3** The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If however, an employee is still receiving temporary disability payments under the Worker's Compensation laws of the State of California at the time of the exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when, added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.
- 13.5.4 Remain in State During Industrial Accident or Illness Leave:** Any employee receiving benefits as a result of an industrial accident or illness shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the state.
- 13.6 Entitlement to Other Sick Leave:** Each employee in the bargaining unit shall once a year be credited with a total of 100 days sick leave in addition to the sick leave provided under Section 13.4.1 of this Article. Each day of sick leave provided by this Section shall be compensated at the rate of fifty (50) percent of the employee's regular salary. The paid sick leave provided for under this Section shall be in addition to any other paid leave provided for in this Article and shall be used after the exhaustion of the leaves provided in Sections 13.4. The leave in this Section shall not be accumulative.

13.6.1 For employees newly hired on or after July 1, 2000, entitlement to other sick leave under Section 13.6 shall be paid in addition to any other paid leave provided in this Article and shall run concurrently with any other paid leaves provided in this Article. The leave in this section shall not be accumulative.

13.7 Reemployment List: When all available paid leaves of absence have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person shall be placed on a re-employment list for a period of thirty-nine (39) months. When available, during the thirty-nine (39) month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with seniority.

An employee who has been placed on a reemployment list, who has been medically released for return to duty, and who fails to accept the offer to return to a vacant position, shall be deemed to have resigned his/her employment.

13.8 Parental Leave: An employee who is the natural or adoptive parent of a child may be entitled to an unpaid leave of absence for up to six (6) months for the purpose of rearing his/her child within one year of the birth or adoption. This leave shall run concurrently with and shall not be in addition to any leave which may be available under state or federal law for the same purpose. Any right to have health benefit premiums paid by the District pursuant to law shall be limited to a maximum of twelve (12) weeks in any twelve (12) month period. A written, signed request by the employee for the leave, specifying the beginning and ending dates of the period of the leave, shall be submitted to the District not less than twenty (20) working days before the commencement date of the leave. If a change in the length of the leave becomes necessary after the date the request has been approved, the change shall only affect the date the employee intends to return to active service. A written, signed statement shall be submitted to the District not less than ten (10) working days before the date the leave is to terminate.

In the event a female employee suffers a disability caused by pregnancy or child-birth at a time during which she is not on parental leave, she may submit a request for sick leave and related benefits as are allowed for other temporary disabilities. The request will be considered upon the basis of written statements contained in a supporting report signed by her physician specifying the approximate length of time the physician believes the employee will be disabled from the pregnancy, birth, and/or related complications.

Return rights of employees taking parental leave shall be consistent with state or federal family leave laws where applicable. For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification (but not necessarily to the same position as the employee served in) immediately prior to the leave, unless the position or

classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code. Employees who do not return at the end of the authorized leave are subject to disciplinary action which may include dismissal.

13.9 General Leaves: An employee shall have the right to apply for a paid or unpaid leave of absence at any time upon any terms acceptable to the District and an employee.

13.9.1 Any employee in the bargaining unit on general leave shall continue to receive their current medical, dental, vision, life and long-term disability insurance benefits for the first three (3) months. After this period, they shall have the option of continuing medical and/or other insurance coverage under the District's plan at their own expense.

13.10 Convenience Leave:

13.10.1 Employees in paid status throughout the fiscal year not utilizing any sick leave during the fiscal year shall be entitled to two (2) days of non-cumulative paid convenience leave which must be taken by the employee in the following fiscal year.

13.10.2 Employees in paid status throughout the fiscal year utilizing no more than two (2) sick leave days during the fiscal year shall be entitled to one (1) day of non-cumulative paid convenience leave which must be taken by the employee in the following fiscal year.

13.10.3 The convenience leave authorized by the section shall be scheduled subject to the mutual agreement of the supervisor and the employee. Scheduling shall take into consideration other employees' leaves and vacations. Employees shall be entitled to take convenience leave pursuant to Section 13.10 during the fiscal year immediately following the fiscal year in which the convenience leave was earned. It is agreed and understood that this convenience leave does not constitute a form of salary and will not result in any monetary liability to the District or payment to the employee.

13.10.4 Convenience Leave Table:

<u>Sick Time Used in One Year</u>	<u>Convenience Leave Earned for the following year</u>
None	Two (2) days
Two (2) days or less	One (1) day

ARTICLE 14

TRANSFERS AND REASSIGNMENT

- 14.1 Lateral Transfer Within Current Classification:** An employee may request a lateral transfer to an open position within the employee's current classification at any location within the District. Any such transfer is subject to the mutual consent of both Police Chiefs of the Police Departments of the Saddleback and Irvine Valley campuses, as well as the Executive Director of Human Resources & Employer/Employee Relations or designee.
- 14.2 Open Position:** When a bargaining unit position has not been filled through a lateral transfer under section 14.1, or if a vacancy has been created through a lateral transfer, then the open position shall be posted internally at appropriate work locations for not less than ten (10) working days, as well as advertised externally. Any employee in the bargaining unit may apply for the position by filing an appropriate District approved application with the Office of Human Resources within the time limits specified. All qualified bargaining unit members who apply shall be interviewed.
- 14.3 Notice Contents:** The vacancy announcements for purposes of Section 14.2 shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned work location, the number of hours per day, regular assigned work shift times, days per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.
- 14.4 Medical Transfers:** The District shall give alternate work within the same bargaining unit for which the employee is qualified when the same is available to an employee who has become medically unable to satisfactorily perform his/her regular duties. The Director of Human Resources, or his/her designee, and the employee shall meet following a request from the employee to determine whether there is work for which the employee is qualified and is physically able to perform after an employee has become medically unable to satisfactorily perform his/her regular duties. The alternate work may constitute promotion, demotion, or lateral transfer. It is recognized that one (1) or more meetings may need to take place. The opportunity for alternate work shall be made available for a period of up to one (1) year after the employee is medically unable to satisfactorily perform his/her regular duties. If the employee declines alternate work, the District shall have satisfied all of its obligations with regard to alternate work.
- 14.5 Americans with Disabilities Act:** Each request for reasonable accommodation under the Americans with Disabilities Act ("ADA") by a bargaining unit member shall be referred to the District and POA for examination on an individual basis.

14.6 District Initiated Transfer:

14.6.1 Temporary Transfer: In the event an employee is temporarily assigned to work in a work location other than the employee's normal work site for a period in excess of five (5) working days, the employee shall be granted, upon written request, the opportunity for a personal conference with the employee's current immediate supervisor and/or a representative from the Office of Human Resources. A temporary transfer in excess of twenty (20) working days shall be processed in accordance with section 14.6.2.

14.6.2 District Initiated Transfer: Employees may be transferred for non-disciplinary reasons under this Article when it is in the best interest of the District. Transfer is a movement from one (1) location or operating unit to another within South Orange County Community College District and within the employee's same classification. The District agrees that it shall consider voluntary transfers prior to requiring an involuntary transfer. The District shall not be arbitrary, capricious, or discriminatory in the application of District initiated transfers. Except unusual circumstances as determined by the Chief of Police the District shall give fifteen (15) working days notice to affected employees before initiating a District transfer. By mutual agreement between the District and the employee, notice time can be less than fifteen (15) working days. The employee shall be granted, upon written request, the opportunity for a personal conference with the employee's current immediate supervisor and/or a representative from the Office of Human Resources.

14.7 Reversion Rights:

14.7.1 An employee who is promoted and fails to complete the required probationary period of one (1) year shall be returned to the classification in which the employee held permanency immediately prior to the promotion. To be eligible: 1) there must be an available, vacant position in the employee's prior classification; or 2) the employee must have greater seniority than the least senior employee serving in that classification. A position is not available and vacant when the position is not being filled due to a hiring freeze.

14.7.2 In the event the returning employee cannot displace an employee in the classification immediately held prior to promotion, the returning employee may displace the least senior employee of the next previously held classification as per section 14.7.1.

- 14.7.3** Any employee displaced as a result of the application of this Article shall be entitled to the displacement provisions of sections 14.7.1 and 14.7.2. It is recognized that this process of bumping may ultimately result in the layoff of an employee. Any such layoff shall be processed in accordance with the provisions of Article 18 of this Agreement.
- 14.7.4** Promoted employees who return to their former or other classifications shall be credited with the time earned in the promoted classification to the position held immediately prior to promotion.
- 14.7.5** Promoted employees who have completed the initial probationary period in any classification shall retain all rights, benefits and burdens of a permanent employee as to any classification in which permanency has been obtained.

ARTICLE 15

GRIEVANCE PROCEDURE

15.1 General Conditions:

- 15.1.1** A grievance is defined as a complaint by one (1) or more bargaining unit members or the POA on behalf of one (1) or more bargaining unit members involving the interpretation, application, or alleged violation of this Agreement, District policy, rule, regulation, or practice which violates this Agreement.
- 15.1.2** A grievant is one (1) or more member(s) of the bargaining unit or the POA on behalf of one (1) or more bargaining unit members that has filed a grievance.
- 15.1.3** It is the intent of the parties to equitably resolve grievances at the lowest possible administrative level. It is the intention of the parties to encourage as informal and confidential an atmosphere as is possible in the resolution of grievances.
- 15.1.4** The grievant must present the grievance in writing on the “Classified Statement of Grievance” form, beginning with the Formal Resolution, Step One (Section 15.2.2). All grievances must be timely filed. Time limits may be extended only by mutual agreement of both parties confirmed in writing. If the Association is a party to either a Group Grievance or Policy Grievance (see section 15.4 - 15.5), the grievance will identify as many affected employees or classes of employees as possible. All grievances shall contain a clear and concise statement of the grievance, the circumstances involved, the affected employee (s) and the specific remedy(ies) sought. The statement shall be sufficiently specific to enable the District to determine the application of the remedy sought to the affected employees.

15.2 Procedure: Grievances shall be handled in the following manner:

- 15.2.1** Within thirty (30) calendar days after the occurrence of the act or omission giving rise to the grievance, the grievant shall attempt to resolve the grievance by an informal meeting with the immediate supervisor. If the immediate supervisor and the grievant reach agreement, the informal conference and the agreement is not activated by the parties, and the thirty (30) days stated above shall be reinstated. At the informal grievance meeting both parties shall sign and date a written statement to the effect that informal grievance meeting was held and its resolution if resolved.

- 15.2.2 Step One - Formal Resolution:** In the event the grievance is not resolved at the informal level, the aggrieved employee shall present the grievance directly to the employee's immediate supervisor in writing within ten (10) working days of the informal meeting with a copy of the grievance to the Director of Human Resources or designee. Within ten (10) working days after receipt of the grievance, the immediate supervisor shall hold a meeting at which the grievant shall be present to discuss and seek to resolve the grievance. If the grievance is not satisfactorily adjusted after the meeting, the immediate supervisor, within ten (10) working days after the meeting, shall reduce to writing his/her response to the grievance.
- 15.2.3 Step Two:** If the grievance is not satisfactorily adjusted by employee's immediate supervisor, or if the employee's immediate supervisor fails to respond in accordance with Step One, the grievant shall submit the grievance in writing to the College President or the President's designee with respect to a grievance arising at the College, or the Director of Human Resources, or the designee with respect to a grievance arising at the District level, within ten (10) working days of the response from the immediate supervisor or if the immediate supervisor fails to respond in accordance with Step One. Within ten (10) working days after receipt of the grievance at Step Two, the appropriate administrator shall hold a meeting at which the grievant shall be present to discuss and seek to resolve the grievance. The grievant and the Site Representative shall be notified in writing of the response to Step Two within ten (10) working days after the meeting. The President's designee shall not be any person who has previously addressed the grievance at any of the previous levels.
- 15.2.4 Step Three:** If the grievance is not satisfactorily adjusted at Step Two or if the procedures called for at Step Two are not followed, the grievant shall submit the grievance in writing to the Chancellor or Chancellor's designee within ten (10) working days of the receipt of the response at Step Two or if the time periods called for in Step Two have passed. Within ten (10) working days of receipt of the grievance at Step Three, the Chancellor or Chancellor's designee will meet with the grievant in an attempt to resolve the grievance. Within ten (10) working days after this meeting, the Chancellor or Chancellor's designee shall deliver to the grievant and the Site Representative the response to the grievance. The Chancellor's designee shall not be any person who has previously addressed the grievance at any of the previous levels.
- 15.2.5 Step Four:** If the grievance is not satisfactorily adjusted at Step 3, or if the procedures called for are not followed, the Grievant may submit the grievance in writing to the Vice Chancellor, Human Resources to then commence advisory arbitration. The District shall within 10 working days request a panel of 7 names from the California State Mediation and Conciliation Service. The parties shall select an arbitrator by the alternate striking method. The fees and expenses of the arbitration shall be paid

equally by the parties. The loser of the grievance shall however pay the arbitrator's fees. Either party shall bear the expense of the presentation of its own case. The Arbitrator's decision shall be advisory to the Board. Any of the time limits set forth in this Article may be extended by mutual agreement of the parties. No party to a grievance shall be in any way discriminated against or receive any reprisals for utilizing this grievance procedure.

- 15.3 Grievance Witnesses:** The District shall make available for testimony in connection with the grievance procedure a District employee whose appearance is requested by the grievant or POA.
- 15.4 Group Grievances:** If the grievance involves employees with different immediate supervisors, the grievance may be filed at Step Two.
- 15.5 Employee-Process Grievance:** An employee covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of POA as long as the adjustment is not inconsistent with the terms of this Agreement. POA shall be provided a copy of any grievances filed by employees directly and any responses by the District. Prior to any resolution of any grievance, POA shall be provided with a copy of the proposed resolution for review. POA shall be given ten (10) days to file a written response to the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of this Agreement shall be subject to the grievance procedure.
- 15.6 Grievance Processing:** The grievant and the POA Site Representative shall be entitled to process a grievance with no loss of pay or benefits.
- 15.7 Separate Grievance File:** All materials concerning an employee's grievance shall be kept in a file separate from the employee's personnel file, which file shall be available for inspection only by the employee, the POA Site Representative upon permission by the grievant and those management, supervisory, and confidential employees directly involved in the grievance procedure.
- 15.8 Purpose:** The District recognizes the need and affirms the right of POA to designate Site Representatives from among employees in the unit. It is agreed that POA in appointing such representatives does so for the purpose of promoting an effective relationship between the District and employees by helping to settle problems at the lowest level of supervision.
- 15.9 Duties and Responsibilities of Site Representatives:** The grievant shall have the right to have his/her Site Representative present at any step of this grievance procedure. The following shall be understood to constitute the duties and responsibilities of Site Representatives.

- 15.9.1** After notifying his/her immediate Supervisor, a Site Representative may assist in investigation, preparation, writing, and presentation of grievances. The Site Representative shall advise the Supervisor of the grievant of his/her presence. The Site Representative is permitted to discuss any problem with all employees immediately concerned, and, if appropriate, to attempt to achieve settlement in accordance with the grievance procedure.
- 15.9.2** A Site Representative may accompany a CAL-OSHA representative conducting an on-site walk-around safety inspection of any area, department, division, or other subdivision in fulfillment of the Site Representative's responsibilities.
- 15.10 POA Staff Assistance:** Site Representatives shall at any time be entitled to seek and obtain assistance from POA staff personnel.

ARTICLE 16

SAFETY

- 16.1 Safety Committee:** A District Safety Committee shall include at least one (1) member appointed by POA. This committee shall review health, safety, sanitation and working conditions. This committee should meet not less than every three (3) months and make recommendations to the District concerning improvements in health, safety, sanitation and working conditions.
- 16.2** The District and POA shall establish a Police Department Safety Committee that will meet quarterly to discuss any outstanding Police Officer safety issues.
- 16.3 No Discrimination:** No employee shall be in any way discriminated against as a result of reporting any condition believed to be a violation of good safety practices.

ARTICLE 17

DISCIPLINARY ACTIONS

17.1 Disciplinary Action: Discipline shall be imposed on employees of the bargaining unit for the following reasons.

- 17.1.1** Incompetency.
- 17.1.2** Inefficiency.
- 17.1.3** Insubordination.
- 17.1.4** Inattention to or dereliction of duty.
- 17.1.5** Dishonesty.
- 17.1.6** Immoral conduct.
- 17.1.7** Discourteous treatment of public or District employees.
- 17.1.8** Any willful failure of good conduct that tends to injure the public service.
- 17.1.9** Any willful or persistent violation of the provisions of this Agreement.
- 17.1.10** Engaging in a political activity during assigned working hours by the employees.
- 17.1.11** Repeated unreported, and/or unauthorized absence or tardiness.
- 17.1.12** Unexcused repeated and persistent absences that result in the disruption and loss in efficiency in the operating unit.
- 17.1.13** The use of fraud, deception, or misrepresentation of material facts in obtaining an appointment or a place on the eligibility list.
- 17.1.14** Conviction of a sex offense as defined in Education Code Section 87010 or a narcotic offense as defined in Education Code Section 87011.
- 17.1.15** Receipt of citizen complaints wherein it is determined the bargaining unit member is culpable of misconduct as a result of an Internal Affairs Investigation.
- 17.1.16** Finding of violation of Department or District rules and regulations as a result of an Internal Affairs Investigation.
- 17.1.17** For other good and sufficient cause as determined by the Chief of Police.

