

The vision of the
South Orange County Community College District
is to be a leader in exemplary teaching and learning,
student success and community partnerships.

AGENDA

Meeting of the Board of Trustees



Tuesday, January 22, 2013

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 5:30 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, Timothy Jemal, James R. Wright, Heather Park – Student Trustee
Gary L. Poertner - Chancellor



Meeting of the Board of Trustees

January 22, 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 Employment/Discipline/Dismissal/Release (GC Section 54957)
 - 1. Public Employee Employment/Evaluation (1)
 - a. Director Advanced Technology Project

RECONVENE OPEN SESSION: 5:30 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Bill Jay

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 **Resolutions / Commendations**

- A. Resolutions - None
- B. Commendations - None

2.5 **Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. **Speakers are limited to 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. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Board Request(s) for Reports
 - Request for Report on Mental Health Services provided at the colleges.
 - Request for Report on Business Partnerships between both colleges and the business community.
 - Request for Report on Career and Technical Education Certificate Programs offered by the colleges.

4.0 **DISCUSSION ITEMS**

4.1 **Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 4 – “Align Course Offerings to Meet Student Needs”**

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to align course offerings to meet student needs.

4.2 **Saddleback College and Irvine Valley College: Development of High Performing Foundations**

College Presidents and Foundation Executive Committee members will present their plans to increase the success of each Foundation.

5.0 CONSENT CALENDAR ITEMS

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on December 17, 2012.

5.2 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.

5.3 Saddleback College: Coffee Cart Operation Agreement Amendment No. 1

Approve amendment for an additional location of coffee cart services and associated clauses related to ownership of the coffee cart and food facility asset.

5.4 Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendment No. 1 to Hair California Beauty College Academy Agreement

Approve amendment with Hair California Beauty Academy to renew the term for one year and increase the hourly rate from \$3.50 to \$4.50 beginning February 1, 2013.

5.5 Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendment No. 3 to Lake Forest Beauty College Agreement

Approve amendment to change name, renew the term for one year, and increase the hourly rate from \$3.50 to \$4.50.

5.6 SOCCCD: Authorization for District Institutional Memberships FY 2012-2013

Approve memberships and estimated dues for organizations.

5.7 SOCCCD: Academic Year 2013-2014 Non-Resident Tuition Fees for Foreign & Out-Of-State Students

Adopt the 2013-2014 non-resident tuition fee of \$190 per semester and increase the capital outlay fee as \$33 per semester unit rate and maintain the current \$54 per semester application fee.

5.8 SOCCCD: Renewal of Firewall Protection

Approve the renewal of the CMAS contract at a cost not to exceed \$79,384.40.

- 5.9 **SOCCCD: Amendment to Agenda Item for Award of Bid 297D: Removal of Hazardous Waste for Saddleback College and Irvine Valley College**
Approve amendment correcting the annual contract amount estimated at \$53,456 for Saddleback College and \$22,628 for Irvine Valley College.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-01 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amend adopted budget.
- 5.11 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.12 **SOCCCD: Payment of Bills**
Approve check no. 164586 through 165413 processed through the Orange County Department of Education, totaling \$4,638,423.94; and check no. 010564 through 010582, processed through Saddleback College Community Education, totaling \$58,277.83; and check no. 009059 through 009067, processed through Irvine Valley College Community Education, totaling \$5,464.07.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-02472 through P13-02752 amounting to \$1,612,352.07. Approve confirming requisitions dated November 28, 2012 through January 2, 2013 totaling \$76,222.76.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.15 **SOCCCD: December 2012/January 2013 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Irvine Valley College: A400 Design Build Agreement**
Approve the agreement with Swinerton Builders for a total contract amount of \$8,850,000.
- 6.2 **SOCCCD: CCCT Board of Directors Nominations**
Determine if the Board wishes to make any nominations for membership on the CCCT Board of Directors and, if so, approve the nomination(s) for transmittal to the CCCT office.

- 6.3 **SOCCCD: Board Policy Revision: BP-138: Recording of Board of Trustee Meetings, BP-158: Political Activity, BP-2125: Weapons on Campus, BP-3102: Investment Policy, BP-3502: Campus Safety, BP-6105: Graduation Requirements for Degrees and Certificates of Achievement**
Discussion/Approval
- 6.4 **SOCCCD: 2013-2014 Bonded Sabbatical Recommendations**
Approval of faculty sabbaticals for the 2013-2014 academic year as recommended by the SOCCCD District-wide Sabbatical Committee.
- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Title Change of Full-Time Academic Faculty Positions, Workload Banking, Resignation/Retirement/ Conclusion of Employment.
- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **Saddleback College and 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: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through November 30, 2012.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for the period ending December 31, 2012.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Associated Student Government of SC
- L. Associated Student Government of IVC
- M. 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: January 8, 2013

Trustee Name: Tim Jemal

Specific Request for Report: Mental Health Services

I would like to request a report on the mental health services the colleges and ATEP provide to students, faculty and staff. The report should include what measures are taken to identify, assist, properly educate and treat individuals who may be suffering from mental, behavioral illness or substance abuse. Also, I would like to know the level of healthcare professionals who are available to diagnose and treat patients – MDs, psychologists, psychiatrists, school counselors, etc.

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):

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:



BOARD OF TRUSTEES REQUEST FOR REPORT

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Date: January 8, 2013

Trustee Name: Tim Jemal

Specific Request for Report: Business Partnerships

I would like to request a report on the status of current partnerships between the colleges (including ATEP) and the business community. This report should include a brief summary describing the nature of the partnerships, roles and responsibilities and any funding involved including grants. I would like to know what is the current process at all campuses to reach out to the employer community (not just private companies but also government/quasi government entities like Sanitation Districts who have employees needing certificate training) to establish partnerships with SOCCCD.

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):

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:



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: January 8, 2013

Trustee Name: Tim Jemal

Specific Request for Report: Career Technical Education Certificate Programs

I would like to request a report that includes the identity and number of Career Technical Education (CTE) programs offered by our colleges. The report should include the number of students taking the programs, FTES generated, and the number of students who receive certificates by program for each of the past three years.

Also, describe the process used at each college to identify and begin offering new CTE programs to align with the changing needs of local employers. In addition, what process is used to evaluate the CTE programs to determine if they are fulfilling regional training needs or are no longer viable and not meeting community needs? How are non-performing programs discontinued to allow the budget funds to be used to provide for other programs? How many programs have been added over the past 10 years? How many programs have been discontinued over the last 10 years? I am interested to know the CTE FTES generated by each of our colleges compared to the other Orange County community colleges and also how we compare to colleges in the rest of the state.

Lastly, I would like to know the extent to which each CTE program led to new employment, job advancement or sustaining current employment for our students.

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):

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: Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 4

ACTION: Discussion

BACKGROUND

In 2010, Senate Bill 1143 called upon the California Community Colleges Board of Governors to adopt a plan by 2012 for improving student success. The bill also authorized the creation of a task force on student success, which was formed in January 2011 by California Community Colleges Chancellor Jack Scott. The charge of the task force was to develop a strategic blueprint to increase student success. In January 2012, their findings were submitted in the report, *Advancing Student Success in California Community Colleges: Recommendations of the California Community Colleges Student Success Task Force*, which was unanimously endorsed by the Board of Governors. The final report was presented to the Legislature in February 2012. Senate Bill 1456, the Student Success Act of 2012, was approved by the state Senate in May 2012.

Recommendation 4 of the report is to “*Align Course Offerings to Meet Student Needs*”. This recommendation includes the following:

- Give highest priority for courses advancing student academic progress

STATUS

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to align course offerings to meet student needs.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College and Saddleback College: Development of High Performing Foundations

ACTION: Discussion

BACKGROUND

The Foundations for Saddleback College, Irvine Valley College are auxiliary organizations of the South Orange County Community College District and are organized as nonprofit, public benefit corporations according to the laws and regulations of the State of California. They operate under the Master Agreements approved by the Foundations and the SOCCCD Board of Trustees, dated June 22, 2005.

STATUS

The College Presidents and Foundation Executive Committee members will present their plans to increase the success of each Foundation. The presentations will include the structures and strategies they propose to use to bring the foundations to a position of being among the highest performing community college foundations in the state.

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

Minutes from:

December 17, 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
December 17, 2012**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

Gary Poertner, Chancellor
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

ABSENT

David Bugay, Vice Chancellor, Human Resources

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 Employment/Discipline/Dismissal/Release (GC Section 54957)
 - 1. Public Employee Employment/Evaluation (1)
 - a. Director Advanced Technology Center
- B. 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, terms and terms of payment.
- C. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation (GC Section 54956.9[b][1] and [b][3][C])
Daly vs. Saddleback
 - 2. Anticipated Litigation (GC Section 54956.9(b)(1), (b)(3)(A) and (b)(3)(C) (1 case)
 - 3. Initiation of Litigation (GC Section 54956.9 (c)(1 case)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions/Commendations

Resolution: SOCCCD: Rob Merritt, Laguna Woods TV

2.5 Administration of Oath of Office to New and Re-Elected Trustees

Assemblyman Don Wagner administered the Oath of Office to Trustee Timothy Jemal, Trustee Bill Jay, Trustee David Lang and Trustee James Wright.

2.6 Annual Organizational Meeting and Facilities Corporation Meeting

A. Election of Officers

On a motion made by Trustee Wright and seconded by Trustee Milchiker, Trustee Padberg was nominated President of the Board of Trustees. This motion passed on a 7-0 vote.

On a motion made by Trustee Milchiker and seconded by Trustee Jemal, Trustee Prendergast was nominated Vice President of the

Board of Trustees. This motion passed on a 7-0 vote.

On a motion made by Trustee Jemal and seconded by Trustee Wright, Trustee Milchiker was nominated Clerk of the Board of Trustees. This motion passed on a 7-0 vote.

B. Appointment of Secretary and Assistant Secretary

On a motion made by Trustee Lang, seconded by Trustee Wright and unanimously carried on a 7-0 vote, Chancellor Poertner was appointed Secretary and Vice Chancellor Fitzsimons was appointed Assistant Secretary.

C. Appointment of Trustee Representatives

Representative to the Nominating Committee to the Committee on School District Organization:

On a motion made by Trustee Milchiker, seconded by Trustee Wright, Trustee Prendergast was appointed Representative; and Trustee Jemal was appointed Alternate Representative. This motion passed on 7-0 vote.

District's Political Action Representative to the Orange County School Boards Association:

On a motion made by Trustee Prendergast and seconded by Trustee Lang, Trustee Wright was appointed Representative to the Orange County School Boards Association. This motion passed on a 7-0 vote.

Liaison to Orange County Community College Trustees Association:

On a motion made by Trustee Lang and seconded by Trustee Prendergast, Trustee Jay was appointed Liaison to Orange County Community College Trustees Association. This motion passed on a 7-0 vote.

Representative to the Orange County Legislative Task Force:

On a motion made by Trustee Prendergast and seconded by Trustee Jemal, Trustee Milchiker was appointed Representative to the Orange County Legislative Task Force and Trustee Lang was appointed Alternate Representative. This motion passed on a 7-0 vote.

Representatives to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings

On a motion made by Trustee Milchiker and seconded by Trustee Jay, Trustee Lang was appointed Chair, Trustee Jemal and Trustee Padberg were appointed Representatives. This motion passed on a 7-0 vote.

D. Establishment of Regular Meeting Dates

On a motion made by Trustee Milchiker and seconded by Trustee Wright, the Board approved the Board Meetings for the 2013 calendar year. The motion passed on a 7-0 vote.

E. Establishment of Agenda Planning Calendar

On a motion made by Trustee Lang and seconded by Trustee Prendergast, the Agenda Planning Calendar was approved on a 7-0 vote.

F. Approval of Agenda Format

On a motion made by Trustee Jay and seconded by Trustee Lang, the Agenda Format was approved on 7-0 vote.

G. Special Meeting of the Board of Directors, Facilities Corporation

On a motion made by Trustee Lang, seconded by Trustee Prendergast and unanimously carried on a 7-0 vote, the same persons holding membership on the SOCCCD Board of Trustees were elected as directors of the Facilities Corporation 2012 of the South Orange County Community College District to a term of office extending until the next annual organizational meeting.

Trustee Padberg was appointed President, Trustee Prendergast was appointed Vice President, Trustee Milchiker was appointed Secretary, and Vice Chancellor Fitzsimons was appointed Chief Financial Officer to a term of office extending until the date of the next annual organizational meeting.

Chancellor, Gary Poertner, was appointed to the office of assistant secretary and the Vice Chancellor of Business Services, Dr. Debra Fitzsimons, was appointed to the office of assistant treasurer.

2.7 **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

None

5.0 CONSENT CALENDAR ITEMS

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action.

Trustee Wright requested to pull item 5.1 from the Consent Calendar for separate discussion/action.

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on November 19, 2012.

The minutes were amended to reflect that on page 4 of the Minutes from November 19, 2012, Trustee Lang made a motion and Trustee Meldau seconded the balance of the consent calendar.

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

5.2 Saddleback College: Transfer Degrees for the Spring Semester 2013-2014 Academic Year

Approve the proposed Associate Degrees for Transfer (AA-T/AS-T) recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the Spring semester 2013-2014 Academic Year.

5.3 Saddleback College: Grant Acceptance, Career Technical Education Community Collaborative Grant Renewal

Accept the award of \$387,023 from the California Community College Chancellor's Office for the CTE Grant RFA 12-140-890.

5.4 Irvine Valley College: Honors Geography 102, Out-of-State Travel Program

Approve the out-of-state travel request to Hawaii from June 1-9, 2013 for IVC students and their advisors. There is no impact to general funds.

5.5 Irvine Valley College: Life Science Building: Change Order No. 8

Approve change order increasing the project cost by \$15,598.34. The total revised contract amount is \$11,559,819.11.

- 5.6 **Irvine Valley College: Contract Amendment - RoadtripNation.org**
Approve agreement amendment with RoadtripNation.org increasing the agreement amount by \$2,000. The total revised agreement amount is \$197,000.00.
- 5.7 **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.
- 5.8 **SOCCCD: Resolution No. 12-36: Conflict of Interest – Biennial Review**
Adopt Resolution No. 12-36 and approve the revised Conflict of Interest Code, subject to the review and approval by the Orange County Board of Supervisors.
- 5.9 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-38 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amend adopted budget.
- 5.10 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 11-40 (Exhibit A) authorizing payment to Trustee Jay who was absent from the November 19, 2012 Meeting of the Board of Trustees.
- 5.11 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.12 **SOCCCD: Payment of Bills**
Approve check no. 163930 through 164585 processed through the Orange County Department of Education, totaling \$3,880,753.80; and check no. 010554 through 010563, processed through Saddleback College Community Education, totaling \$7,889.80; and check no. 009055 through 009058, processed through Irvine Valley College Community Education, totaling \$2,437.97.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-02188 through P13-02471 amounting to \$6,554,922.94. Approve confirming requisitions dated October 31, 2012 through November 27, 2012 totaling \$66,597.76.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.15 **SOCCCD: November/December 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 SOCCCD: Acceptance of the Saddleback College Foundation and Irvine Valley College Foundation Annual Audit Reports: FY 2011/2012**
Accept the Saddleback College Foundation and Irvine Valley College Foundation FY 2011-2012 audit reports for review.

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

- 6.2 Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations, Year Five**
Approve the continuation of the fifth year award of \$500,419.00 from the California Community Colleges Chancellor's Office for this multi-year grant, RFA No. 12-034.001.

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

- 6.3 SOCCCD: Board Policy Revision: BP-138: Recording of Board of Trustee Meetings, BP-158: Political Activity, BP-2125: Weapons on Campus, BP-3102: Investment Policy, BP-3502: Campus Safety, BP-6105: Graduation Requirements for Degrees and Certificates of Achievement**
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.

- 6.4 SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-5140: Disabled Students Programs and Services, BP-5505: Grade Grievance Policy, BP-5150: Extended Opportunity Programs and Services, BP-6110: Articulation of Courses and Programs, BP-1900- Alcoholic Beverages, BP-3004: Public Records, BP-3005: Designation of Authorized Signatures, BP-4073: Faculty Reassigned Time and Stipends**
Discussion/Approval

On a motion made by Trustee Lang and seconded by Trustee Wright, 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, Administrator Contract Extension.

Trustee Padberg announced a correction to item D.1. "...contract extension, effective July 1, 2013." Replacement page was provided to Board members.

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

6.6 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Revise Specifications to a Classified Job Classification, Authorization to Eliminate Classified Positions and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Request to Rescind Layoff for Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

7.0 REPORTS

7.1 Saddleback College and 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.

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.**

The meeting was adjourned at 7:51 p.m. in memory of those who lost their lives in Newtown, Connecticut at Sandy Hook Elementary School.



Gary L. Poertner, Secretary

TO: Board of Trustees
FROM: Gary L. 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>
1/17/13 5:00pm SSC 212	Patricia Flanigan / Associate Faculty Dinner	Dr. Cristal McGill	"Engaging Minds Now"	\$2000 Includes Travel BSI Funds
2/1/13 10:30am SM 313	Sara Sheybani / Science Lecture Series 2012-2013	Dr. Karah Street	Human Physiology	\$500 ASG Funds
2/22/13 10:30am SM 313	Sara Sheybani / Science Lecture Series 2012-2013	Dr. Brad Moon	Energetics and Mechanics of Muscle Contraction	\$1750 ASG Funds
3/8/13 10:30am SM 313	Sara Sheybani / Science Lecture Series 2012-2013	Dr. Maryann Shafer	Adolescent Medicine and STD's	\$1750 ASG Funds
3/29/13 10:30am SM 313	Sara Sheybani / Science Lecture Series 2012-2013	Dr. AJ Shaka	NMR Techniques & Application in Research	\$500 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: Saddleback College: Coffee Cart Operation Agreement Amendment No. 1

ACTION: Approval

BACKGROUND

On May 21, 2012, the Board of Trustees approved a three year agreement beginning July 1, 2012, with options to renew for two additional one year terms for the Coffee Cart Services contractor, The Drip Coffee.

The Library and Learning Resource Building is complete with a renewed need for a coffee cart in an adjacent location. The Drip Coffee has maintained a successful and continuous relationship with Saddleback College since June 2004.

STATUS

Saddleback College has negotiated an amendment to the existing agreement with the Drip Coffee to add a third coffee cart location. Ownership of the coffee cart facility asset, purchased and installed by the Drip Coffee and valued at \$100,000, will transfer to Saddleback College at a rate of \$20,000 per year of operation and provide additional income to the College through increased rental fees.

Termination of services by the College prior to five full years may result in the need for Saddleback College to pay an outstanding amount. The current Coffee Cart services contract expires July 2017, and a buyout may be required if the contractor does not provide the successful proposal for future service at that time.

Funds are currently available in the General Fund Contract Revenue budget if there is a need to buy out the coffee cart asset.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 with The Drip Coffee for the additional location of coffee cart services at Saddleback College campus and associated clauses related to ownership of the coffee cart and food facility asset.

**AMENDMENT No. 1
TO SATELLITE COFFEE CART SERVICES AGREEMENT
FOR SADDLEBACK COLLEGE**

January 22, 2013

THIS AMENDMENT shall modify the original agreement dated July 1, 2012, and all subsequent amendments to said agreement by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and The Drip Coffee, 15 Pacific Grove, Irvine, CA 92620, hereinafter referred to as "VENDOR."

WHEREAS, Article XX. of the original agreement establishes that the terms and conditions, rates and provision of the Agreement between the DISTRICT and VENDOR may be amended by mutual consent of the parties from time to time by written modification only; and

WHEREAS, DISTRICT wishes to amend the agreement to include coffee cart service at a location adjacent to the Library and Learning Resource Center; and

WHEREAS, VENDOR is able and willing to provide service at this additional location;

NOW, THEREFORE, the Parties agree to modify the original contract as follows:

- i. Article I, Scope, A. shall be modified:

From:

The VENDOR hereby agrees to install and operate a coffee cart at a location next to the BGS building and food services at the Village Cafe' at Saddleback College, during the duration of this agreement.

To:

The VENDOR hereby agrees to install and operate three coffee carts; one at a location next to the BGS building, another at a location next to the Library and Learning Resources Center and the third at the Village Cafe' location at Saddleback College for the duration of this agreement.

- ii. Article II, Term: The duration of the term shall remain as noted in the original agreement.
- iii. Article III, VENDOR's Responsibilities - Add the following items:

M. VENDOR will provide the coffee cart facility ("Cart") at the new Library and Learning Resources location in a manner mutually agreed upon by both parties.

1. Asset value is agreed to be \$100,000. VENDOR will provide a \$20,000 credit toward asset ownership to the DISTRICT for each year of operation commencing on the first date of operation as noted in a written correspondence by VENDOR to the DISTRICT and no later than July 1, 2013.
 - a) Example and anticipated scenario: VENDOR opens Library Cart location on March 1, 2013. VENDOR continues to operate at the Library location through anticipated contract extensions through June 30, 2017. This timeframe equals four full years on March 1, 2017 for \$20,000/each year and a pro-rated amount for the four month period from March 1, 2013 to July 1, 2017 equaling \$6,667 for a total vested interest in the Cart asset of \$86,667. \$13,333 remains toward payment for full DISTRICT ownership of the cart facilities which may be paid to the VENDOR at contract completion. This amount may be rolled into a new agreement if VENDOR is the successful proposer for coffee cart services during the contract beginning July 1, 2017. If the VENDOR's services are retained for five full years of operation, then the DISTRICT will have 100% vested ownership of the Cart.
 - b) As noted in the example in item "a)" above, proration will apply.
 - c) If VENDOR is not operational at the Library location on July 1, 2013, this date shall be considered the starting date for the first full year of operation.
2. A six month break in operation through DISTRICT direction will suspend the vesting schedule until such time as operations recommence.
 - a) VENDOR and DISTRICT may agree to relocation which would result in continuation of the vesting schedule and this amendment retaining full force and effect.
3. All items inside the coffee cart facility container will be maintained and owned by the VENDOR, i.e. equipment, shelving, menus, etc.
4. VENDOR shall be required to remove the container at no cost to the DISTRICT and at DISTRICT'S option if DISTRICT chooses not to retain ownership of the asset at contract termination. Outstanding asset value will not be due VENDOR if DISTRICT opts for removal.

iv. Article IV. District Responsibilities, J.

From:

The DISTRICT's single point of contact for all communication and contract negotiations will be the Director of Student Development.

To:

The DISTRICT's single point of contact for all communication and contract negotiations will be Saddleback College Vice President of Administrative Services.

v. Article VI. Payment by VENDOR, A. shall be modified as follows:

Add:

- For the Library location only, VENDOR will pay \$400 per month for a period of twelve months. After twelve months expire existing contract terms will apply to all locations including Library location.

vi. Article XIX, Termination, A.

A. Change as follows:

From:

Either party shall have the right to terminate the Agreement for any reason upon one-hundred twenty (120) days prior written notice to the other party.