- 17.2 Timeliness:** The District shall not initiate any disciplinary action for any cause alleged to have arisen prior to the employee becoming permanent nor for any cause alleged to have arisen more than two (2) years preceding the date that the District takes disciplinary action, unless such cause was concealed or not disclosed by the employee.
- 17.3 Suspension:** Employees may be suspended prior to the Board of Trustees' final decision following a hearing before the Chancellor or designee. The employee may be suspended without pay following the hearing only if the employee's presence at work could prove injurious or harmful to the District. If, after a hearing, the suspension is upheld, the Board of Trustees shall determine whether the suspension is with or without pay. However, employees criminally charged with an offense enumerated in Education Code section 88123 shall be suspended in accordance with the procedures set forth in Education Code Section 88123.
- 17.4 Disciplinary Procedure:** When the District seeks the imposition of any disciplinary action, notice of such discipline shall be made in writing and served in person or by certified mail upon the employee by the Chancellor or designee. The notice shall contain (1) a statement of the specific acts or omissions upon which the disciplinary action is based, (2) a statement of the cause for which disciplinary action is taken, (3) the Education Code, policy, rule, or regulation violation, (4) the penalty proposed, (5) copies of the documentary evidence upon which the disciplinary action is based, and (6) a statement of the employee's right to appeal the proposed disciplinary action to the Board of Trustees by filing a written request for hearing with the Office of the Chancellor within fourteen (14) calendar days from postmark of the District's Statement of Charges.
- 17.5** The costs of the disciplinary appeal shall be allocated in accordance with the provisions of 15.2.5 of the Agreement.
- 17.6 Decision by the Board of Trustees:** The decision by the Board of Trustees shall be final.

ARTICLE 18

LAYOFF AND REEMPLOYMENT PROCEDURES

18.1 Layoff: Layoff means termination of employment and includes any reduction in hours, days, or months of employment or assignment to a class or range lower than that in which the employee has permanence, voluntarily consented to by the employee, in order to avoid interruption or employment by layoff.

18.2 Notice of Layoff:

18.2.1 Upon the decision of the District's Board of Trustees to layoff a classified employee, written notice of layoff shall be sent by first class mail to the person's last known address on file in the District's Office of Human Resources or delivered in person to the affected classified employee or employees.

18.2.2 When, as a result of the expiration of a specially funded program, classified positions are eliminated at the end of a school year, the employee or employees to be laid off at the end of such school year shall be given written notice on or before May 29, informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. If the termination date of any specially funded program, is other than the end of a school year, such notice shall be given not less than thirty (30) calendar days prior to the effective layoff date.

18.2.3 When, as a result of a reduction or elimination of the service being performed by any department, the employee or employees to be laid off shall be given written notice of layoff not less than thirty (30) calendar days prior to the effective layoff date and shall be informed of their displacement rights, if any, and reemployment rights.

18.2.4 Following receipt of any layoff notice, the POA President and POA Field Representative may meet with District representatives to review the notice and order to layoff.

18.3 Order of Layoff: Classified employees within an affected job classification shall be laid off subject to the following provisions:

18.3.1 The order of layoff shall be by seniority as defined in this Article.

18.3.2 Seniority shall be determined by Board approved hire date within each classification plus higher classifications. Length of service in a lower classification shall not be credited toward seniority in a higher classification. Paid service performed prior to entering into a probationary status in the classified service shall not be credited toward seniority. Time spent on the following authorized leaves of absence shall be included when computing seniority:

- Paid leaves of absence
- Leaves mandated by statute
- Required military leaves of absence

Time spent on all other leaves of absence shall not be credited toward seniority and shall be deducted from the employee's seniority for purposes of determining layoff.

18.3.3 In the case of two (2) or more classified employees with the same seniority, the order of layoff shall be based on the following.

18.3.3.1 Date of first paid service as a probationary employee in the District.

18.3.3.2 By lot.

18.4 Displacement Rights - Demotion in Lieu of Layoff and Bumping Rights:

18.4.1 Permanent employee laid off from the employee's present class may elect to be demoted and bump into a vacant position in the next lowest class in which the employee has greatest seniority considering his/her seniority in the lower class and any higher classes. The employee may continue to bump into vacant positions in lower classes to avoid layoff. To be considered for demotion into a lower vacant position, the employee shall be required to notify the District Office of Human Resources in writing of such election not later than ten (10) working days after receiving the notice of layoff.

18.4.2 To be considered for bumping, which would result in the displacement of a less senior employee in the classification in which the employee subject to layoff has greater combined seniority in the lower and higher classifications, the employee shall be required to notify the District Office of Human Resources in writing of such election not later than ten (10) working days after receiving the notice of layoff.

18.4.3 An employee who has accepted a demotion or bumping rights in lieu of layoff, has the right to be reemploy, in accordance with seniority in the former class, for an additional twenty-four (24) month period after the thirty-nine (39) month reemployment period.

18.5 Voluntary Reductions in Assigned Time: The District may elect, in lieu of layoff, to offer reductions in assigned time to classified employees within an affected classification. An employee who elects and receives a reduction in assigned time in lieu of layoff shall, nonetheless, be placed on the thirty-nine (39) month reemployment list, together with an additional twenty-four (24) month period, and shall be eligible to return to this former assigned time in order of seniority.

18.6 Return to Former Classification Following Voluntary Demotion or Voluntary Reduction in Hours: Employees taking voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in their former class or to positions with increased assigned time as vacancies become available, within the sixty-three (63) month time limit per paragraph 18.5 above, except that they shall be ranked in accordance with their seniority on any valid reemployment list.

18.7 Retirement in Lieu of Layoff:

18.7.1 Any employee subject to being laid off or who was in fact laid off may elect to accept a service retirement from the Public Employee's Retirement System in accordance with Education Code Section 88015.

18.7.2 The employee shall be placed on a thirty-nine (39) month reemployment list in accordance with of this Article; however, the employee shall not be eligible for reemployment during such other period of time as may be specified by pertinent Government Code Sections.

18.7.3 The District agrees that when an offer of reemployment is made to an eligible person retired under this Article, and the District receives within ten (10) working days a written acceptance offer, the position shall not be filled by any other person, and the retired person shall be allowed sufficient time to terminate his/her retired status.

18.7.4 An employee subject to this Article who retires and is eligible for reemployment and who declines an offer of reemployment equal to that from which laid off shall be deemed to be permanently retired.

18.7.5 Any election to retire after being placed on a reemployment list shall be retired in lieu of layoff within the meaning of this Article.

18.8 Reemployment:

- 18.8.1** A classified employee who is laid off shall be placed on a thirty-nine (39) month employment list and shall have the right to apply for other positions within the District while the employee's name remains on the reemployment list. The employee shall be required to maintain his/her current address on file with the District Office of Human Resources.
- 18.8.2** If, during an employee's eligibility period for reemployment, positions become vacant within a job classification of a laid off employee or employees, the District shall notify by first class mail addressed to the last known address on file with the Office of Human Resources such employee or employees offering reemployment in order of seniority.
- 18.8.3** If the employee accepts reemployment, the employee shall report to work within ten (10) working days following notification of reemployment.
- 18.8.4** An employee who receives such notice of reemployment, but who does not accept the offer of reemployment within five (5) working days shall be deemed to have rejected the offer of reemployment. After refusal or non-response to the second consecutive offer of reemployment, the employee's name shall be removed from the thirty-nine (39) month reemployment list including all rights hereto.
- 18.8.5** A classified employee reemploy within thirty-nine (39) months after being laid off shall be fully restored to his/her position with all rights to permanent status. Seniority, benefits, or service credit shall not, however, accrue during the period of layoff.

18.9 Seniority Roster: The District shall maintain an updated seniority roster indicating employee's class seniority, and hire date seniority. Such rosters shall be available to POA for review.

18.10 Benefits to Employees Following Layoff:

- 18.10.1** The District shall continue to pay health and welfare benefits at the current rate for all employees laid off and currently receiving benefits for ninety (90) calendar days from the date of layoff.
- 18.10.2** The District shall allow each full time employee subject to layoff who works at least six (6) hours per day with up to twenty-four (24) Hours of accrued personal necessity leave for the purpose of seeking future employment. The twenty-four (24) hours shall be in increments not exceeding four (4) hours each.

18.10.3 Employees laid off shall be afforded “substitute” employment in any class within the District for which he/she meets minimum qualifications.

ARTICLE 19

SEVERABILITY

- 19.1 Savings Clause:** If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Any invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 19.2 Replacement for Severed Provision:** In the event of suspension or invalidation of any Article or Section of this Agreement, the District and POA will meet within thirty (30) days after such determination for the purpose of arriving at satisfactory replacement for such Article or Section.
- 19.3 Rules or Regulations:** Rules, regulations, policies and practices which are in effect at the time of this Agreement that affect the wages, hours and working conditions of bargaining unit members shall not be modified without prior consultation with POA.

ARTICLE 20

CONCERTED ACTIVITIES

- 20.1** Apart from, and in addition to, existing legal restrictions upon work stoppages, neither bargaining unit members, POA, or its officers, officials, agents or representatives, shall incite, encourage or participate in any strike, walkout, slowdown, picketing or other work stoppage of any nature whatsoever, against the District during the life of the Agreement for any cause of dispute whatsoever, including, but not limited to, disputes which are subject to any grievance procedure, disputes concerning matters not mentioned in this Agreement, disputes with other labor organizations, persons or employers, jurisdictional disputes, or compliance with the request of other labor organizations to engage in such activity.
- 20.2** In the event that any of the occurrences prohibited by the preceding paragraph takes place, bargaining unit members POA, and its officers, agents, representatives, and responsible officials, shall immediately and publicly disavow such action as unauthorized and use all power within their authority to end or avert such action at the earliest possible time and bargaining unit members, POA and its officers, agents, representatives, and responsible officials shall not honor any picket line set up under any circumstances.
- 20.3** Any employee hereunder engaging in or assisting in any of the activities prohibited by 20.1 above shall be subject to discipline or discharge as determined by the District.

ARTICLE 21

NEGOTIATIONS

- 21.1 Notification and Public Notice:** If either party desires to alter or amend this Agreement, it shall, not less than one hundred and twenty (120) days prior to the termination date set forth under Length of Agreement, Article 22, provide written notice and a proposal to the other party of said desire and the nature of the amendments and cause the public notice provisions of law to be fulfilled.
- 21.2 Commencement of Negotiations:** Within five (5) days of satisfaction of the public notice requirement, and not later than forty-five (45) days following submission of the proposal, negotiations shall commence at a mutually acceptable time and place for the purpose of considering changes in this Agreement.
- 21.3 Released Time for Negotiations:** POA shall have the right to designate three (3) employees, who shall be given reasonable released time to participate in negotiations.
- 21.4 Agreement of Parties:** This Agreement contains the agreement of the parties as to all existing matters. It is agreed that the District and POA will support the terms of this Agreement during the life of this Agreement and will not seek change or improvement on any matters subject to the meet and negotiation process except by mutual agreement.

ARTICLE 22

LENGTH OF AGREEMENT

- 22.1 Length of Agreement:** This Agreement shall become effective upon ratification by both parties and shall continue in effect to and including June 30, 2015 and from year to year thereafter unless alteration or amendment is requested in writing in accordance with the Negotiations Article 21.
- 22.2** This Agreement constitutes the entire agreement between the parties and concludes meeting and negotiating on subjects dealing with hours of employment and other conditions of employment for the term of this Agreement. It is further understood that any part of this Agreement may be reopened for negotiation with the mutual consent of both parties.

ARTICLE 23

DEFINITIONS

- 23.1** “**Anniversary date**” is the date upon which an employee is granted salary step advancement earned by completion of a required period of service.
- 23.2** “**Classification**” is any group of positions sufficiently similar in duties, responsibilities, and authority that the same job title, minimum qualifications, and salary range are appropriate for all positions in a class.
- 23.3** “**Classification description**” is the description of the duties, responsibilities, minimum qualifications, and authority of positions in a class.
- 23.4** “**Demotion**” is a change in assignment of an employee from a position in one classification to a position in another classification that is allocated to a lower maximum salary rate.
- 23.5** “**Differential**” is a salary allowance in addition to the basic rate or schedule based upon hours of employment.
- 23.6** “**Fiscal year**” is July 1 through June 30.
- 23.7** “**Health and Welfare Benefits**” means any form of insurance or similar benefit programs, which may include but not be limited to, medical, hospitalization, surgical, prescription drug, dental, optical, psychiatric, life, or long-term disability.
- 23.8** “**Hire date**” is the date of first paid service as a regular classified employee.
- 23.9** “**Incumbent**” is an employee assigned to a position and who is currently serving in or on leave from the position.
- 23.10** “**Industrial accident or illness**” is an injury or illness arising out of or in the course of employment in the District.
- 23.11** “**Longevity**” is years of service with the District regardless of change in position.
- 23.12** “**Notice**” means whenever notice is required under this Agreement, and no form of notice is otherwise designed, notice to the District shall be personal delivery to the Office of the Chancellor and notice to POA shall be written notice delivered to the President of the local chapter.
- 23.13** “**Permanent employee**” is a regular employee who successfully completes an initial probationary period, which shall not exceed twelve (12) work months of service beyond the initial date of employment.

- 23.14 “Probationary employee”** is a regular employee who will become permanent upon completion of a prescribed probationary period.
- 23.15 “Promotion”** is a change in the assignment of an employee from a position in one classification to a vacant position in another classification with a higher maximum salary rate.
- 23.16 “Reallocation”** is a movement of an entire classification from one salary range or rate to another salary range or rate.
- 23.17 “Reclassification”** is the upgrading of a position to a higher classification as a result of the increase of duties and/or responsibilities being performed by the incumbent in such position.
- 23.18 “Safety conditions of employment”** means any work-related condition affecting the health, safety, or welfare of the employee.
- 23.19 “Salary rate”** is a specific amount of money paid for a specific period of service.
- 23.20 “Salary schedule”** is a series of salary steps and ranges which comprise the rate of pay for all classifications.
- 23.21 “Salary step”** is one of the salary levels within the range of rates for a classification.
- 23.22 “Short-term employee”** is a person hired for a specific temporary project of limited duration which, when completed, the services of the employee shall no longer be required.
- 23.23 “Substitute employee”** is a person hired to perform the duties of a position in the temporary absence of the employee who is regularly assigned to that position.
- 23.24 “Uniforms”** means any clothing of a particular color, design, pattern, or style required to be worn by the District shall be considered a uniform.
- 23.25 “Voluntary demotion”** is a demotion agreed to in writing by the employee and the District.
- 23.26 “Working hours”** means any day the District Administrative Offices are open for business.
- 23.27 “Working day”** means any day the District Administrative Offices are open for business.
- 23.28 “Employee”** shall mean bargaining unit member.

- 23.29 “Hourly Rate”** is determined by dividing the monthly rate provided in the POA contract by 168 and the results carried to two (2) decimal places and rounded off.
- 23.30 “Location”** is defined as any internal operating unit within one of the following: Irvine Valley College, District Services, Saddleback College, and future satellite location.
- 23.31 “Seniority for Purposes of Layoff”** is based upon Board approved hire date within each employee’s classification plus higher classifications.
- 23.32 “Substitute Rate”** shall be computed at step 1 on the salary schedule.
- 23.33 “Serious Bodily Injury”** means a serious impairment of physical condition, including but not limited to, the following: loss of consciousness, concussion; bone fracture; protracted loss or impairment of functions of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.
- 23.34 “Transfer”** is a move from an employee’s current location, operating unit, or shift to another within South Orange County Community College District within the employee’s same classification.
- 23.35 “Chief of Police”** complete title is Director, Safety and Security, Chief of Police.

EXHIBIT A

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**POLICE OFFICER SALARY SCHEDULE
2012-2013 (1.2% Salary Increase)**

<u>CLASSIFICATION</u>		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
RANGE 1 Campus Security Officer	Monthly	3,060	3,213	3,374	3,543	3,720	3,906
	<i>Hourly</i>	<i>18.214</i>	<i>19.125</i>	<i>20.083</i>	<i>21.089</i>	<i>22.143</i>	<i>23.250</i>
RANGE 2 Police Officer & Police Officer (Weekends/Holidays)	Monthly	4,377	4,601	4,827	5,069	5,322	5,591
	<i>Hourly</i>	<i>26.054</i>	<i>27.387</i>	<i>28.732</i>	<i>30.173</i>	<i>31.679</i>	<i>33.280</i>

Board Approved **09/24/12**
Effective 7/1/12

EXHIBIT B

CAMPUS SECURITY OFFICER – Range 1

DEFINITION

Campus Security Officers receive general supervision from the Director of Safety and Security/Chief of Police, and/or Assistant Director of Safety and Security/Deputy Chief of Police. They provide for the physical security of district property and the personal protection of students, faculty, staff, and visitors, by implementing and enforcing district policies, rules and regulations, and crime prevention and awareness strategies.

EXAMPLE OF DUTIES

Performs foot and vehicular patrols of the entire campus; offers assistance and aid to any person in need of help; checks buildings and grounds regularly for security and safety compliance; coordinates with campus police and external emergency services agencies for assistance when required; maintains an accurate daily log of performed duties and relevant observations; communicates with superiors and peers as soon as possible after observing an incident; observes, reports, and preserves evidence of crimes and incidents or problems; operates district vehicles in a safe and conscientious manner; and performs related duties as required and directed.

LICENSE AND CERTIFICATIONS REQUIRED

- Possession of valid and appropriate California Driver's License.
- Possession of current P.C. 832 certification or ability to successfully complete P.C. 832 training within one year after hire.
- Possession of current school security officer training certificate pursuant to California Education Code Section 72330.5 and Business and Profession Code Section 7583.45, as provided by the Bureau of Security and Investigative Services of the California Department of Consumer Affairs, or ability to successfully complete said training within one year after hire.
- Valid and current basic first aid and CPR certification.

MINIMUM QUALIFICATIONS

Knowledge of:

- California criminal law and safety statutes.
- Common fire and safety hazards and related equipment.
- Techniques and procedures applicable to theft and loss prevention and reporting.
- Traffic and parking control.
- Appropriate safety and security precautions and emergency procedures.