To:

Either party shall have the right to terminate the Agreement for any reason upon one-hundred twenty (120) days prior written notice to the other party. VENDOR's option to terminate with no cause will result in full DISTRICT ownership of the coffee cart facility.

B. Add:

If the VENDOR terminates for cause, DISTRICT will have the option to purchase the coffee cart asset for 50% of the outstanding vested amount.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

By: _____
Dr. Debra L. Fitzsimons

Title: Vice Chancellor, Business Services

Date: _____

“CONTRACTOR”

The Drip Coffee

By: _____
Scott Cohen

Title CFO

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendment No. 1 to Hair California Beauty College Academy Agreement

ACTION: Approval

BACKGROUND

California Education Code and Title 5 of the Administrative Code provide that the Board of Trustees may contract with a private post secondary school to deliver vocational education instruction. For the past thirty years, the District has contracted with local beauty colleges to provide instruction in the Saddleback College Cosmetology and Cosmetician Programs.

On January 20, 2011, the Board of Trustees approved an agreement with Hair California Beauty Academy of Orange, CA to June 30, 2012, with options to renew for three additional one year terms for Cosmetology and Cosmetician instruction at Saddleback College.

STATUS

Saddleback College requested the District renew the Cosmetology and Cosmetician contracts for another year and modify the terms increasing the hourly rate from \$3.50 to \$4.50 beginning February 1, 2013.

Money is available in the College's General Fund budget to address the additional cost which is anticipated at \$30,830 for an annual total cost for both contracts estimated at \$223,300.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College Cosmetology and Cosmetician Amendment No. 1 to the agreements (Exhibit A & B) with Hair California Beauty Academy to renew the term for one year and increase with the hourly rate from \$3.50 to \$4.50 beginning February 1, 2013.

**AMENDMENT NO. 1
TO VOCATIONAL COSMETICIAN EDUCATION CONTRACT
FOR SADDLEBACK COLLEGE**

January 22, 2013

THIS AMENDMENT shall modify the original agreement executed January 21, 2011, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Hair California Beauty Academy located at 1110 North Tustin, Orange, CA, 92867, hereinafter referred to as "CONTRACTOR".

WHEREAS, Article 21 of the original contract establishes that, after the original expiration date, there shall be an option for renewal, under the same terms and conditions, for three additional one-year periods; and

WHEREAS, SADDLEBACK COLLEGE has requested that the DISTRICT renew the agreement for one year; and

WHEREAS, CONTRACTOR is able and willing to extend the term of the agreement for one year;

NOW, THEREFORE, the parties agree to modify the original contract as follows;

1. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2012, to June 30, 2013, under the same terms and conditions as the original agreement with the following change:

Change Article 11

From:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.

To:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from July 1, 2012 to January 30, 2013 and the

DISTRICT shall pay to the CONTRACTOR **\$4.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from February 1, 2013 to June 30, 2013.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange Community College District

“CONTRACTOR”

Hair California Beauty College

By: _____

Dr. Debra L. Fitzsimons,
Vice Chancellor, Business Services

By: _____

Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

**AMENDMENT NO. 1
TO VOCATIONAL COSMETOLOGY EDUCATION CONTRACT
FOR SADDLEBACK COLLEGE**

January 22, 2013

THIS AMENDMENT shall modify the original agreement executed January 21, 2011, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Hair California Beauty Academy located at 1110 North Tustin, Orange, CA, 92867, hereinafter referred to as "CONTRACTOR".

WHEREAS, Article 21 of the original contract establishes that, after the original expiration date, there shall be an option for renewal, under the same terms and conditions, for three additional one-year periods; and

WHEREAS, SADDLEBACK COLLEGE has requested that the DISTRICT renew the agreement for one year; and

WHEREAS, CONTRACTOR is able and willing to extend the term of the agreement for one year;

NOW, THEREFORE, the parties agree to modify the original contract as follows;

1. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2012, to June 30, 2013, under the same terms and conditions as the original agreement with the following change:

Change Article 11

From:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.

To:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from July 1, 2012 to January 30, 2013 and the

DISTRICT shall pay to the CONTRACTOR **\$4.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from February 1, 2013 to June 30, 2013.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange Community College District

“CONTRACTOR”

Hair California Beauty College

By: _____

Dr. Debra L. Fitzsimons,
Vice Chancellor, Business Services

By: _____

Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendment No. 3 to Lake Forest Beauty College Agreement

ACTION: Approval

BACKGROUND

California Education Code and Title 5 of the Administrative Code provide that the Board of Trustees may contract with a private post secondary school to deliver vocational education instruction. For the past thirty years, the District has contracted with local beauty colleges to provide instruction in the Saddleback College Cosmetology and Cosmetician Programs.

On August 31, 2009, the Board of Trustees approved a two (2) year agreement with options to renew for three additional one year terms for Cosmetology and Cosmetician instruction at Saddleback College with Lake Forest Beauty College of Laguna Hills. Amendment No. 1 approved a name change from Lake Forest Beauty College to Athena College of Beauty. Amendment No. 2 approved an extension of the agreement for the first of the three year options to renew.

STATUS

On January 7, 2013, the California Board of Barbering and Cosmetology approved a name change from Athena College of Beauty to Advance Beauty College.

Saddleback College requested the District renew the Cosmetology and Cosmetician contracts for another year and modify the terms changing the name and increasing the hourly rate from \$3.50 to \$4.50 beginning February 1, 2013.

Money is available in the College's General Fund budget to address the additional cost which is anticipated at \$61,670 for an annual total cost for both contracts estimated at \$447,700.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 3 (Exhibit A) including the name change from Athena College of Beauty to Advance Beauty College for the Saddleback College Cosmetology and Cosmetician agreements, renew the term for one year and increase with the hourly rate from \$3.50 to \$4.50.

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

AMENDMENT NO. 3
TO VOCATIONAL COSMETICIAN EDUCATION CONTRACT
FOR SADDLEBACK COLLEGE

January 22, 2013

THIS AMENDMENT shall modify the original agreement executed September 14, 2009, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College located at 23565 Moulton Parkway, Suite A&B, Laguna Hills, CA 92653, hereinafter referred to as "CONTRACTOR".

WHEREAS, Amendment No. 1 of the original agreement approved a name change from Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College to Athena College of Beauty; and

WHEREAS, Athena College of Beauty has requested a name change to Advance Beauty College; and

WHEREAS, the Board of Barbering and Cosmetology has approved this name change; and

WHEREAS, Article 21 of the original contract establishes that, after the original expiration date, there shall be an option for renewal, under the same terms and conditions, for three additional one-year periods; and

WHEREAS, SADDLEBACK COLLEGE has requested that the DISTRICT renew the agreement for one year; and

WHEREAS, CONTRACTOR is able and willing to extend the term of the agreement for one year;

NOW, THEREFORE, the parties agree to modify the original contract as follows;

1. The CONTRACTOR has changed their dba

From:

Athena College of Beauty

To:

Advance Beauty College

2. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2012, to June 30, 2013, under the same terms and conditions as the original agreement with the following change:

Change Article 11

From:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.

To:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from July 1, 2012 to January 30, 2013 and The DISTRICT shall pay to the CONTRACTOR **\$4.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from February 1, 2013 to June 30, 2013.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”
South Orange Community College District

“CONTRACTOR”
Advance Beauty College

By: _____
Dr. Debra L. Fitzsimons,
Vice Chancellor, Business Services

By: _____
Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

AMENDMENT NO. 3
TO VOCATIONAL COSMETOLOGY EDUCATION CONTRACT
FOR SADDLEBACK COLLEGE

January 22, 2013

THIS AMENDMENT shall modify the original agreement executed September 14, 2009, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College located at 23565 Moulton Parkway, Suite A&B, Laguna Hills, CA 92653, hereinafter referred to as "CONTRACTOR".

WHEREAS, Amendment No. 1 of the original agreement approved a name change from Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College to Athena College of Beauty; and

WHEREAS, Athena College of Beauty has requested a name change to Advance Beauty College; and

WHEREAS, the Board of Barbering and Cosmetology has approved this name change; and

WHEREAS, Article 21 of the original contract establishes that, after the original expiration date, there shall be an option for renewal, under the same terms and conditions, for three additional one-year periods; and

WHEREAS, SADDLEBACK COLLEGE has requested that the DISTRICT renew the agreement for one year; and

WHEREAS, CONTRACTOR is able and willing to extend the term of the agreement for one year;

NOW, THEREFORE, the parties agree to modify the original contract as follows;

1. The CONTRACTOR has changed their dba

From:

Athena College of Beauty

To:

Advance Beauty College

2. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2012, to June 30, 2013, under the same terms and conditions as the original agreement with the following change:

Change Article 11

From:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.

To:

The DISTRICT shall pay to the CONTRACTOR **\$3.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from July 1, 2012 to January 30, 2013 and The DISTRICT shall pay to the CONTRACTOR **\$4.50** for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter from February 1, 2013 to June 30, 2013.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange Community College District

“CONTRACTOR”

Advance Beauty College

By: _____

Dr. Debra L. Fitzsimons,
Vice Chancellor, Business Services

By: _____

Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Authorization for District Institutional Memberships FY 2012-2013

ACTION: Approval

BACKGROUND

South Orange County Community College District Board Policy 3220 requires an annual approval of institutional memberships, which we submit twice a year in January and July.

STATUS

Members of the staff of the District and colleges have benefited by participation in various professional organizations. District and college officials have identified the organizations in EXHIBIT A as the participation memberships for FY 2012-2013.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the FY 2012-2013 memberships and estimated dues for organizations represented in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT MEMBERSHIPS
2012-2013

	July FY 12-13	January FY 12-13	Difference
OFFICE OF THE GOVERNING BOARD (10)			
10 Association of Governing Boards of Universities and Colleges (AGB)	2,500.00	2,500.00	0.00
10 Orange County School Board Association (OCSBA)	125.00	125.00	0.00
SUBTOTAL	2,625.00	2,625.00	0.00
OFFICE OF THE CHANCELLOR (11)			
11 American Association of Community Colleges (AACC)	1,160.00	1,160.00	0.00
* 11 <i>Commission on Athletics - Split between the colleges</i>	16,575.00	0.00	(16,575.00)
11 Community College League of California (CCLC)	40,000.00	40,000.00	0.00
11 National Assoc of Presidential Assistants in Higher Ed (NAPAHE)	85.00	85.00	0.00
* 11 <i>Orange County Business Council (OCBC)</i>	5,000.00	1,668.00	(3,332.00)
SUBTOTAL	62,820.00	42,913.00	(19,907.00)
OFFICE OF PUBLIC INFORMATION (11)			
11 National Council for Marketing & Public Relations (NCMPR)	350.00	350.00	0.00
11 Orange County Public Affairs Association (OCPAA)	50.00	50.00	0.00
11 South Orange County Chamber of Commerce	235.00	235.00	0.00
SUBTOTAL	635.00	635.00	0.00
OFFICE OF TECHNOLOGY AND LEARNING SERVICES (12)			
12 Association for Institutional Research (AIR)	125.00	125.00	0.00
12 Research and Planning Group for Calif. Comm. Colleges (the RP Group)	350.00	350.00	0.00
12 Society for College and University Planning (SCUP)	780.00	780.00	0.00
12 The Data Warehousing Institute (TDWI)	1,500.00	1,500.00	0.00
SUBTOTAL	2,755.00	2,755.00	0.00
OFFICE OF BUSINESS SERVICES (13)			
* 13 <i>Association of Defense Communities</i>	0.00	200.00	200.00
13 Calif. Assoc. of School Bus. Officials (CASBO)	912.00	912.00	0.00
13 Community College Facilities Coalition (CCFC)	1,100.00	1,100.00	0.00
13 Public Agency Risk Managers Association (PARMA)	100.00	100.00	0.00
13 National Assoc. of College & University Business Officers (NACUBO)	2,985.00	2,985.00	0.00
13 Design Build Institute of America (DBIA)	500.00	500.00	0.00
SUBTOTAL	5,597.00	5,797.00	200.00
OFFICE OF HUMAN RESOURCES (14)			
14 Assn. of Chief H.R. Off./Equal Employ. Opportunity Off. (ACHRO/EEO)	200.00	200.00	0.00
14 Cooperative Org. for the Dev. of Employee Selection Procedures (CODESP)	1,850.00	1,850.00	0.00
14 Equal Employment, Diversity & Equity Consortium (EEDEC)	0.00	0.00	0.00
14 So. Cal. Comm. College Dist. Employment Relations Consortium (LCW Videoconference)	2,500.00	2,500.00	0.00
14 So. Thirty Human Resources Consortium (Southern 30)	200.00	200.00	0.00
SUBTOTAL	4,750.00	4,750.00	0.00