Ability to:

- Interrelate and deal effectively with diverse campus groups and individuals under routine and stressful conditions.
- Learn and correctly interpret district and college rules, regulations, and policies.
- Communicate effectively, both orally and in writing.
- Write clear, concise, and comprehensive reports.
- Effectively use and maintain issued equipment.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and effectively carry out oral and written instructions.
- Establish and maintain effective relationships with students, faculty, staff, law enforcement personnel and the community in general.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge, skills, abilities, and licenses and certifications listed above are considered to possess the necessary education and experience. Prior successful experience in the security or law enforcement fields is desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Sustained posture or intense attentiveness for prolonged periods. At least half of the workweek requires exposure to sensory extremes. Light lifting, carrying and/or pushing objects weighing less than 30 pounds. Willing to work any of three shifts with irregular days off.

EXHIBIT C

POLICE OFFICER – Range 2

DEFINITION

To perform a variety of law enforcement and security related duties to ensure the safety of students, faculty, staff and visitors, and the security of college property and facilities.

SUPERVISION RECEIVED AN EXERCISED

Receives direction from the Director of Safety and Security/Chief of Police or the Assistant Director of Safety and Security/Deputy Chief of Police.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Patrol assigned area on foot or in a vehicle; issue verbal or written citations for violations observed; enforce parking and related traffic ordinances.

Patrol buildings, classrooms and restrooms; secure doors, turn out lights and check windows; frequently monitor high security areas; check electrical panels, monitors storage areas; guard against theft and vandalism.

Check mechanical equipment including alarm systems and report operating failures.

Keep daily activity log; fill out appropriate forms and reports; alert fellow officers of unusual or suspicious occurrences.

Provide security to all persons during a power failure, earthquake, fire, bomb threat or other mishaps; direct building evacuations; provide crowd control; assist persons stuck in elevators.

Assist the public by providing directions and responding to questions and inquiries; direct traffic at peak traffic times; provide vehicle jump-starts and openings.

Pick up and return lost and found items; search for lost adults or children.

Collect parking lot meter money and deliver to the business office.

Intervene and mediate in disturbances and disputes.

Perform related duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

At least half of each week requires exposure to sensory extremes. Several times weekly, exposure to chance of injury or loss of life, which can be substantially controlled by use of significant safety precautions.

Physical Demands

Sustained posture or intense attentiveness for prolonged periods. Light lifting (less than 30 lbs.), some walking, pushing, pulling, on a regular basis.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods and procedures of law enforcement and traffic control.

Pertinent Federal, State and local laws, codes, and regulations.

Appropriate responses for emergency situations.

Use and care of firearms.

Basic first aid and CPR.

Ability to:

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Administer procedures related to safety and security.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of law enforcement or security experience.

Training:

Equivalent to an Associate of Arts degree with major training in law enforcement, security or a related field.

License or Certificate

Possess current P.O.S.T. academy certification (basic officer training) approved by the California Peace Officers Standards and Training Commission (POST); possession of a valid California driver's license, and a current and valid First Aid/CPR Certificate.

Medical/Psychological Testing and Background Check

Must pass a medical and psychological test are required by Government Code Section 1031(F) and required to submit to a thorough background investigation pursuant to Government Code Section 1031 to comply with the standards established by the Commission for P.O.S.T.

EXHIBIT D

POLICE OFFICER (WEEKENDS/HOLIDAYS) – Range 2

DEFINITION

To perform a variety of law enforcement and security related duties to ensure the safety of students, faculty, staff and visitors, and the security of college property and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Safety and Security/Chief of Police or the Assistant Director of Safety and Security/Deputy Chief of Police.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Patrol assigned area on foot or in a vehicle; issue verbal or written citations for violations observed; enforce parking and related traffic ordinances.

Patrol buildings, classrooms and restrooms; secure doors, turn out lights and check windows; frequently monitor high security areas; check electrical panels, monitors storage areas; guard against theft and vandalism.

Check mechanical equipment including alarm systems and report operating failures.

Keep daily activity log; fill out appropriate forms and reports; alert fellow officers of unusual or suspicious occurrences.

Provide security to all persons during a power failure, earthquake, fire, bomb threat or other mishaps; direct building evacuations; provide crowd control; assist persons stuck in elevators.

Assist the public by providing directions and responding to questions and inquiries; direct traffic at peak traffic times; provide vehicle jump-starts and openings.

Pick up and return lost and found items; search for lost adults or children.

Collect parking lot meter money and deliver to the business office.

Intervene and mediate in disturbances and disputes.

Perform related duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

At least half of each week requires exposure to sensory extremes. Several times weekly, exposure to chance of injury or loss of life, which can be substantially controlled by use of significant safety precautions.

Physical Demands

Sustained posture or intense attentiveness for prolonged periods. Light lifting (less than 30 lbs.), some walking, pushing, pulling, on a regular basis.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods and procedures of law enforcement and traffic control.

Pertinent Federal, State, and local laws, codes, and regulations.

Appropriate responses for emergency situations.

Use and care of firearms.

Basic first aid and CPR.

Ability to:

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Administer procedures related to safety and security.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Minimum Qualifications

Any combination equivalent to an Associate of Arts degree with major training in law enforcement, security or a related field, and;

Two years of law enforcement or security experience.

License or Certificate

Possess current P.O.S.T. academy certification (basic officer training) approved by the California Peace Officers Standards and Training Commission (POST); possession of a valid California driver's license, and a current and valid First Aid/CPR Certificate.

Medical/Psychological Testing and Background Check

Must pass a medical and psychological test are required by Government Code Section 1031(F) and required to submit to a thorough background investigation pursuant to Government Code Section 1031 to comply with the standards established by the Commission for P.O.S.T.

EXHIBIT E

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT POLICE
JOB PERFORMANCE EVALUATION**

TYPE OF REVIEW

Employee	Annual <input type="checkbox"/>	Period Covered:	
Classification	<input type="checkbox"/> Probation	<input type="checkbox"/> 6 month	<input type="checkbox"/> 11 month
Supervisor	Specific Duty Assignment		

AS A VALUED MEMBER OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT POLICE

I WILL STRIVE FOR:

- Individual Honesty
- Personal Integrity
- Professionalism and Ethical Conduct
- A Strong Work Ethic
- The Willingness to Accept Personal Responsibility
- A Strong Sense of Fairness
- High Standards for Excellence in Job Performance
- A Strong Sense of Service to the District Community

I agree to adhere to and follow, to the best of my ability, the canons, principles, and regulations contained in the

**LAW ENFORCEMENT CODE OF ETHICS
AND THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT POLICE
RULES AND REGULATIONS (A. R. 4000.7)**

Employee Signature

Date

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT POLICE
JOB PERFORMANCE EVALUATION**

I. COMMUNITY ORIENTED POLICING/HUMAN RELATIONS				
PERFORMANCE MEASURES	O	E	ME	NI
a. Treats all persons with respect, avoiding sarcasm and derogatory remarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Communicates effectively with all types of people/groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains effective working relationships with co-workers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Exhibits sincere interest / concern for problems and viewpoints of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Establishes contacts within the district community to foster mutual trust and respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Is aware of and addresses issues that lead to deterioration of trust and respect in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Recognizes visible signs of disorder and takes appropriate steps to correct situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Projects a positive, professional attitude in the daily performance of duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

II. PROBLEM SOLVING / FIELD ACTIVITIES				
PERFORMANCE MEASURES	O	E	ME	NI
a. Maintains knowledge of problems and potential patterns within assigned area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Routinely uses Crime Analysis data to analyze crime trends and patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Shares information with officers assigned to their area on other shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Utilizes a wide variety of resources to develop strategies for problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Develops resources to deal with related problems within their assigned area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Recognizes and utilizes enforcement as a problem solving tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Maintains acceptable and productive levels of field activity that impact crime levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Willingly provides thoughts and ideas on ways to improve security and law enforcement services to the district community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT POLICE JOB PERFORMANCE EVALUATION

III. PERSONAL CHARACTERISTICS				
PERFORMANCE MEASURES	O	E	ME	NI
a. Uniform appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical fitness as required for current work assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Knowledge of laws and relevant case decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Knowledge of and compliance with laws affecting schools and colleges and department rules, regulations, and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Attendance / punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Care, use, and maintenance of assigned equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Time management (response to calls / return to "in-service" status)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Decision making ability uses proper discretion and takes ownership for decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Communication skills (radio demeanor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Displays enthusiasm and interest in serving the district community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

IV. CALLS FOR SERVICE/FIELD PERFORMANCE				
PERFORMANCE MEASURES	O	E	ME	NI
a. Vehicle operation skills (routine calls for service)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Vehicle operation skills (emergency calls for service)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Ability to control and coordinate resources at emergency scenes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Ability to exhibit calm, tactful, deliberate demeanor at emergency scenes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Tactical abilities (safe placement of supporting officers and resources at routine and/or emergency scenes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Demonstrates proper officer safety techniques / tactics during suspect contacts when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Exercises care and control of prisoners when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Uses productive case investigation techniques (including preservation of evidence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Prepares clear, concise, and accurate reports for department and court use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Uses proper grammar, spelling, and punctuation in reports as exhibited by the lack of report corrections. Writes complete reports, includes all necessary information/elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Relates traffic enforcement activities to location and time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Gains effective and prompt control at traffic collision scenes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Appropriately uses "On Duty" time for performance of expected and assigned duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT POLICE
JOB PERFORMANCE EVALUATION**

OVERALL PERFORMANCE RATING FOR THIS REVIEW PERIOD

OUTSTANDING EXCELLENT MEETS EXPECTATIONS NEEDS IMPROVEMENT

COMMENTS ON OVERALL PERFORMANCE

OBJECTIVES / EXPECTATIONS FOR NEXT REVIEW PERIOD

RATERS SIGNATURE DATE

CHIEF OF POLICE DATE

EMPLOYEES SIGNATURE DATE

ADMINISTRATOR DATE

PRESIDENT DATE

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT POLICE
JOB PERFORMANCE EVALUATION**

CONTINUATION PAGE

USE THIS PAGE FOR CONTINUATION OF "COMMENTS" OR PERFORMANCE OBJECTIVES

A "Needs Improvement" rating in any category must be explained in the "Comments" Section

EXHIBIT F

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FITNESS FOR DUTY POLICY

PURPOSE

The purpose of this policy is to establish consistent procedures for ordering and implementing fitness for duty evaluations of sworn personnel and other personnel involved in public safety functions. Such evaluations are necessary for the safety and welfare of the community and department personnel, and to insure compliance with California law. California Government Code Section 1031 (f) mandates that all peace officers in California “[b]e found to be free from any physical, emotional or mental condition which might adversely affect the exercise of the powers of a peace officer.”

It is not the intention of this policy to interfere with a supervisor’s ability to recommend or suggest personal counseling to a subordinate, nor is this policy intended to alter or replace confidential counseling provided by the department as a result of critical incidents. Rather, this policy is intended to provide a mechanism for the assessment of an employee’s mental, emotional and/or physical ability to perform essential functions of their position when the employee’s conduct, behavior and circumstances indicate that continued service by the employee may be a threat to public safety, the safety of other employees, the safety of the particular employee, or, may interfere with the District’s ability to deliver effective police services.

PROCEDURES

Criteria. To assist in determining the continuing emotional, mental and medical fitness of officers to carry out their essential duties as armed peace officers, and other employees whose duties affect the public safety, all supervisory employees should be alert to any indication that an employee may not be emotionally, mentally or medically fit. Such indications may include but are not limited to the following factors. The mere presence of any one factor or combination of factors may not be sufficient to order the evaluation. However, such presence should not be ignored and may lead to the ordering of an evaluation. While there is a great variety and range of acceptable behavior among employee’s dramatic or sudden changes in any particular employee’s customary behavior may increase concern.

- One or more personnel complaints after consultation with the appropriate Chief of Police, whether originated internally or externally, particularly complaints of the use of unnecessary or excessive force, inappropriate verbal conduct, or any conduct indicating an inability to exercise self control and self discipline.

- An abrupt and negative change in customary behavior, toward an inability to perform essential functions of the position.
- Irrational verbal conduct or behaviors, including delusions and hallucinations.
- Suicidal statements or behaviors, or personal expressions of mental instability.
- Unexplained and excessive tiredness or hyperactivity.
- Dramatic change in eating patterns resulting in sudden weight loss or gain, or diagnosis of a life threatening eating disorder.
- Change in behavior pattern to inattention to personal hygiene and health.
- Inappropriate use of alcohol, medications or other drugs, including symptoms of illegal drug use.
- Memory losses.
- Impatience or impulsiveness, especially with a loss of temper.
- A pattern of conduct indicating a possible inability or decrease in ability to defuse tense situations, a tendency to escalate such situations or create confrontations.
- Unexplained and inappropriate excessive lateness or absenteeism.
- Any other factor or combinations of factors that causes a supervisor to reasonably suspect that a fitness for duty evaluation may be necessary.

Reporting. Any supervisor observing circumstances indicating that the emotional, mental or physical fitness of an employee may be in question should meet with the employee, if to do so will not aggravate the situation. If the meeting does not relieve the supervisor's concerns, or no meeting is conducted, the involved supervisor shall contact the Chief of Police and prepare a written report of the circumstances if so directed.

An employee is not required to disclose a disability to a supervisor, however, a supervisor may inquire regarding the conduct, behavior or circumstances that give rise to his or her concerns. Where appropriate, a supervisor and employee may also discuss reasonable accommodations that may enable the employee to perform the essential functions of his or her position.

Relief from Duty. In aggravated circumstances, such as when an employee's conduct immediately or directly threatens safety, the Chief of Police may immediately relieve the employee of duty with pay until the matter is resolved (or until placed on immediate suspension without pay pursuant to Board Resolution), pending further evaluation. In

other cases, employees may be relieved from duty or reassigned as necessary for public safety or the efficient operation of the department, pending completion of an evaluation. Any readily accessible or department provided weapons or other department property may be seized by the supervisor and where appropriate, the employee ordered not to exercise peace officer or other official powers. Nothing in this policy is intended to prevent or limit a supervisor from taking any emergency action reasonably necessary to protect life or property. Any employee relieved of duty under this policy is subject to the same protections as set forth by the District's disciplinary procedures and applicable law.

Order for the Evaluation. The Chief or his designee may determine, in the exercise of his or her discretion and with or without additional investigation that a fitness for duty evaluation is or is not warranted. If an examination is warranted, it should be scheduled for the earliest opportunity.

The employee should receive a written order for the evaluation. Such order should include a brief description of the reasons for the evaluation.

It should also specify the date, time and place of the evaluation; the name of the psychologist and or medical doctor conducting the evaluation; a directive to cooperate with the psychologist's and/or medical doctor's and/or staff requests, and completely and honestly answer any questions posed by the psychologist medical doctor or staff; and notice that the evaluation is being conducted for use by the department. The notice shall also state that the evaluation is confidential between the employee and the evaluator to the extent required by the Confidentiality of Medical Information Act (Civil Code Section 56 et seq.), which allows the evaluator to release limited information to the department as specified below.

Selection of the Evaluator for Determining Psychological Fitness for Duty. The POA and the District agree to utilize the following list of evaluators for psychological evaluation to determine an employee's fitness for duty:

1. Gina Gallivan (District)
2. L. Scott Frazier (POA)
3. Robert Postman (POA)
4. Victoria Havassy (District)
5. Ronald Offenstein (District)

In the event one or more of the listed evaluators no longer can perform the service as an evaluator, the party submitting the evaluator's name shall submit a replacement name to the other party for inclusion on the panel. The District and the POA shall engage in the alternate striking method of determining the evaluator to be used to determine the employee's psychological fitness for duty. The District shall utilize P.O.S.T.'s 15 Job Dimensions Required of a Police Officer as criteria for the evaluator to utilize in determining psychological fitness for duty. (Attachment). The evaluator's report shall be binding on both parties.

Requirements for the Evaluator. The evaluator must meet the requirements of 1031 (f) of the Government Code. The evaluator shall be instructed by the District to release only that information permitted under this policy or otherwise permitted by law.

Limited Scope of Report. The department has a right to information that is necessary to achieve a legitimate purpose. The evaluation is ordered by and conducted for the department. It is not for the purpose of treatment but to determine fitness for duty. The limited verbal and/or written results of the evaluation will be provided to the Department as a confidential personnel record. Unless necessary for determining fitness for duty, no statement of medical cause shall be included in the report.

Exception. Where the employee has initiated a lawsuit, arbitration, grievance, worker's compensation or other claim or challenge involving his or medical history, mental or physical condition, or treatment, the report may contain information which is relevant to that action.

An employee may waive in writing any or all restrictions on the information reported to the employer.

Disposition of Report. The department shall establish appropriate procedures to protect the information from unauthorized use or disclosure. The report will be placed in a sealed envelope and retained in the employee's separate secure medical file in the Human Resources Department. The report may only be sued or disclosed in a legitimate and appropriate proceeding to the extent authorized or compelled by law or agreement.

Refusal to Cooperate. Refusal to comply with the order or any of its parts, or with reasonable requests by the evaluator shall be deemed insubordination, and shall be grounds for disciplinary action, up to and including termination. Statements made to the evaluator shall be considered compelled and may not be used in a criminal or civil proceeding against the employee.

Disposition. Depending upon the results of the evaluation and the recommendation of the evaluator, the Department may:

- Return the employee to full duty,
- Place the employee on temporary light or modified duty,
- Remove the employee from any duties pending treatment and re-evaluation,
- Conditionally allow full or modified duty on receipt of treatment,
- Institute or resume disciplinary proceedings as appropriate.

Where possible, it is always the department's intent to rehabilitate an employee and achieve a return to full duty status.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT**

[Date]

TO:

FROM: Chief _____

Subject: **Notice of Psychological Fitness for Duty Evaluation**

This memorandum will serve as a written order directing you to submit to a psychological Fitness for Duty Evaluation.

The reason(s) for the evaluation are:

(Summarize the behavior, circumstances, etc. and refer to any of the appropriate factors that are listed under the Procedures section of this General Order)

The evaluation is scheduled for (day, date and time) and will be held in the office of Dr. _____ . The address is _____.

You are directed to cooperate with the psychologist's and/or medical doctor's and/or staff requests and completely and honestly answer any questions posed by them. The evaluation is being conducted for use by the Department, however, the evaluation is confidential between the employee and the evaluator to the extent required by the Confidentiality of Medical Information Act (Civil Code Section 56 et seq.), which allows the evaluator to release limited information to the Department. You may authorize the evaluator to release additional information to the department.

Refusal to comply with this order or any of its parts, or with the reasonable requests of the evaluator, shall be deemed insubordination, and shall be grounds for disciplinary action, up to and including termination. Statements made to the evaluator shall be considered compelled and may not be sued in a criminal or civil proceeding against the employee.

CHIEF OF POLICE (OR DESIGNATE)

EXHIBIT G

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ALCOHOL AND DRUG ABUSE POLICY

I. INTRODUCTION

- A. This policy is adopted in compliance with the Drug-Free Workplace Act of 1988 (Title V, Subtitle D of Public Law 100-690) and the Drug-Free Workplace Act of 1990 (California Government Code Section 8350-8357). This Policy establishes explicit guidelines for the enforcement of the prohibition against employees bringing alcohol, illegal narcotics or other illegal habit-forming drugs onto District premises and into work areas, or appearing for an assigned work shift while under the influence of alcohol or any drug or medication which impairs his/her ability to safely and efficiently perform the required duties of the position.
- B. To maintain a safe, healthful, and productive work environment for all employees, and to eliminate substance abuse and its effect in the workplace, it is the District's duty to ensure that employees are in a condition to perform their duties safely and efficiently, in the interest of their co-workers and the public, as well as themselves. The presence of drugs on the job and the influence of controlled substances on employees during working hours are inconsistent with this objective.
- C. In recognition of the public service responsibilities entrusted to the members of the Department, and in recognition that drug abuse can hinder one's ability to perform duties safely and effectively, the following policy is adopted by the Department.

II. POLICY

- A. The South Orange County Community College District Police Department is committed to maintaining a workplace free from the influence of alcohol and drugs. The Department will act to eliminate any substance abuse as it increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or the Department's reputation. Alcohol and drug abuse will not be tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.
- B. In order to assure the safety, health and well-being of Department members, it is the policy of the Department that employees comply with the following requirements. Compliance with this policy shall be considered a condition of employment with the Department.

- C. Employees shall not use, possess or be under the influence of alcohol or drugs during working hours.
- D. Employees shall not unlawfully manufacture, sell, distribute, dispense, possess, or use alcohol or drugs on District property, at work, or while on duty.
- F. Employees shall not have their ability to work impaired as a result of the use of alcohol or drugs. An employee whose work is impaired for a legitimate reason, such as the use of medically medications and drugs, should contact their supervisor to arrange for whatever accommodation is needed or available.
- G. If convicted of a criminal drug violation occurring at the workplace, an employee shall notify his/her supervisor within five calendar days of the conviction pursuant to federal law.
- H. Employees may be subject to disciplinary action up to and including termination for criminal drug possession, use, manufacture, distribution or sale occurring on or off duty.
- I. The District will comply with the provisions of the Public Safety Officers Procedural Bill of Rights (Government Code Sections 3300 et seq.) when sworn police personnel are subject to investigation or discipline in connection with this policy.
- J. Employees as to whom there is a reasonable suspicion of being under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until he or she can be safely transported from the work site.
- K. Employees whose drug and alcohol testing results indicate a violation of this policy as a result of random testing shall be prevented from engaging in further work and shall be referred directly to the Chief of Police for appropriate disposition.
- L. Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek assistance from the District's Employee Assistance Program, where one is available, or to contact the Human Resources Director for information on rehabilitation sources. Referrals by the Human Resources Director will be handled in a confidential manner.
- M. Employees identified as violating this policy may be required to satisfactorily complete an alcohol or drug abuse assistance/rehabilitation program as a condition of continued employment. While the District is supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help.

III. PROCEDURE

A. Determination of Presence of Alcohol, Illegal Narcotics or Illegal Habit Forming Drugs.

Each supervisor is responsible for the consistent enforcement of this policy.

When a supervisor has a reasonable suspicion that an employee is under the influence of alcohol or drugs, he/she will remove the employee from the work site to an office or conference room and notify the Chief of Police. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of alcohol or drugs so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

- a. Bloodshot eyes
- b. Slurred speech
- c. Odor of alcoholic beverage on breath
- d. Unsteadiness in walking
- e. Possession of alcohol or drugs
- f. Information obtained from a reliable-person with personal knowledge
- g. The following situations may prompt a supervisor or other appropriate staff to investigate further for evidence of objective symptoms which may constitute reasonable suspicion that the employee is under the influence of alcohol or drugs:
 1. An accident involving District property;
 2. Physical altercation;
 3. Verbal altercation;
 4. Behavior which is so unusual that it warrants summoning a supervisor/manager or anyone else for assistance.

- h. The supervisor shall document in writing the facts constituting reasonable suspicion that the employee in question is under the influence of alcohol or drugs.

An employee suspected of being under the influence of alcohol or drugs may be ordered to submit to alcohol or drug testing. Results of such tests shall be provided to the Director of Human Resources. Only those managers/supervisors who have a “need-to-know,” as determined by the Director of Human Resources, shall have access to alcohol and drug test results.

Supervisors shall not physically search the person of employees, nor shall they search personal possessions of employees without the freely given written consent of, and in the presence of, the employee.

Managers and supervisors shall notify the Chief of Police or designate when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the District.

An employee determined to be unable to perform duties in a satisfactory or safe manner may be placed on a leave with pay by the Chief of Police or designate pending review of the situation.

IV. DISPOSITION OF VIOLATIONS OF ALCOHOL OR ILLEGAL DRUG PROHIBITION

- A. Any employee found to be in violation of this prohibition is subject to discipline, up to and including termination.
- B. The District recognizes that the abuse of alcohol or drugs is a progressive illness which can be arrested if treated in a sensitive and timely manner.

Therefore, any disciplinary action shall consider the appropriateness of and commitment to treatment programs pursued by the employee, the employee's work record, and the problems created by the employee's absence.

- C. If an employee is allowed to remain in District employment while undergoing treatment for an alcohol or drug abuse related problem, he/she shall authorize the Director of Human Resources, or designate, sufficient access to records, treatment providers, etc., to adequately monitor progress of treatment and determine capacity to carry on his/her job
- D. Failure of an employee who has committed himself/herself to follow a treatment program or to rigidly adhere to that program will make him/her subject to discipline, up to and including termination.

V. **IMPAIRMENT OF WORK PERFORMANCE BY MEDICATIONS AND DRUGS**

- A. Employees shall not report to work under the influence of medications or drugs, or utilize such substances while they are on duty, if their ability to safely and effectively perform assigned duties is impaired as a result of the use of the medication or drugs. While use of medically prescribed or legal non-prescription medications and drugs is not a violation of this policy, taking medications or drugs may interfere with the safe and effective performance of duties or operation of District equipment. Employees reasonably believed to be under the influence of prescribed medication or legal non-prescription drugs which may interfere with the safe and effective performance of duties shall be prevented from engaging in further work, but shall be detained for a reasonable time until an authorized District representative can ensure that the employee can reach home in a safe manner. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician will be required.

VI. **ALCOHOL AND DRUG TESTING**

- A. Alcohol and drug testing is applicable to all employees and applicants to designated positions with the District.

B. **Pre-Employment Screening**

Applicants to positions for which a drug-screening test is required will be informed that an alcohol and drug test will be conducted during the pre-placement medical examination and that a positive result could disqualify the applicant.

If a positive result is obtained, the specimen will be retested. A job applicant who is denied employment because of a positive alcohol/drug test will be removed from any Eligibility List but may reapply for employment after a six (6) month waiting period.

C. **On the Job Alcohol/Drug Test**

Investigation

- a. When a supervisor suspects that an employee may be impaired or affected by alcohol or drug use, an investigation shall be conducted promptly and properly. When practicable the investigation should be conducted by a supervisor other than the one who originally suspected the condition.

- b. If it is determined that alcohol/drug testing will be requested, advise the employee of his/her right to have a representative present. The representative must be available within a reasonable time (within one (1) hour.)
- c. To determine whether alcohol/drug testing is appropriate, the reasonable suspicion guideline described in Section .2 should be followed.
- d. Review observations with the employee. If determined that an alcohol/drug test is appropriate during regular business hours, the supervisor will confer with the Director of Human Resources or designate immediately. The Director of Human Resources or designate will contact the District's clinic to arrange for an immediate alcohol and/or drug test.
- e. An employee reasonably suspected of being under the influence of alcohol will be requested to submit to a breath test administered in the Police Department and/or a blood test administered by a District-selected clinic.
- f. An employee reasonably suspected of being under the influence of drugs will be requested to submit to a urine test administered by a District-selected clinic.
- g. An employee will be asked to sign a consent/release form (Exhibit A) and chain of custody form prior to administration of blood or urine alcohol/drug tests.
- h. An employee who refuses to consent to alcohol/drug testing may be disciplined for misconduct or unsatisfactory job performance up to and including termination.
- i. Samples for a blood or urine test will be taken at a District-selected clinic and sent to a National Institute of Drug Abuse (NIDA) approved laboratory for analysis.
 - 1. Between the hours of 9 a.m. and 9 p.m. every day, urine and blood tests will be administered by _____.
 - 2. Between 9 p.m. and 9 a.m., urine and blood tests will be administered at Laboratory_____.
- j. The supervisor shall arrange for transportation for the employee to the clinic and to the employee's home following the tests.

D. **Reasonable Suspicion Testing**

An employee must submit immediately to an alcohol and drug test when requested by a manager or supervisor.

Reasonable suspicion for testing means suspicion based on specific, personal observation of a supervisor and/or the Chief of Police, or designate. (Whenever possible, two supervisory/management employees should observe an employee's behavior and participate in the questioning of an employee.)

The supervisor shall document the following in a confidential memo to be maintained in Department files with a copy to the employee:

- a. Specific, personal observation concerning the appearance, smell, behavior, speech, or performance of the employee.
- b. Violations of a safety rule, or other work incidents which, after further investigation of the employee's behavior leads the supervisor to believe that alcohol and/or drug use may be a contributing factor.
- c. Other physical, circumstantial or contemporaneous indicators of alcohol or drug use.

E. **Return to Duty Testing/Follow Up Testing**

Any police officer employee who has committed an action prohibited by this policy must submit to a return to duty test before he/she may be returned to his/her position. The test result must indicate an alcohol concentration of *no more than 0.00*, or verified negative result on a controlled substance test.

In order to be allowed to return to work in his or her safety-sensitive position, a police officer must test negative on the return to duty drug test, and less than 0.02 on the return to duty alcohol test. The police officer will be subject to unannounced drug and alcohol tests for up to 60 months after returning to work with a minimum of at least six (6) unannounced drug or alcohol tests on the employee during the first year back to the police officer position.

No police officer shall be permitted to return to duty or remain on duty requiring the performance of police functions while having an alcohol concentration of *no more than 0.00*. Police officers are prohibited from using alcohol while performing police functions. No police officer shall use alcohol within four (4) hours prior to performing police functions including substitute police officers as well.

Police officers tested for alcohol of concentrations of *more than 0.00* shall not be required to perform police duties but shall be retested and not

returned to police duties until the alcohol concentration is *no more than 0.00*. Such employees are deemed in violation of this policy and shall be considered for disciplinary action up to and including termination of service.

F. **Substances for Which Testing Will Occur**

The alcohol and/or test may test for any substances which could impair an employee's ability to effectively and safely perform the functions of his/her job, including, but not limited to the following:

- a. Prescription medications
- b. Marijuana (Cannabinoids)
- c. Cocaine
- d. Opiates (Narcotics such as heroin, morphine, codeine, and other medical narcotics)
- e. Phencyclidine (PCP)
- f. Amphetamines/Methamphetamine
- g. Barbiturates
- h. Benzodiazepines
- i. Propoxphene
- j. Alcohol

G. **Test Results**

If the initial screening test is positive, the laboratory will perform a confirmation test before reporting a positive result to the District. The laboratory utilized will notify the Director of Human Resources or designate of test results by telephone and a written report will be mailed. The Director Human Resources or designate will notify the Chief of Police or designate, who in turn will notify the employee. If the test results are positive, the employee will be given one working day to present medical information to the Department designee showing there is a legitimate explanation for the results including prescribed medication.

H. **Confidentiality**

Laboratory reports and/or test results will be placed in an employee's personnel file. Laboratory reports and/or test results will be maintained in a separate confidential medical records file which is maintained in the Department of Human Resources.

Only those supervisory/management employees who have a valid, "need-to-know", will receive alcohol/drug test results. The results of individual tests shall not be released to anyone other than those who have a "need-to-know" without express written authorization of the tested individual, unless ordered by means of proper legal procedures and appropriate legal authority (i.e. subpoena) or in connection with a District disciplinary proceeding.

I. **Disciplinary Actions**

The Department may take disciplinary action up to and including termination against any employee who:

- a. Tests positive for drugs in an amount that would impair job performance.
- b. Tests positive for alcohol in an amount that would impair job performance.
- c. Refuses to submit immediately to an alcohol and/or drug test when requested by a supervisory or management employee or law enforcement personnel, or refuses to submit to a search of personal properties if requested by law enforcement and/or supervisory personnel.
- d. Adulterates or otherwise interferes with accurate testing required pursuant to this policy.

VII. **ALCOHOL/DRUG AWARENESS PROGRAM**

A. This policy shall be communicated to all employees and reaffirmed at least once annually. All new hires will be given a copy of this regulation and requested to sign a statement that he/she agrees to abide by the terms of this policy.

B. The Department will maintain an alcohol/drug-free awareness program that will inform all employees about:

The Department's policy and commitment maintaining an alcohol/drug-free workplace;

The dangers of alcohol and drug abuse in the workplace;

Available alcohol and drug counseling and rehabilitation programs;

The penalties that may be imposed upon employees for alcohol and drug abuse violation in the workplace.

VII. RESPONSIBILITY

A. Chiefs of Police and the supervisors shall:

Ensure that all subordinate employees provisions of this regulation.

Be responsible for the Departmental policies not issuance of covered by this regulation.

B. Supervisory/management employees shall:

Be fully conversant with the policy and procedures set forth herein and responsible for enforcement of this policy.

Be aware of substance abuse indicators, and encourage employees who are suspected of substance abuse to refer themselves voluntarily to a treatment/rehabilitation program.

C. Human Resources Director shall:

Be responsible for maintaining a drug-free awareness program.

Be responsible for establishing and maintaining a list of alcohol and drug assistance and rehabilitation services in the area.

D. Employees shall, as a condition of employment, abide by the terms of this policy and submit immediately to an alcohol and/or drug test when requested by an appropriate Department of supervisory/management employee or be subject to disciplinary action up to and including termination.

ALCOHOL AND DRUG ABUSE ADMINISTRATIVE POLICY

I have received a copy of the South Orange County Community College District Alcohol and Drug Abuse Administrative Policy.

The term “reasonable suspicion” has been explained to me. The procedure and/or penalty that has been set, if it is determined that I am under the influence of alcohol or drugs during working hours, has also been explained to me.

I understand the procedure following the “reasonable suspicion” and random testing and the penalty for being under the influence of alcohol or drugs during working hours.

I agree to abide by the terms of the Alcohol and Drug Abuse Policy.

Date _____	Signature _____
Witness _____	

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Dental Benefits for Unrepresented SOCCCD Employees

ACTION: Approval

BACKGROUND

The current dental plan has a calendar year maximum benefit of \$3,200 per person for in-network providers or \$3,000 per person for out-of-network providers after deductibles are met.

STATUS

Effective October 1, 2012, all employees of the collective bargaining units within South Orange County Community College District will have increased dental coverage as a result of collective bargaining processes, including three (3) dental cleanings in a calendar year and coverage for dental implants, with no increase in the annual maximum plan benefit.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the District to extend the same dental benefit coverage to unrepresented employees.

TO: Board of Trustees
FROM: Gary L. Poertner
RE: Irvine Valley College: Life Sciences: Take Over Agreement
ACTION: Approval

BACKGROUND

On April 25, 2011, the Board of Trustees approved a contract with Edge Development, Inc. for the Irvine Valley College Life Sciences building in the amount of \$11,387,287. On March 19, 2012, the District notified the surety, Safe Co Insurance Company/Liberty Mutual Insurance, Co., that Edge Development, Inc. was in default of their contract. On March 22, 2012, legal counsel for the surety provided the district with a hold harmless and indemnification Letter of Agreement allowing payments to be released and in order to move the project forward while defining the takeover conditions.

STATUS

The surety performed jobsite walks during August and accepted bids from potential contractors. Exhibit A is a draft of the Take-Over Agreement that describes the conditions for the surety take-over and accepting SJ Amoroso as the completion contractor.

April 29, 2013 is the new completion date. Up to \$710,000 has been set for restitution of district costs associated with the project delay. This will be negotiated with the surety in upcoming months.