January-2013

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference
OFFICE OF INFORMATION TECHNOLOGY (15)				
15	EDUCAUSE (Professional Assoc. for Computing & Information)	2,780.00	2,780.00	0.00
15	Information Systems Security Association (ISSA)	155.00	155.00	0.00
SUBTOTAL		2,935.00	2,935.00	0.00
TOTAL DISTRICT MEMBERSHIPS		\$82,117.00	\$62,410.00	(\$19,707.00)

* Changes from July 2012

SADDLEBACK COLLEGE MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference
OFFICE OF THE PRESIDENT (20)				
20	American Association of Community Colleges (AACC)	17,000.00	17,000.00	0.00
20	National Association of President Assistants in Higher Education (NAPAHE)	85.00	85.00	0.00
20	Western Association of Schools & College Accreditation Commission for Colleges (WASC)	30,000.00	30,000.00	0.00
	SUBTOTAL	47,085.00	47,085.00	0.00
OFFICE OF PHYSICAL PLANT (21)				
21	Assn. of Physical Plant Adm. of Universities and Colleges (APPA)	960.00	960.00	0.00
	SUBTOTAL	960.00	960.00	0.00
OFFICE OF INSTRUCTION (22)				
22	California Community Colleges Chief Instructional Officers (CCCCIO)	600.00	600.00	0.00
22	Honors Transfer Council of California (HTCC)	75.00	75.00	0.00
22	National College Testing Association (NCTA)	175.00	175.00	0.00
22	National Collegiate Honors Council (NCHC)	500.00	500.00	0.00
22	Western Regional Honors Council (WRHC)	75.00	75.00	0.00
	SUBTOTAL	1,425.00	1,425.00	0.00
OFFICE OF THE ACADEMIC SENATE (23)				
23	Academic Senate for California Community Colleges (ASCCC)	3,831.60	3,831.60	0.00
	SUBTOTAL	3,831.60	3,831.60	0.00
OFFICE OF STUDENT SERVICES (24)				
24	American College Health Association (ACHA)	2,000.00	2,000.00	0.00
24	California Community Colleges Chief Student Services Administrators Association (CCCCSSA)	300.00	300.00	0.00
24	Health Services Association for California Community Colleges (HSACCC)	150.00	150.00	0.00
24	National Association for the Education of Young Children (NAEYC)	900.00	900.00	0.00
	SUBTOTAL	3,350.00	3,350.00	0.00
OFFICE OF FINANCIAL AID & STUDENT SERVICES (26)				
26	National Assoc. of Student Financial Aid Administrators (NASFAA)	2,526.00	2,526.00	0.00
	SUBTOTAL	2,526.00	2,526.00	0.00
OFFICE OF ADMISSIONS, RECORDS & ENROLLMENT SERVICES (30)				
30	Amer. Assoc. of Collegiate Registrars & Adm. Off. (AACRAO)	1,421.00	1,421.00	0.00
30	Calif. Assoc. of Comm. College Registrars & Adm. Officers (CACCRAO)	200.00	200.00	0.00
30	Consortium of So. Calif. Colleges and Universities (CSCCU)	250.00	250.00	0.00
30	National Association of Foreign Student Advisors (NAFSA)	385.00	385.00	0.00
	SUBTOTAL	2,256.00	2,256.00	0.00
OFFICE OF COMMUNITY EDUCATION & CONTRACT EDUCATION (31)				
* 31	Association of Continuing & Community Education (ACCE)	60.00	159.00	99.00
	SUBTOTAL	60.00	159.00	99.00
OFFICE OF SAFETY & SECURITY (34)				
34	California College & University Police Chief Association (CCUPCA)	125.00	125.00	0.00
* 34	International Association of Campus Law Enforcement Administrators (IACLEA)	225.00	0.00	(225.00)
	SUBTOTAL	350.00	125.00	(225.00)

January-2013

**SADDLEBACK COLLEGE MEMBERSHIPS
2012-2013**

**EXHIBIT A
Page 4 of 11**

		July FY 12-13	January FY 12-13	Difference
OFFICE OF STUDENT DEVELOPMENT (36)				
36	Alpha Gamma Sigma (AGS) Honor Society	50.00	50.00	0.00
* 36	American Institute of Architecture Students (AIAS)	0.00	275.00	275.00
36	California Nurses Student Association (CNSA)	30.00	30.00	0.00
* 36	Circle K	450.00	540.00	90.00
36	National Student Nurses Association (NSNA)	70.00	70.00	0.00
36	Phi Theta Kappa (PTK)	55.00	55.00	0.00
36	PSI Beta	50.00	50.00	0.00
SUBTOTAL		705.00	1,070.00	365.00
OFFICE OF COLLEGE PUBLICATIONS (38)				
38	Community College Public Relations Organization (CCPRO)	175.00	175.00	0.00
* 38	National Council for Marketing and Public Relations (NCMPR)	395.00	450.00	55.00
SUBTOTAL		570.00	625.00	55.00
OFFICE OF COLLEGE FOUNDATION (39)				
39	Association for Healthcare Philanthropy (AHP)	992.00	992.00	0.00
39	Council for Advancement and Support of Ed (CASE)	1,780.00	1,780.00	0.00
39	Council for Aid to Education (CAE)	600.00	600.00	0.00
39	Council on Resource Development (CRD)	195.00	195.00	0.00
39	National Association of Athletic Dev. Directors (NAADD)	360.00	360.00	0.00
39	Network of Calif. Community College Foundations (NCCCF)	450.00	450.00	0.00
39	Partnership for Philanthropic Planning Orange County (PPPOC)	275.00	275.00	0.00
SUBTOTAL		4,652.00	4,652.00	0.00
OFFICE OF PLANNING, RESEARCH & Accreditation (43)				
43	Association for Institutional Research (AIR)	250.00	250.00	0.00
* 43	Grant Professionals Association (GPA) - moved to Div. 44	200.00	0.00	(200.00)
43	The Research and Planning Group (the RPA Group)	350.00	350.00	0.00
SUBTOTAL		800.00	600.00	(200.00)
OFFICE OF GRANTS & CONTRACTS (44)				
* 44	Grant Professionals Association (GPA)- moved from Div. 43	0.00	200.00	200.00
SUBTOTAL		0.00	200.00	200.00
DIVISION OF BUSINESS SCI. & ECONOMIC & WORKFORCE DEVT. (50)				
50	Aliso Viejo Chamber of Commerce	175.00	175.00	0.00
50	California Association for Local Economic Development (ASTD)	80.00	80.00	0.00
50	CA Internship & Work Force Experience Assoc. (CIWEA)	150.00	150.00	0.00
50	California Placement Association (CPA)	125.00	125.00	0.00
50	Dana Point Chamber of Commerce	100.00	100.00	0.00
50	Mission Viejo Chamber of Commerce	150.00	150.00	0.00
50	Mountain Pacific Assoc. of Colleges and Employers (MPACE)	150.00	150.00	0.00
50	National Assoc. of Colleges and Employers (NACE)	400.00	400.00	0.00
50	National Association for Community College Entrepreneurship (NACCE)	750.00	750.00	0.00
50	Laguna Niguel Chamber of Commerce	125.00	125.00	0.00
50	Lake Forest Chamber of Commerce	175.00	175.00	0.00
50	Rancho Santa Margarita Chamber of Commerce	150.00	150.00	0.00
50	San Clemente Chamber of Commerce	144.00	249.00	105.00
50	San Juan Capistrano Chamber of Commerce	135.00	135.00	0.00
50	So Orange County Regional Chamber of Commerce	5,000.00	5,000.00	0.00
SUBTOTAL		7,809.00	7,914.00	105.00

SADDLEBACK COLLEGE MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference	
DIVISION OF COUNSELING SERVICES (51)					
*	51	American Association of Women in Community Colleges (AAWCC) - moved to Div. 61	100.00	0.00	(100.00)
*	51	Association of California Community College Teacher Education Program -moved to Div	100.00	0.00	(100.00)
*	51	Association on Higher Education & Disability (AHEAD) - moved to Div. 61	260.00	0.00	(260.00)
*	51	California Association for Postsecondary Education & Disability (CAPED)-moved to Div	240.00	0.00	(240.00)
	51	California Community College Association	50.00	50.00	0.00
*	51	California Community College CalWORKS Association - moved to Div. 61	50.00	0.00	(50.00)
	51	California Community College Counselors Association	15.00	15.00	0.00
*	51	California Community College EOPS Association - moved to Div. 61	85.00	0.00	(85.00)
	51	California Community Colleges Matric Professionals Association	75.00	75.00	0.00
*	51	National Career Development Association (NCDA) - moved to Div. 61	195.00	0.00	(195.00)
	51	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
	51	Southern Calif. Intersegmental Articulation Council (SCIAC)	75.00	75.00	0.00
*	51	Western Association for College Admissions - moved to Div. 61	75.00	0.00	(75.00)
SUBTOTAL		1,370.00	265.00	(1,105.00)	
DIVISION OF ADVANCED TECHNOLOGY & APPLIED SCIENCES (52)					
	52	Automotive Engine Rebuilders Association (AERA)	200.00	200.00	0.00
	52	Automotive Service Council	25.00	25.00	0.00
*	52	Automotive Transmission Rebuilders Association (ATRA)	0.00	300.00	300.00
	52	California Automotive Teachers (CAT)	100.00	100.00	0.00
	52	California Native Plant Society (CNPS)	75.00	75.00	0.00
	52	Comptia	No Fee	No Fee	No Fee
	52	Costume Society of America (CSA)	115.00	115.00	0.00
	52	International Textile & Apparel Association (ITAA)	300.00	300.00	0.00
	52	National Career Pathways Network (NCPN)	750.00	750.00	0.00
	52	National Coalition of Advance Technology Centers (NCATC)	600.00	600.00	0.00
	52	National Kitchen & Bath Assoc. (NKBA)	700.00	700.00	0.00
	52	National Technical Honor Society (NTHS)	No Fee	No Fee	No Fee
	52	North American Council of Automotive Teachers (NACAT)	450.00	450.00	0.00
*	52	Population Reference Bureau (PRB)	39.00	0.00	(39.00)
	52	SP2 Safety Membership	200.00	200.00	0.00
	52	Society for Conservation Biology (SCB)	29.00	29.00	0.00
	52	Society for Ecological Restoration-California (SERCAL)	45.00	45.00	0.00
	52	Southern CA Regional Transit Training Consortium (SCR TTC)	500.00	500.00	0.00
	52	US Green Building Council (USGBC)	750.00	750.00	0.00
SUBTOTAL		4,878.00	5,139.00	261.00	
DIVISION OF LIBERAL ARTS (53)					
	53	Associated College Press (ACP)	139.00	139.00	0.00
	53	Community College Journalism Association	80.00	80.00	0.00
	53	Journalism Association of Community Colleges (JACC)	500.00	500.00	0.00
SUBTOTAL		719.00	719.00	0.00	
DIVISION OF HEALTH, HUMAN SERVICES (54)					
	54	American Academy of Professional Coders (AAPC)	120.00	120.00	0.00
	54	American Health Information Management Association (AHIMA)	165.00	165.00	0.00
*	54	American Health Info. Mgmt. Assoc. Virtual Lab (AHIMA)	10,750.00	3,750.00	(7,000.00)
	54	Association of Women's Health, Obstetric Neonatal Nurses (AWHONN)	168.00	168.00	0.00
*	54	Board of Registered Nursing	200.00	215.50	15.50
	54	California Association for Alcohol & Drug Educators (CAADE)	200.00	200.00	0.00
	54	CAAHEP (EMT/Paramedic)	450.00	450.00	0.00
	54	California Paramedic Program Directors	50.00	50.00	0.00
*	54	CoAEMSP (Paramedic Accrediting Organization)	950.00	1,200.00	250.00
*	54	Commission on Accreditation for Health Informatics & Information Management (CAHIIM)	0.00	9,500.00	9,500.00
	54	International Association Eating Disorder Professionals (IAEDP)	250.00	250.00	0.00
	54	International Nursing Association for Clinical Simulation and Learning (INACSL)	200.00	200.00	0.00
	54	National Association of EMS Educators (NAEMSE)	70.00	70.00	0.00