Funds to address the project costs known at this time are available within the approved project budget which is \$17,410,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a draft copy of the proposed Take Over Agreement (EXHIBIT A) for the Irvine Valley College Life Sciences project that is subject to further revisions and negotiations. The Board hereby delegates authority to the Chancellor or Designee, working in consultation with council to finalize negotiations and execute the final Take Over Agreement.

TAKEOVER AGREEMENT

THIS TAKEOVER AGREEMENT ("Agreement") has been entered into on September ____, 2012, ("Effective Date") by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ("DISTRICT") and SAFECO INSURANCE COMPANY OF AMERICA and LIBERTY MUTUAL INSURANCE COMPANY (hereinafter collectively "SURETY"). DISTRICT and SURETY may hereinafter be collectively referred to as "Parties" and singularly as "Party."

RECITALS

A. WHEREAS, on or about April 26, 2011, DISTRICT entered into a contract ("Contract") with Edge Development, Inc. ("Former Contractor") for construction of the SOCCCD - Irvine Valley College Life Sciences Building, Dougherty & Dougherty, Job # 20863.00 – DSA # 04-111122, District Bid # 303 ("Project"). A true and correct copy of the Contract is attached hereto as **Exhibit "A"** and incorporated herein by this reference;

B. WHEREAS, SURETY issued a performance bond ("Bond") and a payment bond for the Contract, No. 6474095, with each bond penalty in the amount of \$11,387,287.00. Attached hereto is a true and correct copy of the Bond as **Exhibit "B;"**

C. WHEREAS, DISTRICT represents and warrants the original Contract with Former Contractor was \$11,387,287.00 and the adjusted Contract amount as of _____, 2012 is \$ _____. DISTRICT has certified the value of Work completed through _____, 2012 as \$ _____. DISTRICT represents and warrants DISTRICT has made payments under the Contract in the amount of \$ _____ to Former Contractor and/or SURETY and the remaining sum of \$ _____ ("Contract Balance") currently remains unpaid. DISTRICT alleges these amounts are accurate and SURETY reserves the right to audit DISTRICT's Contract accounting records and contest the amounts alleged. Except for those items listed on Exhibit "C" that is attached hereto, SURETY and DISTRICT, as of the Effective Date, are not aware of any claims, liens, stop notices, assignments, or encumbrances against the Contract Balance;

D. WHEREAS, the original schedule completion date was _____ and the adjusted completion date as of the Effective Date is April 29, 2013;

E. WHEREAS, on or about _____, 2012, DISTRICT[address default details];

F. WHEREAS, to fulfill its Bond obligations, SURETY desires to remedy the default of Former Contractor on the Project and to complete or procure the completion of the Contract in accordance with the Contract documents and the Bond for the Project ("Remaining Work");

G. WHEREAS, DISTRICT desires to effect the completion of the Contract in order to preserve the work in place and to expedite completion and avoid the delays and inconvenience of re-letting;

H. WHEREAS, SURETY is willing to exercise its election to complete or to procure the completion of the Contract as a measure of cooperation with DISTRICT providing SURETY can be assured in doing so it will receive the Contract Balance pursuant to the terms of the Contract;

I. WHEREAS, SURETY desires to arrange for the completion of the Contract and proposes to have the Remaining Work completed by a competent and qualified contractor approved by DISTRICT;

J. WHEREAS, DISTRICT recognizes that, in procuring the completion of the Contract by a completion contractor, SURETY has conferred a benefit upon DISTRICT in return for which DISTRICT shall make payment of all such sums due or to become due under the Contract, including undisputed payments for claims of Former Contractor, if any, directly to SURETY; and

K. WHEREAS, DISTRICT has agreed that the remaining Contract Balance will be used for the completion of the Project and the Remaining Work subject to the terms and conditions of the Contract;

AGREEMENT

NOW, THEREFORE, in consideration of the premises, and the good and valuable considerations and the mutual covenants set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. The recitals set forth above are expressly incorporated herein by this reference.
2. SURETY undertakes to procure the performance of the Remaining Work subject to and in accordance with all of the terms and conditions of the Contract. Further, DISTRICT represents, based upon a reasonable investigation, that it has identified all known documents or documentation comprising the Contract. [already attached as Ex A under recital A]
3. DISTRICT acknowledges that SURETY has a prior equitable right to receive all proceeds from the Contract as the work proceeds and for all sums upon completion of the work covered by the Contract, pursuant to the terms of the Contract. Accordingly, except as specifically set forth in this Agreement, DISTRICT shall pay to SURETY, or its designee, all amounts to be paid by DISTRICT under the Contract at the times and under the procedures according to the terms and conditions of the Contract, in accordance with payment terms of the Contract.
4. SURETY intends to relet the completion of the Contract for the Project to S. J. Amoroso Construction, a licensed contractor ("Completion Contractor")¹. DISTRICT consents to Completion Contractor completing the Remaining Work of the Contract. Completion Contractor shall be SURETY's representative with regard to completion of the Remaining Work. All documents pertaining to pay estimates, progress and final payments, shall be sent to:

"Completion Contractor"

[address]

TO _____

With copies to:

Mike Tomeo
Benchmark Consulting Services, LLC
2 Venture, Suite 220
Irvine, CA 92618
Phone 949-622-0300
Cell 949-813-5863

and

David L. Hughes
BOOTH, MITCHEL & STRANGE LLP
701 South Parker Street Ste. 6500
Orange, CA 92868
Cell 714-272-0866

5. DISTRICT acknowledges that the Completion Contract between SURETY and Completion Contractor will call for the Completion Contractor to coordinate all Project activities with the DISTRICT and DISTRICT's representative and to otherwise conduct itself as if Completion Contractor had a direct contract with DISTRICT. SURETY shall have no responsibility to review or transmit any construction documents between the Completion Contractor and DISTRICT. No party to this Agreement shall look to SURETY for any opinion, comment, or position on any of the construction documents generated between the Completion Contractor and the DISTRICT. SURETY has no opinion, comment or responsibility for any content of any construction document between the Completion Contractor and the DISTRICT or the DISTRICT and the Completion Contractor with regard to the Remaining Work.

6. Completion Contractor shall be a subcontractor to SURETY, and no contractual relationship, pursuant to this Agreement, shall exist between DISTRICT and Completion Contractor. Completion Contractor shall provide all insurance required under the Contract, but shall not be required to provide payment and/or performance bonds, unless requested to do so by SURETY. Routine day-to-day operations and decisions as to the manner of performance of the Remaining Work shall be made by the Completion Contractor, subject to the terms and conditions of the Contract, provided, however, that the Completion Contractor has no authority to: (i) agree to any changes in the Contract or Remaining Work; (ii) agree to any Change Orders;

(iii) agree to any backcharges or deductions of any nature; (iv) agree to any schedule changes; (v) agree to any adjustments in the Contract amount, Contract Balances, or Remaining Work; or (vi) agree to perform warranty work of the Former Contractor or corrective work as a result of latent defect(s) in the work performed by the Former Contractor, without the SURETY's prior express written consent which shall be delivered to DISTRICT as a condition precedent to the Completion Contractor's negotiating items (i) through (vi). The Remaining Work shall be subject to inspection and acceptance by DISTRICT, as provided in the Contract. A copy of all written communication by DISTRICT directed to Completion Contractor shall be forwarded to SURETY on a current basis by email to SURETY. All communications concerning matters of Contract administration (i.e., contractual or other notices required by law, payments, Change Orders, extensions of time, delays, claims, among other matters) shall be communicated to Completion Contractor only in writing, with a copy forwarded to SURETY on a current basis.

7. In the event a dispute arises between DISTRICT and Completion Contractor, or Completion Contractor is in default under the terms of the Contract, DISTRICT shall give SURETY written notice thereof within three (3) calendar days of such default, Saturdays, Sundays and legal holidays excluded.

8. The Completion Contractor, as SURETY's representative, is authorized to make all routine day-to-day decisions as to the manner of performance of the Remaining Work of the Contract. SURETY reserves the right to terminate the Completion Contractor at any time, but within three (3) calendar days written notice to DISTRICT, and promptly employ any other completion contractor acceptable to SURETY and pre-approved by DISTRICT.

9. Except as provided in this Agreement, it is expressly understood that neither Party hereto waives any rights or defenses it or they may have in favor of or against one another or anyone else. It is further expressly understood that SURETY does not waive any rights it may have to funds payable under the Contract. Nothing in this Agreement shall prejudice the rights of either Party to seek a judicial or other appropriate determination of its rights or defenses.

10. The Parties hereto agree that DISTRICT's right to liquidated damages for delays and SURETY's defenses to any such claim are not released or waived by this Agreement, except as modified herein and except to the extent that such delays may be excused under the terms and

conditions of the Contract, and Completion Contractor is likewise entitled to such extensions of Contract time as are provided for under the Contract and is to be relieved of any delays excused under the Contract.

11. SURETY acknowledges that the DISTRICT contends is entitled to assess Liquidated Damages which the DISTRICT contends will total the sum of \$560,000 as of the adjusted completion date of April 29, 2013 ("Liquidated Damages Claim"), and that the DISTRICT further contends that it is entitled to assess back charges in the amount of \$150,000 for inspection and testing cost incurred by the DISTRICT ("Damage Claims"). SURETY disputes the Liquidated Damages Claim and the Damage Claims, but acknowledges and agrees that the DISTRICT may withhold an amount not to exceed the sum of \$710,000 from the Retention Funds for the Project pending resolution of the Liquidated Damages Claim and/or Damage Claims.

12. Unless and except to the extent expressly provided for to the contrary in this Agreement, this Agreement shall not be deemed or construed to be an admission or concession of liability of any kind or nature by either Party or waiver of any rights or claims of either Party in the Contract, and by entering into this Agreement the Parties recognize that any and all rights, defenses or claims which either Party may believe to have in relation to the Contract are in no way impaired reduced by this Agreement and are fully reserved.

13. SURETY reserves all rights to proceed, in its own name and for its own benefit, to seek recovery from DISTRICT and/or any other party for all costs, damages, and expenses incurred by SURETY arising out of or related to SURETY's issuance of bonds and completion of the work under the Contract, including without limitation, all claims against the DISTRICT for extra work, delay, changed site conditions, and/or any other cause without limitation.

14. SURETY, who will have no employees on the Project, (except for occasional visits) shall have no obligation to furnish any insurance under the Contract. The Completion Contractor shall provide insurance coverage equivalent to that required under the Contract. Completion Contractor shall not commence work on the Project until it provides proof of insurance to DISTRICT.

15. It is understood and agreed that SURETY, by entering this Agreement, is not acting as a contractor, but instead in its capacity as a performance bond surety.

16. Except as provided for herein, this Agreement is made without prejudice to either Party's rights to prosecute any claim or claims that arise from the Contract or this Agreement. Both Parties reserve the right to prosecute any of said claims for payment of all sums due or to become due or performance under the Contract or this Agreement.

17. It is expressly understood by this Agreement that SURETY does not waive any rights it may have to funds payable under the Contract. Nothing in this Agreement shall prejudice the rights of SURETY to seek a judicial or other appropriate determination of its right to said funds.

18. Save and except for as provided by law and the terms of the Contract, DISTRICT agrees that it will not acknowledge or honor any claim or charges against the Contract Balances by any alleged assignees, successors, creditors or transferee of Former Contractor, or any other party making claim to any of such proceeds or balances, without the consent of SURETY, except by order of a court of competent jurisdiction after due notice to SURETY.

19. DISTRICT agrees that SURETY's liability on its Bond and this Agreement shall not exceed SURETY's bond penalty of \$11,387,287.00. DISTRICT further agrees that all payments made by SURETY to any person or entity on account of the work required by the Contract shall be deemed to be payment under SURETY's Bond and shall reduce the penal sum of that Bond in an equal amount. THE PARTIES HERETO FURTHER AGREE THAT IN THE EVENT SURETY PAYS THE BOND PENALTY AMOUNT OF \$11,387,287.00 FOR WORK PERFORMED ON THE PROJECT PURSUANT TO THIS AGREEMENT, THEN SURETY SHALL HAVE NO FURTHER OBLIGATIONS WHATSOEVER UNDER ITS BOND OR THIS AGREEMENT AND SUCH PAYMENT SHALL BE A FULL RELEASE OF ANY AND

ALL OBLIGATIONS SURETY MAY HAVE UNDER ITS BOND OR THIS AGREEMENT.
[Mid-State Surety v. East Bethlehem Township, 2005 US. Dist. Lexis 15447]

20. In consideration of the work completed by or on behalf of SURETY under the Contract for the Project, DISTRICT hereby expressly subrogates SURETY to the extent and amount of payments by SURETY under its Performance Bond (net payments) and its Payment Bond payments actually made and only to the extent that any subcontractor, supplier or material man of Former Contractor caused an increase in cost to complete the work then, to this extent only, the DISTRICT assigns, conveys, sets over, and transfers to SURETY, any and all claims, causes of action, interests or demands, which DISTRICT has, had, or may ever be entitled to assert against Former Contractor subject to the foregoing limitation and in connection with the Contract or Project, and expressly agrees that SURETY may pursue such subrogated or assigned rights, claims, interests, causes of action, demands and/or claims in any manner SURETY deems appropriate, including but not limited to matters pending in any bankruptcy proceeding, to the extent that SURETY in its sole discretion deems advisable.

21. The parties herein agree to cooperate fully with each other to the end that the Contract may be completed as efficiently and quickly as reasonably possible under the circumstances.

22. The Parties and their signatories hereto warrant that each has the power and authority to execute this Agreement. The Parties agree that if SURETY certifies any claim arising out of or relating to the Contract, the Project, or this Agreement, such certification will be deemed properly certified if made by an officer of SURETY. The Parties hereto have voluntarily executed this Agreement based on their independent investigation.

23. Save and except for those obligations which survive the completion of the Contract, if any such obligations exist, DISTRICT and SURETY agree that the satisfactory completion of the Contract, as provided in the Contract documents as evidenced by DISTRICT's acceptance of the work or DISTRICT's beneficial occupancy of the Project shall satisfy and discharge SURETY's obligations under its Performance Bond and under this Agreement.

24. The provisions of this Agreement shall be applied and interpreted in a manner consistent with each other so as to carry out the purposes and intent of the Parties and the Contract, but, if

for any reason any provision of this Agreement is unenforceable or invalid, such provision shall be deemed severed from this Agreement and the remaining provisions shall be carried out with the same force and effect as if the severed portion had not been a part of this Agreement.

25. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements, arrangements and/or understandings by and between the. Except as herein modified, all terms and conditions of the Contract and Bond shall remain unchanged and in full force and affect.

26. This Agreement shall extend to and be binding upon the Parties hereto and their respective successors and assigns. No rights shall accrue hereunder to or for the use of any other person, firm, corporation, or governmental entity other than the Parties hereto and their respective successors, assigns and reinsurers.

27. This Agreement is made and to be performed in Los Angeles County, California, and shall be governed by the laws of the State of California.

28. This Agreement may be executed in several counterparts, each of which shall be deemed an original as against any Party who has signed it and all of which taken together shall constitute a single instrument. The Parties agree that original signatures on this Agreement may be transmitted by electronic email in pdf format and that such signatures shall be treated as original signatures for all purposes.

29. This Agreement has been fully negotiated by the Parties and their counsel and shall not be construed in favor of or against either Party, regardless of who may have drafted it or any of its terms.

30. In the event of litigation to enforce the terms of this Agreement, the prevailing party shall be entitled to its costs, including reasonable attorney's fees.

IN WITNESS WHEREOF, the Parties hereto have hereunder set their hand as of the Effective Date.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: _____

[Name and Title]

SAFECO INSURANCE COMPANY OF AMERICA and
LIBERTY MUTUAL INSURANCE COMPANY

By: _____

[Name and Title]

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 2013 Teachers of the Year Recognition Ceremony

ACTION: Information

BACKGROUND

The Orange County Teachers of the Year (TOTY) program provides recognition for outstanding teachers in Orange County. The goal of the program is to bring recognition to educators and to pay tribute to individuals who provide exemplary service. Candidates are honored at an annual recognition ceremony hosted by the program sponsors. The finalists are invited to represent the county in the California Teachers of the Year program.

STATUS

The 2013 Teachers of the Year Recognition Ceremony will be held on October 19, 2012 at the Disneyland Hotel. The South Orange County Community College District will receive complimentary invitations for District and school site representatives to honor the finalists for their outstanding efforts in promoting student success. Each community college district may nominate one teacher. This year's designated college from SOCCCD is Irvine Valley College. The nominee being honored from SOCCCD is Marie de la Palme.

Item Submitted by: Gary L. Poertner, Chancellor

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD - Proposition 30
ACTION: Information

BACKGROUND

Proposition 30 is a ballot measure on the November 6 election. If it passes, it will raise the state's sales tax by 0.25% for 4 years (2013-2016). It will also raise the marginal personal income tax rates on filers making over \$250,000 (joint filers over \$500,000) in a progressive manner by 1% to 3% over 7 years (2012-2018). The new tax revenue will increase the existing Proposition 98 funding guarantee by \$2.9 billion with \$210 million coming to community colleges.

STATUS

The new funds will provide \$160 million to buy down a portion of the inter-year apportionment deferrals currently totaling nearly \$1 billion. While this will not provide new revenue to the colleges, it will improve the cash flow for districts receiving state apportionment. This will not provide new funds to South Orange County CCD. The other \$50 million will fund approximately 1% enrollment growth/restoration. If Proposition 30 passes, our colleges will be funded for up to an additional 1% FTES.

If Proposition 30 fails, the community colleges will not receive the \$210 million in new funds. The deferrals will continue at the current amount and there will be no growth funds available. In addition, the community colleges will face an additional \$339 million in base revenue cuts (approximately 7.5%), in addition to prior year cuts totaling \$809 million (12%). This will affect districts receiving state apportionment. If our district was not a basic aid district, the cuts would be applied and we would lose approximately \$9.6 million. However, there is an additional uncertainty for SOCCCD. There could be negative impacts to our district that are not known at this time.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: 2011-12 Reassigned Time and Stipends

ACTION: Information

BACKGROUND

In accordance with SOCCCD Administrative Regulation 4073, "the colleges and ATEP shall limit their annual expenditures for reassigned time and stipends to 2.7 percent of the college or ATEP general fund budget for object account categories, 1100, 1200, 1300, and 1400."

STATUS

Exhibit A, Saddleback College, and Exhibit B, Irvine Valley College, represent the 2011-2012 unrestricted budgets for object account categories 1100, 1200, 1300, and 1400, as well as the total expenditures for stipends and reassigned time. As shown in Exhibit A, the Saddleback College calculation of annual expenditures for reassigned time and/or stipends is 2.28 percent of the unrestricted general fund budget. As shown in Exhibit B, the Irvine Valley College calculation of annual expenditures for reassigned time and/or stipends is 2.35 percent of the unrestricted general fund budget.

Saddleback College
Analysis of Reassigned Time and Stipends
2011-2012

Exhibit A

Unrestricted Budget

Budget For Academic Object Codes:

1100	16,875,937
1200	4,560,619
1300	14,517,629
1400	1,808,220
Total	<u>\$37,762,405</u>
2.7% of Total	\$1,019,585

Expenditures:

	<u>Summer 2011</u>	<u>Fall 2011</u>	<u>Spring 2012</u>	<u>Total</u>	
Stipends	\$13,059	\$177,056	\$207,831	\$397,946	
Reassigned Time	\$0	\$255,703	\$206,746	\$462,449	
Total Expenditures	<u>\$13,059</u>	<u>\$432,759</u>	<u>\$414,577</u>	<u>\$860,395</u>	2.28%

The above calculation is in compliance with Administrative Regulation 4073

**Irvine Valley College
 Analysis of Reassigned Time and Stipends
 Fiscal Year 2011-12**

Exhibit B

Unrestricted Budget

Budget For Academic Object Codes:

1100	9,045,766
1200	2,866,526
1300	6,862,409
1400	<u>750,816</u>
Total	\$19,525,518

Expenditures:

	Summer 2011	Fall 2011	Spring 2012	Total
Stipends	\$12,733	\$96,428	\$96,428	\$205,589
Reassigned Time	\$0	\$126,810	\$126,810	\$253,619
<i>Total Expenditures</i>	\$12,733	\$223,238	\$223,238	\$459,208 2.35%

The above calculation is in compliance with Board Policy 4073 and Administrative Regulation 4073.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley 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 invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
9/6/12 5:30pm	Greenhouse	Greg Butler	Hort 116 – Irrigation Systems	Megan Schenck	Irrigation Sprinkler Heads & Systems
9/11/12 11:00am	BGS 119	Diane McGroarty	Fash 101 – Intro. to Fashion Careers	Shannon Lindsey	Fashion Design
9/11/12 12:30pm	TAS 116	Ken Lee	Hort 201 – Prof. Practice of Residential Design	Paul Weinberg	Legal Aspect in Design Profession
9/11/12 6:30pm	TAS 225	Laura Cohen	Certified Interpretive Guide Training	Karin Klein	Demonstration Program about Prickly Pear Cactus
9/17/12 6:00pm	BGS 119	Diane McGroarty	Fash 140 – Fashion Image	Tomiko Lawless	Sales Specialist
9/18/12 11:00am	BGS 119	Diane McGroarty	Fash 101 – Intro. to Fashion Careers	Erin Bianchi	Special Events
9/24/12 7:00pm	BGS 119	Diane McGroarty	Fash 140 – Fashion Image	Jana Coke	Fashion Stylist
9/25/12 12:30pm	TAS 116	Ken Lee	Hort 201 – Prof. Practice of Residential Design	John Simonelli	Financial Aspects in Design Profession
10/29/12 10:30am	BGS 132	Patricia Sullivan	ID 110 – Fundamentals of Interior Design	Scott Ferguson	Paint Dunn-Edwards Paint Co.
11/19/12 10:30am	BGS 132	Patricia Sullivan	ID 110 – Fundamentals of Interior Design	Tracie Swallow	Hard Surfaces Arizona Tile & Stone Co.

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
10/19/12 11:00am	BSTIC 101	Elizabeth Cipres	Disability Awareness Month	Lauren Potter	Achieving Dreams

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

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 FY 1999-2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds.

As of August 27, 2012, Total Basic Aid Estimated Receipts of \$472.7M less Total Approved Projects in the amount of \$455.1M leaves a \$17.6M balance for uncommitted 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.

There were no changes for the Basic Aid allocation from the August, 2012 report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
September 24, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	114,482,353	112,114,469	1,747,393	619,815	675	-	-

CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000		378,837	215,312	144,365	738	260,748
ATEP Building Demolition (2007)	7,000,000		61,693	12,192	1,439,404	781,124	4,705,587
ATEP Development (2008)	3,750,000	565,425	1,041,250	750,807	735,035	555,174	102,309
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	11,601,028	3,935,289	2,273,645	2,390,930	1,798,762	507,119	695,283
ATEP Renovation (2002)	7,964,191	7,192,625	103,660	450,213	153,872	29,990	33,831
ATEP Site Development (2012)	340,436					31,948	308,488
ATEP Site Development (2013)	2,100,000						2,100,000
ATEP Site Development Negotiations (2008)	4,265,883	899,132	1,080,568	592,509	618,846	322,921	751,907
ATEP Staffing, Equipment, Program Development (2007)	891,611		20,689	171,285	346,066	291,119	62,452
IVC A-400 Bldg Remodel (2011)	11,463,000					28,153	11,434,847
IVC Business & Technology Innovation Center (2002)	10,182,000	6,571,307	2,292,938	23,716	-	(346)	1,294,385
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	41,576	45,644	143,803	2,609,026
IVC Fine Arts Building (2008)	8,897,115	61,163	115	-		-	8,835,837
IVC Landscaping PAC & BSTIC (2009)	1,796,000		-	105,493	146,485	1,286,761	257,261
IVC Life Sciences Project (2004)	17,410,000		81,776	793,360	448,231	(1,169,892)	17,256,525
IVC New Parking Lot (2013)	2,920,000						2,920,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000			-	215,836	34,022	150,142
IVC Replace Main Water Valves (2010)	275,000			6,035	76,957	97,311	94,697
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000			3,088	41,368		185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	362,837	2,373,462	2,024,161	412,531	-	1,807,009
IVC SSC HVAC System (2010)	800,000			1,346	19,668	732	778,254
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
IVC Utility Service Project (2006)	416,000	346,223	-	-		-	69,777
SC Bridge Replacement (2010)	1,700,000			2,693	97,266	661,721	938,320
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	511,511	745,863	1,817,215	3,988,518
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000					-	2,622,000
SC Building Repairs - ATAS Building (2003)	14,733,313	152,376	1,048	-	13,800	94,380	14,471,709
SC Building Repairs - ATAS Swing Space Renov (2013)	5,806,687						5,806,687
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-			1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-			455
SC Fine Arts HVAC Renovation (2013)	1,000,000						1,000,000
SC Golf Driving Range Net Replacement (2005)	300,000	91,800	5,000	5,000	4,950	19,300	173,950
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC Loop Road (2008)	3,442,000		-	5,740	212,701	-	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	128,595	115	-			-
SC M/S/E Plaza Repairs (2008)	69,288		69,288	-			-
SC M/S/E Renovation (2009)	39,000		39,000	-			-
SC McKinney Theater Restroom remodel (2007)	2,542,000	267,956	2,023,613	72,862	121	8,244	169,204
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
September 24, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
SC Pool Deck Replacement (2010)	1,500,000			23	1,276,844	189,784	33,349
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000			166,833	851,935	337,751	143,481
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	-	258,563	1,840,003	56,707,184
SC Storm Drain Repairs (2013)	1,500,000						1,500,000
SC Temporary Classroom Facilities (2005)	7,269,285	7,176,367	450	300		-	92,168
SC Village Expansion (2009)	3,942,000		463,110	2,942,595	474,450	(33,574)	95,418
SC Village Remodel (2007)	4,130,000	244,229	2,014,945	1,311,975	124,943	13,762	420,147
SC Water Damages/Storm Drainage Issues (2013)	750,000						750,000
CAPITAL PROJECTS TOTAL	241,397,008	29,831,305	14,325,202	12,601,556	10,704,505	7,889,263	166,045,177

SCHEDULED MAINTENANCE							
College Scheduled Maintenance Projects (2005)	1,000,000	965,319	7,765	2,630	-	24,285	0
College Scheduled Maintenance Projects (2006)	4,000,000	909,270	1,420,296	1,182,288	250,144	40,735	197,267
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	475,000						475,000
IVC Sports Facilities (2012)	342,600						342,600
SC Central Plant (2013)	750,000						750,000
SC Energy Management System (2012)	657,400					323,678	333,722
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	8,000,000	1,874,589	1,428,061	1,184,918	250,144	388,698	2,873,590

IT PROJECTS							
Campus Desktop Refresh (2013)	750,000						750,000
SOCCCD Awards Management System (2013)	500,000						500,000
SOCCCD Blackboard Plug-ins (2013)	150,000						150,000
SOCCCD Degree Audit/MAP Upgrade (2013)	750,000						750,000
SOCCCD Document Management Solution (2011)	659,202					622,823	36,379
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	2,500,000						2,500,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000						150,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	3,000,000					16,131	2,983,869
HRIS Data Migration	20,000						20,000
IT Governance - TeamDymanixHE Software	50,000						50,000
TracDat Integration with SharePoint	35,000						35,000
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000						20,000
Unified Communications System	50,000						50,000
IT Contingency	277,855						277,855
SOCCCD IT Basic Aid Projects (2013)	527,855					-	527,855
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770			2,906,089	2,665,868	1,745,944	1,426,869
SOCCCD Matriculation SEP System (2013)	100,000						100,000
SOCCCD Predictive Analytics (2013)	250,000						250,000
SOCCCD Student Information System Enhancement (2013)	1,500,000						1,500,000
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	8,819,991	4,111,633	1,099,661	4,250	22,466	44,259
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	1,668,384	3,815,348	1,197,263	923,579	392,177	39,726
IT PROJECTS TOTAL	41,720,564	10,488,375	7,926,981	5,203,013	3,593,697	2,799,541	11,708,957

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
September 24, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
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OTHER ALLOCATIONS							
College (SC) Instructional Equipment Needs (2005)	1,392,000	858,276	473,955	55,238	-	1,847	2,685
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	321,010	21,400	22,590
SOCCCD Design/Build Specialty Consultant (2013)	175,000					13,300	161,700
SOCCCD DSA Project Close Out (2013)	160,000						160,000
SOCCCD Facilities System (2013)	704,000						704,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	175,000						175,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	435,000	102,000	34,354	13,140		117,900	167,606
SOCCCD Legal Counsel Facility Related Issues (2013)	300,000						300,000
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817					1,208,817	-
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	453,867	527,830	-	417,291	-	800,000
SOCCCD Additional 1% Contingency (2009)	1,278,101		-	-	1,278,101	-	-
SOCCCD Retiree Benefits (2001 - present)	40,617,938	24,417,938	500,000	2,500,000	8,000,000	2,600,000	2,600,000
OTHER ALLOCATIONS TOTAL	49,479,854	26,202,091	1,536,139	2,568,378	10,016,402	3,963,264	5,193,580

BASIC AID PROJECT TOTALS	455,079,779	180,510,829	26,963,776	22,177,681	24,565,424	15,040,766	185,821,304
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	1999/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Actual	Balance Remaining for 2012/13
Commitments	257,813,653	54,256,170	37,446,916	41,176,493	(9,951,045)	74,337,592
Cumulative Commitments	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187	455,079,779
Receipts	265,016,219	51,179,365	39,022,021	38,737,963	39,301,044	39,462,256
Cumulative Receipts	265,016,219	316,195,584	355,217,605	393,955,568	433,256,612	472,718,868
Cumulative Expenses	180,510,829	207,474,605	229,652,286	254,217,709	269,258,475	455,079,779
Uncommitted Basic Aid Funds	84,505,390	108,720,979	125,565,319	139,737,859	163,998,137	17,639,089

<i>Change from August 2012 Report:</i>	<i>Approved Amount</i>						<i>2012/13 and Forward</i>
	-						-
Total Change	-						-

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

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
September 24, 2012

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

	Original	Revision	Total
Original Project Budget:	\$21,124,000		\$21,124,000
State Match:	\$16,139,000	\$466,000	15,673,000
Basic Aid Allocation:	\$ 4,985,000	\$1,599,000	\$6,584,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$20,257,000. The state has reimbursed their match equal to \$13,673,000 and this amount was returned to the basic aid account. Equipment funding of \$2,000,000 is still pending receipt from the state.

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor.

Status: The contractor is *sixteen* months behind schedule. On March 5th, the Division of Labor Standards Enforcement (DLSE) approved the district's request for forfeiture by the contractor of \$529,459.14 associated with payroll irregularities. Parties agreed upon a postponement and are waiting the scheduling of the DLSE hearing. Other payment withholdings address stop notices filed by subcontractors and material suppliers. On April 4th, the contractor preserved their rights to file a claim, formally rejected by the Board in April, followed immediately by a public records request for all project documents. Staff continues working with district legal counsel to address all related matters.

In Progress: Project punch list, building systems commissioning with M&O, close out documents and warranties submittals, *DSA close out*.

Recently Completed: *I.T. equipment installation and move-in is completed.*

Focus: Complete final punch list. *Legal issues and close out of outstanding change orders..*

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: August 2012	DSA Close Out: Pending

2. SCIENCES BUILDING

	Original	Revision	Total
Original Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	-	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000		-\$215,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. *On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000.*

Status: The project was submitted to Division of the State Architect (DSA) on June 5, 2012 with central plant submittal to follow.

In Progress: Review of the DSA construction documents is underway by the college and district. Selection process for Lease/Leaseback contractor is underway. *Three selected firms have submitted proposals. The proposals are under review by the Selection Committee. Initial review indicates the project is over budget and will require value engineering efforts.*

Recently Completed: *Proposals were received on September 6, 2012.*

Focus: Staff is continuing efforts on constructability reviews and contractor procurement.

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

3. LOOP ROAD

	Original	Revision	Total
Original Project Budget:	\$11,697,00	\$2,699,417	\$8,997,583
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	-	\$3,442,000
Unassigned:	\$8,255,000		-\$5,555,583

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: Phase I planning is complete. Phase II work placed on hold.

In Progress: On Hold

Recently Completed: Phase II design work and secondary effects were further defined during the Education and Facilities Master Planning Process. Secondary effects include parking lot modifications, thrower's park relocation including 20' tall fence, fence at practice field and runway and cage for discus throw and shot put.

Focus: On Hold.

Project Start: Phase I-Feb 2010, Phase II-Feb 2011	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

4. BRIDGE REPLACEMENT PROJECT

	Original	Revision	Total
Original Project Budget:	\$1,700,000		\$1,700,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,700,000		\$1,700,000

Budget Narrative: Budget reflects Board agenda action on 3/25/10. The Board approved basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity.

Status: All construction is complete.

In Progress: DSA Close Out. *On August 28, 2012, DSA has received all required close out documents. Written close out certification is anticipated within a month..*

Recently Completed: Notice of Completion: May, 2012.

Focus: DSA Close Out

Project Start: March 2010	Scheduled Finish: July 2012
Projected Finish: May 2012	DSA Close Out: Underway

5. TAS RENOVATION PROJECT

	Original	Revision	Total
Original Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. The original *basic aid* assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing of the building and the architect determined the new budget estimate to be \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: The design is in the schematic phase. (Note: Design phases: Programming, Schematic, Design Development, Construction Documents, DSA Submittal)

In Progress: The architect and District are working with the user groups to further define user needs in support of educational delivery.

Recently Completed: Focus is on swing space.

Focus: Schematic design with end user participation. District and college representatives met on site with the AOR and surveying team last month and surveying and utilities location mapping is underway.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: March 2015	DSA Close Out: Pending

6. TAS SWING SPACE PROJECT

	Original	Revision	Total
Original Project Budget:	\$5,807,000		\$5,807,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000		\$5,807,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.

Status: Programming underway. Village building assignments were made by the college this month

In Progress: One meeting was held this month to coordinate the temporary academic program use for the Auto-Tech swing space with future transportation needs. Village swing space programming began for all remaining TAS Building programs.

Recently Completed: *The College reviewed alternate campus locations for the Auto-Tech swing space and maintained the initial location near the District Warehouse operations.*

Focus: Swing Space programming efforts.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: December 2014	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Original Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor’s Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Approximately 12 remain in “ Pending” status and must be closed to arrive at DSA close out.

Recently Completed:

Focus: Change order close-out.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

	Original	Revision	Total
Original Project Budget:	\$4,120,000	\$2,860,000	\$6,980,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA close out underway.

In Progress: District staff and the architect continue coordination toward this DSA close out effort. Two remaining change orders have been resubmitted for DSA review.

Recently Completed: The Notice of Completion was filed on July 8, 2010. One of three remaining change orders has been approved.