SADDLEBACK COLLEGE MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference	
DIVISION OF HEALTH, HUMAN SERVICES (54) (Cont'd)					
*	54	National League for Nursing (NLN)	1,500.00	1,575.00	75.00
*	54	National League for Nursing Accrediting Commission (NLNAC)	2,125.00	2,400.00	275.00
	54	National Organization of Associated Degree Nursing (NOADN)	400.00	400.00	0.00
	54	Orange County/Long Beach Consortium For Nursing (OCLBCP)	150.00	150.00	0.00
	54	So. Calif. Organ. of Assoc. Degree Nurs'g Prog. Directors of So Ca (ADN)	100.00	100.00	0.00
SUBTOTAL		17,848.00	20,963.50	3,115.50	
DIVISION OF FINE ARTS & MEDIA TECHNOLOGY (55)					
	55	American Liszt Society	400.00	400.00	0.00
	55	Association of Performing Arts Presenters (APAP)	759.00	759.00	0.00
	55	Broadcast Education Association (BEA)	160.00	160.00	0.00
	55	California Alliance for Jazz (CAJ)	50.00	50.00	0.00
	55	CA Association of Professional Music Teachers (CAPMT)	142.00	142.00	0.00
	55	California Broadcasters Association (CBA)	100.00	100.00	0.00
	55	California Presenters (CP)	150.00	150.00	0.00
	55	Choral America	140.00	140.00	0.00
	55	College Art Association of America (CAA)	300.00	300.00	0.00
	55	College Broadcasters, Inc. (CBI)	250.00	250.00	0.00
	55	International Council of Fine Arts Deans (ICFAD)	350.00	350.00	0.00
	55	Jazz Education Network (JEN)	300.00	300.00	0.00
	55	League of American Orchestras	75.00	75.00	0.00
	55	Music Association of California Community Colleges (MACCC)	75.00	75.00	0.00
	55	Music Teachers Association of CA (MTAC)	176.00	176.00	0.00
	55	National Association of Broadcasters (NAB)	360.00	360.00	0.00
	55	National Council for Education of the Ceramic Arts (NCECA)	100.00	100.00	0.00
	55	Radio, TV, News Directors Association (RTDNA)	150.00	150.00	0.00
	55	S.O. C. Chamber of Commerce	265.00	265.00	0.00
	55	United States Institute for Theatre Technology (USITT)	220.00	220.00	0.00
	55	Western Arts Alliance (WAA)	400.00	400.00	0.00
SUBTOTAL		4,922.00	4,922.00	0.00	
DIVISION OF MATH, SCIENCE & ENGINEERING (56)					
	56	American Association for the Advancement of Science (AAAS)	250.00	250.00	0.00
	56	Two Year College Chemistry Consortium (2YC3)	25.00	25.00	0.00
	56	National Science Teachers Assn. (NSTA)	65.00	65.00	0.00
SUBTOTAL		340.00	340.00	0.00	
DIVISION OF KINESIOLOGY AND ATHLETICS (57)					
*	57	American Baseball Coaches Association	0.00	50.00	50.00
	57	American Football Coaches Association (AFCA)	60.00	60.00	0.00
	57	American College Dance Festival Association (ACDFA)	300.00	300.00	0.00
	57	California Community College Athletic Directors Association (CCCCAA)	180.00	180.00	0.00
	57	CA Community College Athletic Trainers Association (CCCATA)	75.00	75.00	0.00
*	57	California Community College Athletic Associations (CCCCAA)	0.00	9,715.00	9,715.00
	57	California Community College Baseball Coaches Association	200.00	200.00	0.00
	57	California Community College Cross Country & Track Coaches Association	200.00	200.00	0.00
	57	California Community College Fastpitch Coaches Association	120.00	120.00	0.00
	57	California Community College Football Coaches Association	145.00	145.00	0.00
	57	California Community College Ladies Golf Coaches Association (CCCLGCA)	150.00	150.00	0.00
	57	California Community Colleges Men's Basketball Association	125.00	125.00	0.00
*	57	California Community College Physical Educators (CCCPE) - Name Change Only	400.00	400.00	0.00
	57	California Community College Soccer Coaches Association	100.00	100.00	0.00
	57	California Community College Swim & Dive Coaches Association	120.00	120.00	0.00
*	57	California Community College Tennis Coaches Association	0.00	150.00	150.00
*	57	California Community College Water Polo Coaches Association - Name Change Only	150.00	150.00	0.00
	57	California Community College Women's Basketball Coaches Association	240.00	240.00	0.00
	57	California State Swimming & Diving Coaches Association	150.00	150.00	0.00
*	57	College Smimming Coaches Association of America	0.00	300.00	300.00
	57	Golden State Spirit Association (GASSA)	30.00	30.00	0.00

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EXHIBIT A
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2012-2013

		July FY 12-13	January FY 12-13	Difference
DIVISION OF KINESIOLOGY AND ATHLETICS (57) (Cont'd)				
*	57 Intercollegiate Tennis Association	0.00	330.00	330.00
57	National Alliance of Two Year Colleges Athletic Administrators (NATYCAA)	200.00	200.00	0.00
57	National Association of Collegiate Directors of Athletics (NACDA)	150.00	150.00	0.00
57	National Athletic Trainers Association (NATA)	400.00	400.00	0.00
57	National Fastpitch Coaches Association (NFCA)	70.00	70.00	0.00
*	57 National Soccer Coaches Association of America	0.00	150.00	150.00
57	Orange Empire Conference (OEC)	5,100.00	5,100.00	0.00
57	Southern CA Comm. College Cross Country/Track & Field Coaches Assoc. (SCCXCTFCA)	80.00	80.00	0.00
57	Southern California Football Association /National Conference Southern Div.	2,000.00	2,000.00	0.00
	SUBTOTAL	10,745.00	21,440.00	10,695.00
DIVISION OF SOCIAL & BEHAVIORAL SCIENCES (58)				
58	National Association for Ethnic Studies (NAES)	65.00	65.00	0.00
58	National Women's Studies Association (NWSA)	150.00	150.00	0.00
58	Southwestern Anthropological Association (SWAA)	40.00	40.00	0.00
58	Society for California Archeology (SCA)	100.00	100.00	0.00
	SUBTOTAL	355.00	355.00	0.00
DIVISION OF ONLINE EDUCATION AND LEARNING RESOURCES (59)				
59	American Library Association (ALA)	1,300.00	1,300.00	0.00
59	Association of College and Research Libraries (ACRL)	90.00	90.00	0.00
59	Council of Chief Librarians (CCL)	100.00	100.00	0.00
59	Learning Resrces Assoc. of the Calif. Comm. Colleges (LRACCC)	200.00	200.00	0.00
59	Lib. Orientation and Instruction Exchange (LOEX)	80.00	80.00	0.00
59	The Library and Info. Technology Assoc.(LITA)	90.00	90.00	0.00
	SUBTOTAL	1,860.00	1,860.00	0.00
DIVISION OF TRANSFER, CAREER & SPECIAL PROGRAMS (61)- New Division				
*	61 American Association of Women in Community Colleges (AAWCC) - moved from Div. 5	0.00	100.00	100.00
*	61 Association of California Community College Teacher Education Program -moved from Div. 51	0.00	100.00	100.00
*	61 Association on Higher Education & Disability (AHEAD) - moved from Div. 51	0.00	260.00	260.00
*	61 California Association for Postsecondary Education & Disability (CAPED)-moved from Div. 51	0.00	240.00	240.00
*	61 California Community College CalWORKS Association - moved from Div. 51	0.00	50.00	50.00
*	61 California Community College EOPS Association - moved from Div. 51	0.00	85.00	85.00
*	61 National Career Development Association (NCDA) - moved from Div. 51	0.00	195.00	195.00
*	61 Western Association for College Admissions - moved from Div. 51	0.00	75.00	75.00
	SUBTOTAL	0.00	1,105.00	1,105.00
TOTAL SADDLEBACK COLLEGE MEMBERSHIPS		\$119,416.60	\$133,887.10	\$14,470.50

* Changes from July 2012 list.