Focus: DSA Close Out

Project Start: July 2006	Scheduled Finish: December 2009
Finish: May 2010	DSA Close Out: Underway

3. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Original Project Budget:	\$24,861,000	\$4,371,000	\$20,490,000
State Match:	\$17,393,000	-\$4,371,000	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$16,297,000	\$17,410,000
Unassigned:	\$3,626,000		+\$3,717,891

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original budget totaled \$24,861,000. *The budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000.* The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. *The project budget required an additional \$3,080,000 to bridge the gap between allocated basic aid funding and the identified project budget. Since the last basic aid allocation, the state has reimbursed the district \$6,797,891 resulting in no need for additional basic aid funding. Reallocation of overage to project budget (currently \$3,717,891 and subject to change as additional reimbursements are received) back to basic aid funds will be considered in future allocation discussions. Approximately half of the state's contribution for construction funding and all equipment funding is pending.*

Status: *Project is on hold for transition between the original contractor and the take-over contractor. The Surety has assigned a take-over contractor.*

In Progress: *Negotiation for the Take Over Agreement.*

Recently Completed:

Focus: *Determining approach for contract Take-over Agreement.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: April 2013	DSA Close Out: Pending

4. FINE ARTS BUILDING

	Original	Revision	Total
Original Project Budget:	\$31,451,000	\$3,451,000	\$34,992,000
Anticipated State Match:	\$28,305,000	-\$3,715,000	\$24,590,000
Basic Aid Allocation:	\$1,545,115	-	\$1,545,115
Unallocated:	\$34,992,000		\$33,446,885

Budget Narrative: Budget reflects reporting as shown on State Chancellor’s Office FUSION report *planning year 2014-15. Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.*

Status: 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 of funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor’s Office has completed the funding process.

In Progress: The State Chancellor’s Office indicates a preference to roll the 2013-14 projects to 2014-15 which includes this project.

Recently Completed: On Hold

Focus: Awaiting State Chancellor’s Office funding approval.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

5. BARRANCA ENTRANCE

	Original	Revision	Total
Original Project Budget:	\$2,850,000		\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: In plan check with the City of Irvine, Southern California Edison and DSA.

In Progress: Construction document review by various regulatory agencies.

Recently Completed:

Focus: Final review by City of Irvine, Southern California Edison and the DSA.

Project Start: March 2010	Scheduled Finish: Spring/Summer 2013
Projected Finish: Spring/Summer 2013	DSA Close Out: Pending

6. GREAT LAWN PROJECT

	Original	Revision	Total
Original Project Budget:	\$1,250,000	\$546,000	\$1,796,000
Anticipated State Match:	-	-	
Basic Aid Allocation:	\$1,250,000	\$546,000	\$1,796,000

Budget Narrative: Budget reflects Board agenda action on 8/31/2009 and 5/24/2010. The basic aid assignment of \$1,796,000 *was* sufficient to meet project costs.

Status: Construction Complete.

In Progress: Construction Complete.

Recently Completed: Construction Complete.

Focus: DSA Close Out

Project Start: March 2009	Scheduled Finish: December 2011
Projected Finish: May 2012	DSA Close Out: Underway

7. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Original Project Budget:	\$3,004,051	\$8,458,949	\$11,463,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$10,463,000	\$11,463,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011 and 8/27/2012. *On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget.* Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. Staff will recommend an increase in the project budget to address the furniture, fixture and equipment expenditure during the 2012-2013 Basic Aid Allocation review process.

Status: The Board approved the use of Design-Build procurement. Criteria document and programming efforts are underway.

In Progress: Criteria document development including various design and technical standards, contracts and prequalification documents.

Recently Completed: *Eighteen responses to the Request for Qualifications were received. Six firms were selected for interviews held on Friday, September 14, 2012. Three firms were chosen to provide responses to the Request for Proposals anticipated for receipt in November.*

Focus: Criteria document development. *Design-Build Entity selection process.*

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Original Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,00,000

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: *Notice of Completion for the last building is anticipated for the October Board meeting.*

In Progress: *Building foundations and infrastructure is under design review with the City of Tustin.*

Recently Completed: Building 26 demolition.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	DSA Close Out: N/A

2. ATEP MONUMENT SIGNAGE

	Original	Revision	Total
Original Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	-	-	-

Budget Narrative: There is money in the ATEP Renovation/Temporary Buildings fund should this project move forward.

Status: The Valencia Loop Road monument sign reflects the design of the City's sign on the opposite corner. Plan comments have been addressed and resubmitted to the City.

In Progress: On Hold and part of the current negotiations with the City of Tustin.

Recently Completed: On Hold

Focus: On Hold

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

3. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Original Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. *\$12,500,000 has been allocated to the Phase 3A project budget in anticipation of upcoming project budget development.*

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect to begin developing the Criteria documents and programming. Programming completed January 2012.

In Progress: Criteria Document development.

Recently Completed:

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

Project updates for active projects may be viewed at:
<http://socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start: Month Architect is brought on board for design
 Scheduled Finish: Assumed duration of project depends on variables, such as agency review, that are outside of the control of District and consultants
 Projected Finish: Identified finish at the time of the report
 DSA Close Out: The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date.

The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category typically identifies when a budget is underfunded. In the case of the IVC Life Science project, this category reflects a reimbursement by the state resulting in an overage to the project budget and that overage has not yet been reassigned through the basic aid resource allocation process.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.7

DATE: 9/24/12

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Monthly Financial Status Report

ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through August 31, 2012. A review of current revenues and expenditures for FY 2012-2013 show they are in line with the budget and consistent with prior year trends.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

General Fund Income and Expenditure Summary
As of August 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS						
BEGINNING FUND BALANCE:			\$ 28,459,232	28,459,232	28,459,232	100.00%
REVENUES:						
Federal Sources	8100-8199	\$	2,703,442	2,703,442	85,988	3.18%
State Sources	8600-8699		12,696,260	12,714,570	2,607,832	20.51%
Local Sources	8800-8899		180,176,013	180,176,013	17,456,959	9.69%
Total Revenue			195,575,715	195,594,025	20,150,779	10.30%
INCOMING TRANSFERS	8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		\$	224,034,947	224,053,257	48,610,011	21.70%
USES OF FUNDS						
EXPENDITURES:						
Academic Salaries	1000-1999	\$	65,200,365	65,203,365	8,416,136	12.91%
Other Staff Salaries	2000-2999		40,587,109	40,587,109	3,274,207	8.07%
Employee Benefits	3000-3999		35,985,299	35,985,608	5,593,416	15.54%
Supplies & Materials	4000-4999		5,228,645	5,230,765	283,461	5.42%
Services & Other Operating	5000-5999		20,879,241	20,883,602	2,656,729	12.72%
Capital Outlay	6000-6999		5,261,092	5,269,612	237,398	4.51%
Payments to Students	7500-7699		258,595	258,595	3,000	1.16%
Total Expenditures		\$	173,400,346	173,418,656	20,464,347	11.80%
OTHER FINANCING USES:						
Inter Fund Transfers Out	7300-7399	\$	1,379,296	1,379,296	450,000	32.63%
Basic Aid Transfers Out	7300-7399		20,235,661	20,235,661	1,000,000	4.94%
Intra Fund Transfers Out	7400-7499		0	0	0	0.00%
Debt Service	7100-7199		435,000	435,000	57,960	13.32%
Total Other Sources (Uses)			22,049,957	22,049,957	1,507,960	6.84%
TOTAL USES OF FUNDS			195,450,303	195,468,613	21,972,307	11.24%
ENDING FUND BALANCE		\$	28,584,644	28,584,644	26,637,704	
RESERVES						
Reserve for Unrealized Tax Collections (Basic Aid)		\$	17,639,088	17,639,088		
Reserve for Economic Uncertainties			10,345,556	10,345,556		
Location Reserves for Economic Uncertainties			600,000	600,000		
TOTAL RESERVES		\$	28,584,644	28,584,644		

NOTE: As of August 31, 2011, actual revenues to date were **21.04%** and actual expenditures to date were **10.08%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 12,646,802	12,646,802	12,646,802	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 80,013,075	80,013,075	7,095,365	8.87%
Restricted Budget Allocation		9,595,863	9,614,173	2,150,812	22.37%
Total Revenue		89,608,938	89,627,248	9,246,177	10.32%
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		\$ 102,255,740	102,274,050	21,892,979	21.41%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		\$ 42,644,862	42,644,862	5,766,034	13.52%
Other Staff Salaries 2000-2999		20,520,147	20,520,147	1,673,233	8.15%
Employee Benefits 3000-3999		20,971,457	20,971,457	3,215,890	15.33%
Supplies & Materials 4000-4999		4,105,529	4,107,649	197,808	4.82%
Services & Other Operating 5000-5999		9,325,821	9,341,011	537,967	5.76%
Capital Outlay 6000-6999		3,703,458	3,704,458	204,532	5.52%
Payments to Students 7500-7699		84,466	84,466	3,000	3.55%
Total Expenditures		\$ 101,355,740	101,374,050	11,598,464	11.44%
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		\$ 400,000	400,000	250,000	62.50%
Other Transfers 7400-7499		0	0	0	
Debt Service 7100-7199		0	0	0	
Total Other Sources (Uses)		400,000	400,000	250,000	62.50%
TOTAL USES OF FUNDS		101,755,740	101,774,050	11,848,464	11.64%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	10,044,515	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of August 31, 2011, actual revenues to date were **20.61%** and actual expenditures to date were **11.15%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		2,870,165	2,870,165	2,870,165	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 44,737,646	44,737,646	4,613,040	10.31%
Restricted Budget Allocation		5,930,680	5,930,680	1,885,668	31.80%
Total Revenue		50,668,326	50,668,326	6,498,708	12.83%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>53,538,491</u>	<u>53,538,491</u>	<u>9,368,873</u>	17.50%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	20,833,232	20,836,232	2,457,530	11.79%
Other Staff Salaries	2000-2999	12,705,378	12,705,378	1,016,966	8.00%
Employee Benefits	3000-3999	11,155,591	11,155,900	1,876,419	16.82%
Supplies & Materials	4000-4999	976,455	976,455	69,583	7.13%
Services & Other Operating	5000-5999	5,243,953	5,233,124	483,779	9.24%
Capital Outlay	6000-6999	1,185,457	1,192,977	29,128	2.44%
Payments to Students	7500-7699	174,129	174,129	0	0.00%
Total Expenditures		52,274,195	52,274,195	5,933,405	11.35%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	729,296	729,296	200,000	27.42%
Other Transfers	7400-7499	0	0	0	
Debt Service	7100-7199	435,000	435,000	57,960	13.32%
Total Other Sources (Uses)		1,164,296	1,164,296	257,960	22.16%
TOTAL USES OF FUNDS		<u>53,438,491</u>	<u>53,438,491</u>	<u>6,191,365</u>	11.59%
LOCATION OPERATING BALANCE		<u>100,000</u>	<u>100,000</u>	<u>3,177,508</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>100,000</u>	<u>100,000</u>		

NOTE: As of August 31, 2011, actual revenues to date were **16.26%** and actual expenditures to date were **11.33%** of the revised budget to date.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011 for a total of \$55,409,811.

STATUS

This report is for the period ending August 31, 2012 (Exhibit A). The portfolio is comprised of 53.1% Fixed Funds (Bonds) and 46.9% Common Stocks (Domestic and International). The fair market value at August 31, 2012 is \$66,464,346. Since inception, the trust has earned a 4.80% annualized return, which is up .48% from the prior month. The annualized return is consistent with the market.

September 10, 2012

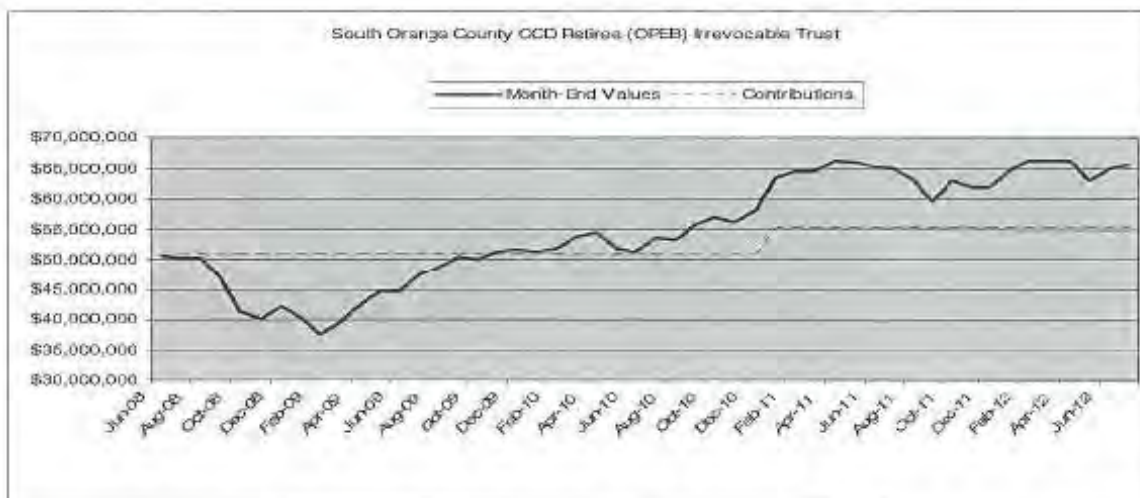
South Orange County Community College District
 28000 Marguerite Parkway
 Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on August 31st of \$66,464,345.84, your portfolio was up 1.39% for the month and up 4.80% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (53.1%), and common stock funds (46.9%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and an additional contribution of \$4,618,708.00 on January 10th, 2011 for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>August 2012</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.39%	7.09%	4.80% annualized return
S&P 500	2.25%	13.50%	4.60% (Domestic Stocks)
MSCI EAFE	2.69%	6.92%	-3.87% (International stocks)
Barclays Aggregate	0.07%	3.86%	6.81% (Domestic Bonds)



Very truly yours,

Scott Rankin / CFP®

Scott W. Rankin
 Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: AB 540 Pension Reform
ACTION: Information

BACKGROUND

AB 340, the California Public Employees' Pension Reform Act of 2013 (PEPRA), was passed by both houses on August 31, 2012 and was signed by the governor on September 13, 2012. PEPRA makes many changes to the state pension systems that will be implemented by SOCCCD.

STATUS

Several changes only affect new members defined as individuals who have never been a member of any public retirement system prior to January 1, 2013, have moved between retirement systems with more than a 6 month break in service, or have moved between public employers within a retirement system after more than a 6 month break in service. The most significant change is the compensation cap that is used for retirement benefits for new members starting on and after January 1, 2013. For employees who participate in Social Security, the wage limit will be \$110,100 and \$132,120 for those who don't participate in Social Security. Employers are prohibited from offering a defined benefit plan or combinations of defined benefit plans on compensation in excess of these caps. Final compensation will be defined for all new employees as the highest average annual compensation over a three-year period.

The new defined benefit formula for normal retirement will be 2% at age 62, excluding teachers and safety employees. There is an early retirement option at age 52 with a 1% benefit factor and a maximum factor of 2.5% at age 67. For CalSTRS members, including teachers, the normal retirement formula is also 2% at age 62. The early retirement age is 55 with a maximum formula of 2.4% at age 65.

Other changes affect all employees in public pension systems, not just new members. Employees will have to pay at least 50% of the total annual normal cost of their pension benefit instead of a fixed percentage. In order to further reduce pension spiking, many types of compensation are prohibited from being used to calculate a retirement benefit such as pay for unused leave, pay for work outside of normal hours, bonuses, and allowances. Also, the purchase of non-qualified time ("airtime") on or after January 1, 2013 is prohibited unless an application is received prior to that date.

There continue to be restrictions on post-retirement employment including a limit of 960 hours in a consecutive 12 month period and a prohibition on returning to work as a retired annuitant for a period of 180 days after retirement. The culmination of all of these changes is projected savings in the tens of billions over the next 30 years and closing the current funding gap that exists in CalPERS and CalSTRS.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*
David Bugay, Ph.D., Human Resources & Employer/Employee Relations

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Mandated Costs
ACTION: Information

BACKGROUND

The district files claims each year to receive reimbursements from the state for costs incurred to comply with state mandates. The district pays a consultant over \$20,000 a year to compile the claims in addition to the many staff hours spent tracking the information. The state has historically been far behind on paying mandated costs claims and currently owes the district over \$6 million for claims dating back to FY 1996-1997. Recently the state has increased auditing these claims in an effort to deny the costs and reduce the outstanding debt to college districts.

STATUS

The FY 2012-2013 state budget included a new mandates block grant that allows colleges to receive a flat \$28 per FTES in lieu of filing individual claims. As long as the district continues to perform the required activities, it would be able to receive these funds without the burden of tracking the individual costs, filing the claims, and enduring lengthy audits. If a district chooses to receive block grant funds, it would need to notify the Chancellor's Office by September 30 and it will be effective for the current year.

For the past 3 years, the district claims have averaged \$1.2 million per year. A part of these claims is typically denied, with the majority being deferred indefinitely and only up to approximately \$200,000 being paid to the district each year. The likelihood of ever getting paid for the deferred claims is extremely low, especially since the state budget did not provide funds for claims reimbursement. The estimate for the block grant funding for FY 2012-2013 is \$800,000, which is significantly higher than the amounts paid to the district historically. Given the immediate fiscal benefit to the district and the low chance of being fully reimbursed for claims using the original method, the fiscal team has reviewed the options and recommended that the district be paid for mandated costs through the block grant for FY 2012-2013. Chancellor Poertner supports this recommendation.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Written Reports
ACTION: None

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

TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President

DATE: September 13, 2012

SUBJECT: President's Report for the September 24, 2012 Board of Trustees Meeting

President Roquemore Gives 2012 Awards

President Glenn Roquemore awarded the 2012 President's Awards at the IVC President's Opening Session on August 13. The Administration Award was presented to Dr. Craig Justice for excellent contributions to student completion through the development and enhancement of Student Learning Centers. The Classified Leadership Award was presented to Bruce Hagan for his tireless efforts in improving technology and customer service. The Faculty Awards were presented to Ilknur Erbas White, Roopa Mathur and Matthew Wolken for their extraordinary work in developing the IVC Engineering Program. Melody Harper received a Part-time Faculty Award for her devotion to students and boundless energy while serving them. The Classified Staff Award was presented to Dennis Gordon for his excellence in building a culture of mutual present and participation among classified staff.