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference
PRESIDENT'S OFFICE (20)				
20	American Association of Community Colleges (AACC)	10,000.00	10,000.00	0.00
20	American Council on Education (ACE)	540.00	540.00	0.00
20	Association for Institutional Research (AIR)	410.00	410.00	0.00
20	Black Chamber of Commerce of Orange County	300.00	300.00	0.00
20	California Association for Institutional Research (CAIR)	90.00	90.00	0.00
20	Community College Public Relations Organization (CCPRO)	50.00	50.00	0.00
20	Council for Resource Development (CRD)	600.00	600.00	0.00
20	Irvine Chamber of Commerce	600.00	600.00	0.00
20	Irvine Chamber of Commerce, Board Member, In addition to other Irvine Member	1,000.00	1,000.00	0.00
20	Irvine Sister Cities Foundation Association	25.00	25.00	0.00
20	National Association of Presidential Assistants in Higher Education (NAPAHE)	85.00	85.00	0.00
20	National Council for Marketing and Public Relations (NCMPR)	350.00	350.00	0.00
20	Network of California Community College Foundations (NCCCF)	250.00	250.00	0.00
20	The Research and Planning Group for the California Community Colleges (the RP Group)	350.00	350.00	0.00
20	Tustin Chamber of Commerce	186.00	186.00	0.00
20	Western Association of School & College Accreditation Commission for Colleges (WASC)	20,072.00	20,072.00	0.00
	SUBTOTAL	34,908.00	34,908.00	0.00
OFFICE OF INSTRUCTION (22)				
22	California Community Colleges Chief Instructional Officers (CCCCIO)	300.00	300.00	0.00
22	Honors Transfer Council of California (HTCC)	90.00	90.00	0.00
22	National Collegiate Honors Council (NCHC)	500.00	500.00	0.00
22	Western Regional Honors Council (WRHC)	75.00	75.00	0.00
	SUBTOTAL	965.00	965.00	0.00
OFFICE OF THE ACADEMIC SENATE (23)				
* 23	<i>Academic Senate for California Community Colleges (ASCCC)</i>	<i>2,000.00</i>	<i>2,600.00</i>	<i>600.00</i>
	SUBTOTAL	2,000.00	2,600.00	600.00
OFFICE OF STUDENT SERVICES, OUTRACH AND COMMUNITY RELATIONS (24)				
24	Calif. Community College Chief Student Services Officers Association	300.00	300.00	0.00
24	Calif. Community College Early Childhood Educators (CCCECE)	30.00	30.00	0.00
* 24	<i>City of Irvine Child Resource & Information Center</i>	<i>100.00</i>	<i>0.00</i>	<i>(100.00)</i>
24	Health Services Assoc. of the Calif. Community Colleges (HSACCC)	150.00	150.00	0.00
24	National Association of Education for Young Children (NAEYC)	100.00	100.00	0.00
	SUBTOTAL	680.00	580.00	(100.00)
OFFICE OF FINANCIAL AID (26)				
* 26	<i>Western Assoc. of Veteran Education Specialist (WAVES)</i>	<i>25.00</i>	<i>75.00</i>	<i>50.00</i>
* 26	<i>National Association Student Financial Aid Admin (NASFAA)</i>	<i>1,300.00</i>	<i>1,370.00</i>	<i>70.00</i>
	SUBTOTAL	1,325.00	1,445.00	120.00
OFFICE OF ADMISSIONS & RECORDS (30)				
30	American Association of Collegiate Registrars and Admission Officers (AACRAO)	1,015.00	1,015.00	0.00
30	California Association of Community College Registrars and Adm. Officers (CACCRAO)	200.00	200.00	0.00
30	National Association of Foreign Student Advisors (NAFSA)	390.00	390.00	0.00
	SUBTOTAL	1,605.00	1,605.00	0.00
OFFICE OF COMMUNITY ED (31)				
31	Association of Community & Continuing Education (ACCE)	160.00	160.00	0.00
31	National College Testing Association (NCTA)	40.00	40.00	0.00
	SUBTOTAL	200.00	200.00	0.00

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference
	OFFICE OF EXTENDED EDU (32)			
32	NONE	0.00	0.00	0.00
	SUBTOTAL	0.00	0.00	0.00
	OFFICE OF SAFETY AND SECURITY (34)			
34	California College and Universities Police Chief's Association (CCUPCA)	75.00	75.00	0.00
34	California Emergency Services Association (CESA)	160.00	160.00	0.00
34	International Association of Chiefs of Police (IACP)	100.00	100.00	0.00
34	International Association of Law Enforcement Administration (IACLEA)	225.00	225.00	0.00
34	Orange County Training Managers Association (OCTMA)	70.00	70.00	0.00
	SUBTOTAL	630.00	630.00	0.00
	OFFICE OF SUPPORTIVE SERVICES (35)			
35	California Association for Post Secondary Education and Disability (CAPED)	240.00	240.00	0.00
35	California Community Colleges Cal Works Association (CCCCA)	50.00	50.00	0.00
	SUBTOTAL	290.00	290.00	0.00
	OFFICE OF STUDENT DEVELOPMENT (36)			
36	COSTCO	100.00	100.00	0.00
	SUBTOTAL	100.00	100.00	0.00
	OFFICE OF LIBRARY SERVICES (37)			
37	Association of College and Research Libraries (ACRL)	110.00	110.00	0.00
37	California Library Association (CLA)	150.00	150.00	0.00
37	College Reading and Learning Association (CRLA)	50.00	50.00	0.00
37	Council of Chief Librarians (CCL)	150.00	150.00	0.00
37	American Library Association (ALA)	500.00	500.00	0.00
	SUBTOTAL	960.00	960.00	0.00
	TECHNOLOGY SERVICES (41)			
41	Educause	730.00	730.00	0.00
41	Wiche Cooperative for Educational Technologies (WCET)	1,500.00	1,500.00	0.00
	SUBTOTAL	2,230.00	2,230.00	0.00
	SCHOOL OF FINE ARTS (70)			
70	American Association of Museums (AAM)	350.00	350.00	0.00
70	American College Dance Festival Association (ACDFA) (2yr. memb.)	250.00	250.00	0.00
70	United States Institute of Theatre Technology (USITT)	180.00	180.00	0.00
70	College Art Association (CAA)	375.00	375.00	0.00
	SUBTOTAL	1,155.00	1,155.00	0.00
	SCHOOL OF BUSINESS SCIENCE (72)			
72	Academy of Legal Studies in Business (ALSB)	60.00	60.00	0.00
72	American Management Association (AMA)	225.00	225.00	0.00
72	California Association for Local Economic Development (ASL)	80.00	80.00	0.00
72	Cisco Consortium	500.00	500.00	0.00
72	Orange County Legal Secretaries Association (OCLSA)	75.00	75.00	0.00
73	Orange County Paralegal Association (OCPA)	50.00	50.00	0.00
72	National Association for Community College Entrepreneurship (NACCE)	750.00	750.00	0.00
72	Society for Human Resources Management (SHRM)	180.00	180.00	0.00
	SUBTOTAL	1,920.00	1,920.00	0.00

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference
SCHOOL OF GUIDANCE AND COUNSELING (73)				
73	National Association of Colleges & Employers (NACE)	400.00	400.00	0.00
73	Southern California Intersegmental Articulation Council (SCIAC)	75.00	75.00	0.00
73	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
* 73	Transfer Center Directors Association (CCC TCDA)	50.00	0.00	(50.00)
SUBTOTAL		575.00	525.00	(50.00)
SCHOOL OF HUMANITIES AND LANGUAGES (74)				
74	American Historical Association (AHA)	140.00	140.00	0.00
74	Calif. Teachers of English to Speakers of Other Languages (CATESOL)	50.00	50.00	0.00
74	Community College Humanities Association (CCHA)	300.00	300.00	0.00
74	English Council of California Two Year Colleges (ECCTYC)	105.00	105.00	0.00
74	Organization of American Historians (OAH)	140.00	140.00	0.00
74	Teachers of English to Speakers of Other Languages (TESOL)	120.00	120.00	0.00
SUBTOTAL		855.00	855.00	0.00
SCHOOL OF LIFE SCIENCES & TECHNOLOGIES (76)				
76	Association for Biology Laboratory Education (ABLE)	40.00	40.00	0.00
SUBTOTAL		40.00	40.00	0.00
SCHOOL OF KINESIOLOGY, HEALTH & ATHLETICS (77)				
* 77	American Volleyball Coaches Association Women (AVCA)	145.00	155.00	10.00
77	American Equipment Managers Association (AEMA)	75.00	75.00	0.00
* 77	California Community College Athletic Association (CCCCAA)	0.00	6,740.00	6,740.00
77	California Community College Athletic Directors Association (CCCADA)	100.00	100.00	0.00
77	California Community College Coaches Association - Baseball	400.00	400.00	0.00
77	California Community College Coaches Association - Men's Basketball	350.00	350.00	0.00
77	California Community College Coaches Association - Women's Basketball	200.00	200.00	0.00
77	California Community College Counselors/Advisors Academic Association for Athletics (CCCC/AAAA)	125.00	125.00	0.00
* 77	California Community College Physical Education (CCCPE)	0.00	400.00	400.00
77	CCC Badminton Coaches Association Women's (CCCWBCA)	100.00	100.00	0.00
77	CCC Golf Coaches Association (CCCGCA)	150.00	150.00	0.00
77	CCC Ladies Golf Coaches Association (CCCLGCA)	150.00	150.00	0.00
77	CCC Men's Volleyball Coaches Association (CCCMVCA)	125.00	125.00	0.00
77	CCC Soccer Coaches Association (Men and Women) (CCCSA)	150.00	150.00	0.00
77	CCC Tennis Coaches Association (Men & Women)	50.00	50.00	0.00
77	CCC Women's Volleyball Coaches Association (CCCWVCA)	125.00	125.00	0.00
77	Intercollegiate Tennis Association Men's and Women's ITA- Team	340.00	340.00	0.00
77	National Athletic Trainers Association (NATA)	458.00	458.00	0.00
77	National Association of Collegiate Director of Athletics (NACDA)	125.00	125.00	0.00
77	National Association of Two Year College Athletic Administrators (NATYCAA)	100.00	100.00	0.00
77	National Soccer Coaches Association of America (Men & Women-College Svcs)	390.00	390.00	0.00
77	Orange Empire Conference (OEC)	5,000.00	5,000.00	0.00
77	Women's Basketball Coaches Association (WBCA)	130.00	130.00	0.00
SUBTOTAL		8,788.00	15,938.00	7,150.00
SCHOOL OF PHYSICAL SCIENCES & TECHNOLOGIES (78)				
78	American Association of Physics Teachers (AAPT)	185.00	185.00	0.00
78	American Chemical Society (ACS)	145.00	145.00	0.00
78	Orange County Astronomers Association (OCA)	57.00	57.00	0.00
SUBTOTAL		387.00	387.00	0.00

January-2013

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012-2013

		July FY 12-13	January FY 12-13	Difference
SCHOOL OF CAREER TECH EDUCATION AND WORKFORCE DEVELOPMENT (80)				
80	California Community College Association for Occupational Education (CCCAOE)	45.00	45.00	0.00
80	California Internship & Work Experience Association (CIWEA)	150.00	150.00	0.00
	SUBTOTAL	195.00	195.00	0.00
SCHOOL OF MATHEMATIC, COMPUTER SCIENCE AND ENGINEERING (81)				
81	Association of Professional Modelmakers (APMM)	500.00	500.00	0.00
	SUBTOTAL	500.00	500.00	0.00
TOTAL IRVINE VALLEY COLLEGE MEMBERSHIPS		\$ 60,308.00	\$ 68,028.00	\$ 7,720.00

* Changes from July 2012

TO: Board of Trustees

FROM: Gary Poertner, Chancellor

RE: SOCCCD: Academic Year 2013-2014 Non-Resident Tuition Fees for Foreign & Out-Of-State Students

ACTION: Approval

BACKGROUND

The California Education Code, Section 76140, requires each community college district of the state to establish a non-resident tuition fee no later than February 1 for the succeeding fiscal year. This rate is based on the expense of education per unit of attendance (FTES) for the previous fiscal year, modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect. The District may also set this fee below the calculated fee, but no less than the statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year non-resident tuition fee is \$179 per unit.

Pursuant to Education Code Section 76141, a district may also charge nonresident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to ANY nonresident student – except for “AB 540” students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital outlay fee will be charged only to nonresidents that were citizens and residents of a foreign country. Revenue derived from this fee shall be expended for purposes of capital outlay, maintenance, and equipment. Any fee charged pursuant to this section is limited by the following: 1) the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding year; OR 2) 50% of the 2011-2012 nonresident tuition fee adopted pursuant to EC 76140. The current fiscal year capital outlay fee is \$32 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142, which authorized districts to charge non-resident applicants a processing fee not to exceed the lesser of: the actual cost of processing an application and other documentation required by the federal government, OR \$100, which may be deducted from the tuition fee at the time of enrollment. The fee is non-refundable if students fail to enroll subsequent to making an application for enrollment. The current fiscal year application fee is \$54. A report of estimated non-resident related fees was presented to the Board of Trustees at the November 19, 2012 board meeting.

STATUS

The District rate for the 2013-2014 academic year may be established under one of seven prescribed options: the statewide average cost; the District average cost; the District average cost with 10% or more noncredit FTES; fee of a contiguous district; a rate that is no more than the District average cost but no less than statewide average cost as shown in EXHIBIT A, Non-Resident Tuition Fee Worksheet; highest years statewide average tuition; and no more than 12 comparable states' average tuition.

The statewide rate, representing the average statewide projected cost of education students is \$184 per semester unit; the calculated District rate is \$167 per semester unit; and two of our contiguous districts are adopting a fee of \$190. The additional amount for capital outlay that can be levied under ECS 76141 is \$33 per semester unit. The actual document processing application fee has been calculated at \$57 as shown in EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt a 2013-2014 non-resident tuition fee of \$190 per semester unit based on the "Fee of a Contiguous District" option. It is further recommended to increase the capital outlay fee authorized by ECS 76141 to the calculated \$33 per semester unit rate based on capital outlay and maintenance needs of the colleges, and maintain the current \$54 per semester application fee as authorized by ECS 76142.

California Community Colleges

2013-14 NONRESIDENT FEES WORKSHEET

EXHIBIT A
PAGE 1 OF 3

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2013-14 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2011-12 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	<u>\$6,525,620,578</u>	<u>\$140,256,208</u>	\$ _____
B. Annual Attendance FTES (Recal 2011-12)	<u>1,222,143</u>	<u>28,963</u>	_____
C. Average Expense of Education per FTES (A ÷ B)	<u>\$5,339</u>	<u>\$4,843</u>	\$ _____
D. U.S. Consumer Price Index Factor (2 years)	x <u>1.033</u>	x <u>1.033</u>	x <u>1.033</u>
E. Average Cost per FTES for Tuition Year (C x D)	<u>\$5,515</u>	<u>\$5,003</u>	\$ _____
F. Average Per Unit Nonresident Cost – Semester (Qtr)	<u>\$184 (\$123)</u>	<u>\$167</u>	\$ _____
G. Highest year Statewide average – Semester (Qtr)	<u>\$190 (\$126)</u>	\$ _____	\$ _____
H. Comparable 12 state average – Semester (Qtr)	<u>\$368 (\$245)</u>	\$ _____	\$ _____

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2009-10 through 2013-14 is \$190 per semester unit or \$126 per quarter unit (2009-10).

Option 7. The average of the nonresident tuition fees of public community colleges in 2011-12 of no less than 12 states comparable to California in cost of living is \$368 per semester unit or \$245 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- ☐ Revenue from nonresident tuition was less than 5% of total general fund revenue.
- ☐ Actual resident FTES was greater than funded resident FTES.
- ☐ Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3)
- ☐ Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

NONRESIDENT CAPITAL OUTLAY FEE (ECS 76141)

EXHIBIT A
PAGE 2 OF 3

The district governing board at its January 22, 2013 meeting adopted a **nonresident tuition fee** of \$ 190 per semester unit.

Basis for adoption is (*place an X in one box only*).

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1. Statewide average cost, per column 1. |
| <input type="checkbox"/> | 2. District average cost, per column 2. |
| <input type="checkbox"/> | 3. District average cost with 10% or more noncredit FTES, per column 3. |
| <input checked="" type="checkbox"/> | 4. Contiguous district. <u>Rancho Santiago CCD \$190</u> . (<i>Specify district and its fee</i>). |
| <input type="checkbox"/> | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |
| <input type="checkbox"/> | 6. Statewide average cost, from 2009-10 (\$183 per semester unit; \$122 per quarter unit). |
| <input type="checkbox"/> | 7. No more than average tuition of 12 states with cost of living comparable to California. |

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to **any** nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2011-12 \$28,779,708
 - b. FTES for 2011-12 28,963
 - c. Capital outlay expense per FTES (*line a divided by line b*) \$994
 - d. Capital Outlay Fee per unit:
 - 1. Per semester unit (*line c divided by 30 units*) \$33
- OR**
- 2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2013-14 Nonresident Student Capital Outlay Fee (*the lesser of line d **OR** 50% of adopted 2011-12 Nonresident Tuition Fee*) \$33

The district governing board at its January 22, 2013 meeting adopted a **nonresident capital outlay fee** of \$33 per semester unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2013, please submit a copy of this report by **February 15, 2013** to:

California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057

District **South Orange County Community College District**

Contact Person **Debra Fitzsimons**

Phone Number & email **949-582-4664 / dfitzsimons@socccd.edu**

**2013-2014
Capital Outlay Fee Calculation ***
E.C.S. 76142

A. Total Capital Outlay 2011-2012	\$ 28,779,708
B. FTES for 2011-2012	28,963
C. Foreign Student Charge per Academic Year (A / B)	\$ 994
D. Calculated 2013-2014 Capital Outlay Fee, per unit (C / 30)	\$ 33
E. Capital Outlay Fee, per unit Recommended **	\$ 33

**2013-2014
Application Fee Calculation**
E.C.S. 76142

A. Admissions & Records Operating Expense for 2011-2012 (per CCFS-311, A.C. 6200)	\$ 3,327,527
B. FTES for 2011-2012	28,963
C. Student cost per academic year (A / B)	\$ 115
D. Calculated 2013-2014 Application fee, per semester (C / 2)	\$ 57
E. Application fee, per semester Recommended **	\$ 54

Comparison of Non-Resident Fees

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014**</u>
Non-Resident Tuition	\$ 183	\$ 179	\$ 179	\$ 190
Capital Outlay Fee	\$ 25	\$ 25	\$ 32	\$ 33
Application Fee	\$ 54	\$ 54	\$ 54	\$ 54

* This portion of the Ed Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to **ANY** nonresident student - **except** for "AB 540" students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged **only** to nonresidents that were citizens and residents of a foreign country.

** SUGGESTED 2013-2014 FEES

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Renewal of Firewall Protection

ACTION: Approval

BACKGROUND

In 2009, the Board of Trustees approved funds to replace the network firewalls throughout the district which had reached the end of their useful life. After evaluating several technologies, the district purchased Palo Alto firewalls.

Palo Alto firewalls provide traditional network security functionality. In addition, these firewalls provide a mechanism to reduce unauthorized transmissions of copyrighted materials such as music and movies.

Accuvant Inc. is authorized to provide Palo Alto firewalls. Accuvant has a California Multiple Award Schedule (CMAS) Contract no. 3-09-70-2428M and has been providing Palo Alto firewalls to the District through the use of a previous, expiring CMAS contract.

STATUS

The Palo Alto firewalls were purchased in 2010 and the current CMAS contract will expire in January 2013. District staff requests approval to renew use of Palo Alto firewalls using Accuvant Inc. District staff recommends that it is in the best interest of the District to purchase Palo Alto firewalls using the CMAS reseller, Accuvant Inc. The CMAS contract no. 3-09-70-2428M is available for review at the District Purchasing Department.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the renewal of Palo Alto firewalls using the CMAS reseller Accuvant contract number 3-09-70-2428M at a cost not to exceed \$79,384.40. .

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Amendment to Agenda Item for Award of Bid 297D:
Removal of Hazardous Waste for Saddleback College and Irvine
Valley College

ACTION: Approval

BACKGROUND

On June 25, 2012, the Board of Trustees approved an agreement for the Removal of Hazardous Waste for Saddleback College and Irvine Valley College with North State Environmental. In that agenda item, the annual estimate was identified as \$13,364 for Saddleback College and \$5,657 for Irvine Valley College.

STATUS

After using these contracts for one quarter it was noted that this amount did not reflect the need for a full year at either college. Upon further investigation, Staff determined that the bid analysis for all firms was performed for the quarter and not for the year as reflected in the agenda item.

The true estimated contract value is four times that approved by the Board in June. The annual contract amount for Saddleback College is estimated at \$53,456 and for Irvine Valley College the annual estimate is \$22,628. These amounts are in keeping with previous years expenditures.

These funds will be budgeted using the College's operating budgets.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees maintain approval of the five year agreement between South Orange County Community College District and North State Environmental for Removal of Hazardous Waste for Saddleback College with an annual contract amount estimated at \$53,456 and for Irvine Valley College the annual estimate is \$22,628.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 13-01 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:

Child Development Fund

Child Development Training Consortium	\$375
Total Increase to the Child Development Fund	\$375
Total Budget Amendment	\$375

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-01 to amend the FY 2012-2013 Adopted Budget as indicated in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 13-01

January 22, 2013

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$375 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:

Child Development Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8800	Local Revenue	\$375
		\$375

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
7000	Other Outgo	\$375
		\$375

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 13-01
January 22, 2013

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 \$375 was duly and regularly adopted by the said Board at a regular meeting thereof held on January 22, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 23rd day of January 2013.

Gary L. Poertner
Secretary to the Board of Trustees

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
January 22, 2013

SADDLEBACK COLLEGE

Gift	Donated By:
Music Scores	M. Kay Stewart 14851 Jeffrey Road #113 Irvine, California 92618
Core Chevy Engine and All Attached Parts	Saturnino Ayala P.O. Box 376 Lake Forest, California 92609

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. 164586 through 165413 processed through the Orange County Department of Education, totaling \$4,638,423.94; and Checks No. 010564 through 010582, processed through Saddleback College Community Education, totaling \$58,277.83; and Checks No. 009059 through 009067, processed through Irvine Valley College Community Education, totaling \$5,464.07 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.

Checks Dated 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
164586	11/28/2012	POSTMASTER	282.50
164587	11/28/2012	A TO Z CIRCUIT BREAKERS	754.25
164588	11/28/2012	AAA ACCESS SMOG	110.00
164589	11/28/2012	AARDVARK CLAY AND SUPPLIES	2,947.12
164590	11/28/2012	ALLIED REFRIGERATION INC	1,800.56
164591	11/28/2012	ALLSTAR AWARDS	51.76
164592	11/28/2012	AMTECH ELEVATOR SERVICES	39,000.00
164593	11/28/2012	ADVANTA ENERGY	800.00
164594	11/28/2012	BISHOP COMPANY	92.44
164595	11/28/2012	MARK BORDELON	25.71 *
Cancelled on 12/04/2012, Cancel Register # AP12042012			
164596	11/28/2012	KAREN BRONSON	9.00
164597	11/28/2012	HAYAN CHARLSTON	1,020.00
164598	11/28/2012	COAST FITNESS REPAIR SHOP	706.85
164599	11/28/2012	CONSOLIDATED ELECTRICAL DIST.	2,575.65
164600	11/28/2012	CONTRACT PAPER GROUP, INC.	3,113.54
164601	11/28/2012	COUNCIL FOR RESOURCE DEVELOP.	325.00
164602	11/28/2012	CR&R	1,055.00
164603	11/28/2012	CULLIGAN	5.70
164604	11/28/2012	DELL MARKETING L.P. C/O DELL USA L.P.	1,944.58
164605	11/28/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE,	1,193.00
		CASHIERING	
164606	11/28/2012	CASHIER DEPT. OF PESTICIDE REGULATION	60.00
164607	11/28/2012	RAJANPAL DHILLON	760.25
164608	11/28/2012	DLG REST. EQUIP. & CLOSEOUTS	825.21
164609	11/28/2012	SPARKLETTS	952.27
164610	11/28/2012	SPARKLETTS	1,904.37
164611	11/28/2012	DUNN-EDWARDS CORPORATION	208.71
164612	11/28/2012	EAGLE COMMUNICATIONS	1,010.00
164613	11/28/2012	EASTBAY TEAM SPORTS DEPT. 5374	4,824.93
164614	11/28/2012	ENVIRONMENTAL NATURE CENTER	50.00
164615	11/28/2012	ESSENCE ENTERTAINMENT	3,795.00
164616	11/28/2012	FEDERAL EXPRESS	125.78
164617	11/28/2012	FISHER SCIENTIFIC	1,445.07
164618	11/28/2012	FLUKE ELECTRONICS	496.00
164619	11/28/2012	FREESTYLE	54.67
		Unpaid Sales Tax	.25
		Expensed Amount	54.92
164620	11/28/2012	FREEWAY AUTO SUPPLY	12.90
164621	11/28/2012	FULLERTON CIVIC LIGHT OPERA CO	1,207.50
164622	11/28/2012	DELL MARKETING L.P. C/O DELL USA L.P.	45,244.23
164623	11/28/2012	ENAMIX, INC.	1,131.50
164624	11/28/2012	GKKWORKS	14,778.46
164625	11/28/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	990.00
164626	11/28/2012	HAITBRINK ASPHALT PAVING, INC.	5,450.00
164627	11/28/2012	HALL & FOREMAN, INC.	4,450.00
164628	11/28/2012	JOYCE INSPECTION & TESTING	6,720.00
164629	11/28/2012	NIMBLE CONSULTING	9,000.00
164630	11/28/2012	PARSONS BRINCKERHOFF, INC.	2,308.52