IVC Veterans Symposium

On August 31, IVC's School of Guidance and Counseling and Veterans Program presented the college's 2nd Annual Veterans Symposium. The event offered information on the following topics: transfer center workshops, campus tours, and expediting payments/benefits.

Dr. Philip Zimbardo Lecture

The IVC Academic Senate, Associated Students of IVC and Psi Beta presented Dr. Philip Zimbardo on September 21 at the IVC Performing Arts Center. Dr. Zimbardo presented "My Journey from Understanding Evil to Inspiring Heroism." A Psychology Professor Emeritus at Stanford University, and a past president of the American Psychological Association, he is two-time president of the Western Psychological Association, Philip Zimbardo retired in 2008 after 50 years of teaching. After serving as an expert witness during the Abu Ghraib trials, he wrote *The Lucifer Effect: Understanding How Good People Turn Evil*. Still well-known for his controversial Stanford Prison Experiment, Zimbardo in his new research looks at the psychology of heroism. He asks, "What pushes some people to become perpetrators of evil, while others act heroically on behalf of those in need?"

Transfer Center Workshops

The IVC Transfer Center sponsored a UC Transfer Admission Guarantee (TAG) workshop on August 29 and 30. The purpose of this event was to inform students how to gain guarantee admission to one of the following campuses: UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara or UC Santa Cruz.

September 11 Commemoration

Irvine Valley College commemorated the eleventh anniversary of 9/11 on September 11 in the IVC Performing Arts Center. Guest speakers included Irvine Police Chief David Maggard, Jr., Orange County Fire Authority Chief Keith Richter, and Orange County Sheriff Sandra Hutchens. Dr. Matthew Tresler, Irvine Valley College Choral Director performed two musical selections. South Orange County Community College District Board of Trustee President Nancy M. Padberg welcomed those in attendance, along with IVC President Dr. Glenn Roquemore. IVC Police Chief Will Glen served as Master of Ceremonies. The ceremony also included a moment of silence in commemoration of the lives lost on this day.

IVC Guest Artist Piano Recital

On August 31, the IVC Department of Music presented Keenan Reesor as guest artist in a piano recital on the main stage of the Performing Arts Center. Reesor, an award-winning pianist has thrilled audiences with performances in many locations throughout the United States, as well as in England, Austria, Hungary, and Russia. He has appeared multiple times in concert with Jonathan and Catherine Karoly (who play cello and flute) of the Los Angeles Philharmonic. He presented works from Bach, Beethoven, Ravel, and Rachmaninoff.

Orange County Black Chamber of Commerce

The Black Chamber of Orange County's 21st Annual Banquet at the Grove of Anaheim was recently attended by the following Irvine Valley College staff: President Glenn Roquemore; Will Glen, Chief of Police; Richard Morley, Foundation Executive Director; and Professor Kiana Tabibzadeh. "Veterans and Business" was the theme this year and the evening highlighted and saluted those businesses that support housing, employment, health and education for veterans and their families.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for September 24, 2012 Board of Trustees Meeting

Saddleback College held its September 11th commemoration ceremony at the Saddleback College Veterans Memorial. We were pleased to welcome Mission Viejo Chief of Police Chris Wilson as our keynote speaker and Marine Corps Veteran and Saddleback College student Jayson Vespia also provided remarks. Acting Chief of Campus Police Jim Pyle led the moment of silence. Thank you to Trustee Marcia Milchiker for attending. Student Development Senior Administrative Assistant Erin Long sang "The Star Spangled Banner." Thank you to Saddleback College Campus Police and the VETS Center for coordinating this moving event to honor the victims of September 11th and the first responders and troops who died in subsequent action.

Saddleback College's Homecoming Football Game will be held on September 29th, where the Gauchos will take on Santa Ana College. President Burnett will be welcoming community members and other special guests to a pre-game barbecue and Gauchos Athletic Hall of Fame event.

Office of Instruction

Advanced Technology and Applied Science

The Department of Horticulture and Landscape Design was asked to participate in the Laguna Beach County Water District's third annual Smart Water Days in mid-September. We are in the process of designing, building, and installing a sustainable low water use garden, with an educational component about "determining plant water use needs". We are getting the word out that Saddleback Landscape Design is all about sustainable design. Volunteer students are shown here are working on the design.

The summer textiles class attended two wonderful field trips to the Venus Group in Foothill Ranch, where they saw a machine that cuts and sews napkins and table linens that go to many of the Las Vegas Hotels. The second field trip was to Hot Shoppe Designs in San Clemente, a local manufacturer of custom racing gear for motor cross, surf, Nascar, and many more. The students were able to see a sublimation printing machine as well as cutting and sewing production facility. Hot Shoppe furnished the gear for the USA BMX Olympic team!

Business Science & Economic and Workforce Development

Professors Barbara Cox and Tony Teng, Dean Rocky Cifone, and Mira Manchik travelled to Fresno on September 14 and 15 to the NACCE Regional Entrepreneurship in Education Conference. There they joined some of California's top Entrepreneurship Educators and discover how to Launch, Grow and Move an Entrepreneurship program at Saddleback College.

The Division hosted the year's first CTE and CTE Transitions Partner Task Force meeting. CTE Grants Coordinator Mary Anstadt and Dean Cifone report that the task force planned the year's activities including job shadow days, two career days/job fairs, a review of basic skills initiatives, and a substantive effort to coordinate the state's CTE common core standards with current curriculum. Announcements on the year's activities and details are to follow. In attendance were grantee/partner representatives from all of the Regional Occupational Programs (ROPs), the Saddleback Unified School District, the Capistrano Unified School District, the Laguna Beach Unified School District, and Irvine Valley College. Deans Rocky Cifone and Kevin O'Connor presented on the California Community College's Student Success Agenda and its impact on K-14 career technical education.

Emeritus Institute

Saddleback Emeritus Institute faculty member Valerie Geller has been appointed the new conductor of the Seal Beach Symphony. She is currently the Conductor of the Saddleback College Emeritus Institute Symphony Orchestra and Laguna Woods Village Symphony, and has previously performed and toured internationally with the Los Angeles Philharmonic Orchestra and the Hollywood Bowl Orchestra.

Saddleback Emeritus Institute faculty member Lyndelle Stonick had a pastel painting selected as "Best of Show" in the San Clemente Art Association's Annual Arts and Crafts fair in 2011. The artwork was recently featured on the cover of the San Clemente Magazine, published this fall and has been on display throughout the city.

Fine Arts and Media Technology

Through September 27th the Saddleback College Art Gallery is present Liquid Chapters: An Instructional Look into the World and Art of Damian Fulton. An Artists' Reception was held on August 30th and on September 8th, the artist worked on a mosaic made of 59 individual canvases in the gallery. Gallery curator Bob Rickerson calls this unique exhibit "surf art with a social commentary." On September 8th, the "Breakfast with Gary and Kelly" radio for TV broadcast welcomed one of the most prolific blue-eyed soul singers Bobby Caldwell for a special live cast. The broadcast was free and welcome to the public. On September 10th Jazz Studies presented Jeff Denson's Secret Society in the McKinney Theatre at 7pm. This concert was given by world-renowned bassist and composer and his talented quartet. On September 14th, the McKinney Theatre transformed back to the MASH 4077th unit with Loretta Swit and Jamie Farr remembering MASH with stories and clips. On September 23rd Piano Studies presented a piano master class and lecture-demonstration with Dr. Stewart Gordon in the McKinney Theatre. Saddleback students also performed.

Math, Science, and Engineering

Science Lecture Series: The first lecture of the series was held on September 14th and was dedicated to Dr. Jim Wright. The keynote speaker was Dr. Vy Dong from UC Irvine.

The math department is currently revamping the curriculum for several courses in an effort to meet the requirements for an AAT (transfer degree).

Four biology students were selected to participate in a paid 10-week Howard Hughes Medical Institute Scholar summer research program at CSU Fullerton. Each student was awarded \$3500 for participating in the program. Brittany Blau was directly supported by the HHMI program. Brett Bird, Naz Khatiblou, and Caitlyn Topper were supported by the Saddleback College Foundation in conjunction with the Global Science Fund and the Biology Excellence in Education Fund.

The Astronomy and Physics Club held its first meeting of the year on September 15th. The keynote speaker was Dr. David Dixon, Professor of Physics at Saddleback College. Dr. Dixon gave a talk titled: Pathological Physics: Tales from "the box"; Discriminating Between Public Misconception and Valid Scientific Study.

Online Education and Learning Resources

LRC Tutoring began on September 4th in LRC 212. We are gearing up to an exciting year. As part of our Student Success efforts, we will be offering tutoring in the following:

- BSI Tutoring in Math251/351 - started on August 27th in the Math/Science Lounge.
- BSI Tutoring in English 200/300, ESL, Reading - will start on September 4th in LRC 212.
- Math Learning Communities - will start on September 4th.
- LRC Tutoring - general tutoring will start on September 4th in LRC 212.

Online Education: Despite having problems with classroom facilities, the number of sections for online classes are down by 1% over Fall 2011. The Division will be working with the College to define its visions for Online Education in 2012 - 2013.

CIDDE: The staff in CIDDE have been very busy over the last two weeks in an effort to help faculty with Blackboard and other online needs.

Social and Behavioral Sciences

This year is the inaugural year of the new Ethnic Studies department, formerly Cross-Cultural Studies. The change was initiated in order to be in alignment with diversity programs in other colleges and universities throughout the state. This fall, the Ethnic Studies department is sponsoring a week-long series of events entitled "Living in the Bubble: Social Issues in Orange County." The issues addressed will include homelessness, poverty, addiction, mental illness, and domestic violence.

The Anthropology department has been working on establishing closer connections with the community and nearby colleges. Of particular interest to us is the indigenous anthropology degree at Cal State San Marcos and the work they have done with local indigenous communities. One possibility towards this end is the development of a certificate program in museum curation and/or Native American monitoring.

Office of Student Services

Center for Career and Life Development/Re-Entry

The CCLD hosted 35 class visits and 4 workshops (3 FAFSA and 1 for Transfer Center) in the Center. The average class size is about 33 students and we served over 1,100 students in this group format.

The Re-Entry Program offered question and answer sessions to individuals who are new to campus and lack the knowledge necessary for success in our system. Covered were common questions and concerns such as financial aid, registration, ESL courses, placement, and residency.

Disabled Students Programs and Services

Over 1580 students with disabilities have registered for classes for the Fall 2012 term and are utilizing their Educational Accommodations which supports retention and student success. DSPS faculty offered Math Anxiety Workshops: "Relax Its Just Math" during September.

Extended Opportunity Programs and Services/CARE

The state generated student CAP for our EOPS/CARE Program is 238 and we have accepted 323 students already in the week prior to classes commencing. We now have had to set priority on admittance and we are only taking student who have less than 30 degree applicable units and of course enrolled in 12 units.

Veterans Education Transition Services

The VETS Program hosted our 4th Annual Veterans Resource Fair on September 19th welcoming over 200 veterans from our college and the community to link with on and off campus services focused on their success post military. Participants included the South Orange County Vet Center, Wounded Warrior Project, American Legion and many more.

The Veterans Art Project commenced. This program led by art faculty member Steve Dilley uses hands on ceramics work and artistic expression as a tool for the healing process after military combat. It is privately funded and run through the community education resulting in workshops free to student veterans.

Transfer Center

September is UC Transfer Admission Guarantee month. Students must apply online by September 30th. On September 27th the Transfer Center hosted over 80 universities for our annual Transfer Day College Fair. In addition, the Transfer Center and our university partners conducted the following workshops. UC Irvine and UCSB provided advising appointments for students.

The Transfer Center counselors conducted workshops on Cal State Long Beach STEM and planning for transfer for fall 2014. The Honors Counselors attended the Honors Transfer Council of California (HTCC) meeting at Irvine Valley College.

Teacher Preparation Pipeline Program (TPP)

Recruitment for the Preparing for A Career in Teaching (PACT) Program included notices on KSBR, the Lariat, SCTV, TV monitors in the SSC building, posters, flyers and classroom visits. A secondary school teaching class began September 10th.

Child Development Center

Faculty from the nursing department along with several nursing students conducted two Teddy Bear Clinics at the CDC with the children. The students received course credit while offering the children educational activities related to health care.

Five students from the Child Development Division began their practicum/ student teaching hours at the CDC. They are assigned to work closely with their mentor teachers (Child Development Specialists at the Child Development Center) and will complete 90 hours of student teaching over the course of the semester.

The CDC hosted a booth at the Commit to Completion event held on campus on September 27th. This event was designed by the Phi Theta Kappa chapter and is intended to motivate and assist students to complete their educational goals.

Office of Administrative Services

Veterans Office and Student Payments

The Student Payment and Veterans Office has started working on plans to move services to the Student Service Building in close proximity to the VETS center.

Facilities, Maintenance and Operations

The LRC completion and move in was a momentous task for Maintenance and Operations. There were also numerous daily issues that occurred during move in but the task was accomplished and the building was operational and looked great for the start of the semester. The department is now preparing for the demolition of the CC building and is planning for the relocation of programs currently in that building.

Technology Services

The department completed the last details of library move: conference rooms, labs, and a new book checkout system. TracDat/SharePoint integration was commenced, and the planning process for a college network upgrade was started. The rollout for the electronic document imaging continued. The rollout of SharePoint to the college commenced.

During the summer, the department completed the new software system for the Health Center remodel, an energy management system, and the setup of 27 new faculty offices.

Grants and Contracts

Orange County Workforce Investment Board *Information Technology Competitiveness Project* – GO! and the Saddleback College Department of Business Science & Economic & Workforce Development are discussing possible curriculum and program design elements with the intent to apply for the OCWIB Information Technology Competitiveness Project. Preliminary discussion identified three possible areas in which we may be poised to compete: 1) development of new IT program(s); 2) retrofitting current IT curriculum/program(s), and (3) IT pipeline initiative. Further discussion, partner and resource development, and local need will inform which area we will pursue. Funding could possible total \$600,000 over a three year period.

Teacher Preparation Pipeline (TPP) – GO & the Transfer, Career, & Special Programs Department submitted a renewal application for a 6th & final year of its TPP program in the amount of \$120,000. TPP will help students explore if teaching might be a viable career option. Students will gain valuable experience as a TPP Teachers Assistant working in a local High School or ROP classroom, earn 4 units that transfer to the CSU system, and receive academic transfer advisement and supportive educational services.

Career and Technical Education Collaborative – GO! and Saddleback's Department of Business Science & Economic & Workforce Development submitted a renewal application in the amount of \$411,650. This program will help provide CTE programs in culinary arts, engineering, automotive, and provide a 7th and 8th grade outreach and career counseling component with local high school and ROP partners.

Campus Safety/Parking

Existing staff worked additional hours and extra short term staff were hired for the start of school. Officers directed traffic which improved traffic flow and staff worked in the parking lots assisting and directing students helped direct students.

Report to the SOCCCD Board of Trustees for September 24, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

District Services Fiscal Services Unit Budget Transfer and Year-End Improvement:

The Fiscal Services department continues to find ways to streamline processes to become more efficient. At the beginning of last fiscal year, the vice chancellor of business services initiated the monthly reporting of budget transfers to the Orange County Office of Education (OCDE) in order to keep the accounting systems in balance throughout the year, which had not previously been done. This monthly submittal had been successfully implemented and followed. You may recall, at the end of some fiscal years, OCDE had been granted authorization to make budget transfers on the district's behalf in order to balance the accounts at year end. As had been done in previous years, the district submitted an item to the Board of Trustees to allow OCDE to make any necessary budget transfers at year end in order to balance the districts' accounts.

We are happy to report that after the year-end close was complete this past fiscal year, due to the month reporting of transfers to the OCDE by the district, there were no transfers required at the end of the year for OCDE to process. This is evidence of the district's improved efficiency and effectiveness in this area. We believe it is no longer necessary to provide them the authorization to make year-end budget transfers for the district and, therefore; it will be unnecessary to submit this item to the board in future years. We are proud of further evidence of efficiencies and improvements being made in business services and will plan to make more in the future.

Annual 311 Report and 50% Law Calculation:

The CCFS-311 annual report has been completed and certified with the California Community Colleges Chancellor's Office (CCCCO). The financial report includes the balance sheet and income statements for FY 2011-2012 for all district funds as well as the adopted budget for FY 2012-2013. As part of the supplemental reports, the district completes the 50% Law calculation. For FY 2011-2012, the 50% Law calculation was 51.71%. This is a decrease from the prior year of .46% and the result of the large number of faculty retirements due to the early retirement incentive plan that had not yet been replaced for that year. With many of the replacements hired for this academic year, FY 2012-2013, the 50% Law calculation is expected to be higher this year.

As an FYI, the 50% law is calculated monthly by the Executive Director of Fiscal Services, reviewed by the vice chancellor of business services, and a monthly report is provided to the District Resources Allocation Committee for information. The calculation is compared to previous years' calculations at the same month, so the 50% law can be monitored and action steps could be taken if the projection looks like it may be too low. During this past year, very close monitoring of the calculation occurred to ensure the district would remain in compliance.

New State Budget and Accounting Manual will be released this fall:

This fall, the CCCCCO will release a revised Budget and Accounting Manual (BAM) which provides accounting guidelines for all California community colleges. The state Fiscal Standards and Accountability Committee is made up of fiscal officers from around the state and is the group charged with revising the 2000 version of the BAM. The District Executive Director of Fiscal Services serves as a member of that group. The district is currently updating the chart of accounts with the changes to correctly account for activity in FY 2012-2013.