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 20

Checks Dated 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
164631	11/28/2012	PRECISION FLOOR COVERING	12,528.60
164632	11/28/2012	R2A ARCHITECTURE	18,737.33
164633	11/28/2012	RGP PLANNING & DEVELOPMENT SERVICES	9,317.52
164634	11/28/2012	SCHOOLDUDE.COM	15,215.56
164635	11/28/2012	SYNERGY SOFTWARE SOLUTIONS	3,154.00
164636	11/29/2012	PROFESSIONAL RETAIL SERVICE	326.59
		Unpaid Sales Tax	23.99
		Expensed Amount	350.58
164637	11/29/2012	VALLEY CLINICAL & CONSULTING SERVICES	450.00
164638	11/29/2012	PACIFIC COACHWAYS	4,685.32
164639	11/29/2012	PAIGE COMPANY CONTAINERS, INC	458.76
		Unpaid Sales Tax	1.75
		Expensed Amount	460.51
164640	11/29/2012	PARKWAY LAWNMOWER SHOP	376.59
164641	11/29/2012	PAYAM-E-ASHENA	250.00
164642	11/29/2012	PENN CORPORATE RELOCATION SERVICES, INC.	4,827.92
164643	11/29/2012	BRIAN I. PEREZ	250.00
164644	11/29/2012	PETE'S ROAD SERVICE	53.00
164645	11/29/2012	PITNEY BOWES INC.	2,087.95
164646	11/29/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
164647	11/29/2012	POLISHED IMAGE	96.98
164648	11/29/2012	PORT SUPPLY	147.08
164649	11/29/2012	THOMAS JOHN PRENDERGAST	64.99
164650	11/29/2012	PROMODEALER PROMODEALER.COM	391.00
		Unpaid Sales Tax	28.29
		Expensed Amount	419.29
164651	11/29/2012	PRZ SEMINARS	1,500.00
164652	11/29/2012	Q-PLUS	193.60
164653	11/29/2012	QUARK ENTERPRISES, INC.	2,774.24
164654	11/29/2012	QUEZADA PRO LANDSCAPE, INC.	2,930.00
164655	11/29/2012	JAMES REPKA	312.11
164656	11/29/2012	RICHARD THE THREAD EMPIRE TAPE COMPANY	787.39
164657	11/29/2012	RICOH USA, INC.	7.51
164658	11/29/2012	RIO GRANDE ALBUQUERQUE THE BELL GROUP	1,777.62
		Unpaid Sales Tax	133.48
		Expensed Amount	1,911.10
164659	11/29/2012	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER	400.00
		SERV. & PLUMBING	
164660	11/29/2012	S & B FOODS CATERING DIVISION	487.51
164661	11/29/2012	S & B FOODS CATERING DIVISION	254.67
164662	11/29/2012	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	4,825.00
164663	11/29/2012	SAFEWAY, INC.	19.97
164664	11/29/2012	SARGENT WELCH	1,593.30
164665	11/29/2012	SARS SOFTWARE PRODUCTS, INC.	7,290.00
164666	11/29/2012	SCANTRON CORPORATION	1,403.00
164667	11/29/2012	SchoolOutfitters.com	243.88
164668	11/29/2012	SCIENCE KIT, INC.	326.87
164669	11/29/2012	SECURITAS SECURITY SVCS, USA	367.68
164670	11/29/2012	SEHI PROCOMP COMPUTER PRODUCTS	1,224.31

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 2 of 20

Checks Dated 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
164671	11/29/2012	SHRED-IT USA-SAN DIEGO	104.00
164672	11/29/2012	SIERRA SOIL, INC.	978.33
164673	11/29/2012	SIGMA ALDRICH CHEMICAL CO.	19.83
164674	11/29/2012	SIXTEN, INC. dba SIXTEN & ASSOC.	1,938.50
164675	11/29/2012	SMARDAN SUPPLY - EL MONTE	18,043.46
164676	11/29/2012	DANIEL SMITH, INC.	825.26
		Unpaid Sales Tax	63.96
		Expensed Amount	889.22
164677	11/29/2012	THOMAS L. SMITH	37.55
164678	11/29/2012	JENNIFER SNIDER	35.00
164679	11/29/2012	SO. COAST FIRE PROTECTION	125.00
164680	11/29/2012	SO. ORANGE CO. COMM. COL.DIST	3,169.00
164681	11/29/2012	SPECTRUM CHEMICAL MFG. CORP.	797.60
164682	11/29/2012	SPORTS TURF MANAGERS ASSN.	35.00
164683	11/29/2012	SUN BADGE COMPANY	759.44
164684	11/29/2012	SUNNY COMMUNICATIONS, INC.	20,625.00
164685	11/29/2012	ANTHONY TENG	215.73
164686	11/29/2012	THEATRE COMPANY	1,616.86
164687	11/29/2012	TOWN & COUNTRY GLASS	471.00
164688	11/29/2012	UC REGENTS UCSB NATURAL RESERVE SYSTEM	734.40
164689	11/29/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	130.45
164690	11/29/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	236.70
164691	11/29/2012	UNIVERSITY PRODUCTS	214.00
		Unpaid Sales Tax	13.25
		Expensed Amount	227.25
164692	11/29/2012	POSTMASTER	600.97
164693	11/29/2012	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
164694	11/29/2012	VISTA PAINT CORPORATE OFFICE	259.26
164695	11/29/2012	VWR INTERNATIONAL, INC.	797.89
164696	11/29/2012	WEST COAST LIGHTS & SIRENS, INC.	87.69
164697	11/29/2012	WEST COAST TECHNOLOGY	6,417.00
164698	11/29/2012	LISA R. WELLER	450.00
164699	11/29/2012	DOUGLAS WESTLAKE	56.25
164700	11/29/2012	WESTMINSTER PRESS, INC.	13,012.75
164701	11/29/2012	NINA M. YAMASAKI	525.00
164702	11/29/2012	PETCO ANIMAL SUPPLIES	165.28
164703	11/29/2012	SMART & FINAL IRIS CO.	690.90
164704	11/29/2012	US FOODS	1,764.80
164705	11/29/2012	RICHARD SNEED	299.70
164706	11/29/2012	AMERICAN ASSOCIATION OF STATE COLLEGES AND UNIVERSITIES	250.00
164707	11/29/2012	HELEN ALEXANDER	500.00
164708	11/29/2012	JOHN CONLEY	500.00
164709	11/29/2012	ARTS NOW/uLEARN EDMONDS COMMUNITY COLLEGE	99.00
164710	11/29/2012	MONICA FRIEDRICH	500.05
164711	11/29/2012	BRUCE GILMAN	448.29
164712	11/29/2012	LEE HAGGERTY	1,108.83
164713	11/29/2012	LOMA HOPKINS	1,000.00

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Check Number	Check Date	Pay to the Order of	Check Amount
164714	11/29/2012	BARBARA HUGGINS	220.00
164715	11/29/2012	CYNTHIA MARSHALL	454.67
164716	11/29/2012	CASEY MOIR	45.00
164717	11/29/2012	CANDY NELSON	157.72
164718	11/29/2012	(JOHN) RICK REESE	800.00
164719	11/29/2012	HIROMI TAKIZAWA	500.00
164720	11/29/2012	UC REGENTS	5,542.72
164721	11/29/2012	DAN WALSH	462.29
164722	11/30/2012	KATE FUENTES	225.00
164723	11/30/2012	KATE FUENTES	100.00
164724	11/30/2012	MARVIN ANDY GROUND	2,675.42
164725	11/30/2012	STEPHEN HENKLE	425.00
164726	11/30/2012	TYLER HOUGLAND	100.00
164727	11/30/2012	KELVIN MOTA	580.00
164728	11/30/2012	CHRISTOPHER J. RUIZ	120.00
164729	11/30/2012	MATTHEW SHERMAN	672.35
164730	11/30/2012	ALLISON WHITE	105.00
164731	11/30/2012	TREVOR WHYTE	250.00
164732	11/30/2012	KELLY WRIGHT	105.00
164733	12/03/2012	HAIR CALIFORNIA BEAUTY ACADEMY	19,950.00
164734	12/03/2012	HOME DEPOT	252.92
164735	12/03/2012	BILL JAY	580.34
164736	12/03/2012	LIGHTER THAN AIR BALLOON DECORATING	983.22
164737	12/03/2012	MEDIA DISTRIBUTORS	30.59
164738	12/03/2012	MOULTON-NIGUEL WATER DIST.	14,540.70
164739	12/03/2012	OC Treasurer-Tax Collector	18,441.50
164740	12/03/2012	ORANGE CO. FARM SUPPLY	354.64
164741	12/03/2012	ORANGE COUNTY BUSINESS COUNCIL	5,000.00
164742	12/03/2012	PACIFIC COACHWAYS	906.82
164743	12/03/2012	PARADIGM, INC.	5,503.40
164744	12/03/2012	PARTEK SOLUTIONS	492.00
			Unpaid Sales Tax 30.30
			Expensed Amount 522.30
164745	12/03/2012	THE PATON GROUP	17,676.59
164746	12/03/2012	R2A ARCHITECTURE	247.50
164747	12/03/2012	RICOH USA, INC.	12,633.25 *
Cancelled on 12/03/2012, Cancel Register # AP12032012B			
164748	12/03/2012	CYNTHIA ROE	180.00
164749	12/03/2012	SAN JUAN CAPISTRANO CHAMBER OF COMMERCE	100.00
164750	12/03/2012	SARGENT WELCH	1,172.25
164751	12/03/2012	SEHI PROCOMP COMPUTER PRODUCTS	1,003.25
164752	12/03/2012	SHRED-IT USA-SAN DIEGO	80.00
164753	12/03/2012	SIGMA ALDRICH CHEMICAL CO.	787.07
164754	12/03/2012	SMART & FINAL IRIS CO.	1,075.23
164755	12/03/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	3,825.15
164756	12/03/2012	SOCRCC	5,000.00
164757	12/03/2012	FARNOOSH SORAYA	240.00
164758	12/03/2012	STAR MAINTENANCE SUPPLY	2,774.19
164759	12/03/2012	SWEETWATER	310.90

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Check Number	Check Date	Pay to the Order of	Check Amount
Unpaid Sales Tax			23.25
Expensed Amount			334.15
164760	12/03/2012	TUSTIN LOCK & SAFE	88.42
164761	12/03/2012	UNISOURCE WORLDWIDE INC.	3,916.95
164762	12/03/2012	UNITED FABRICARE SUPPLY, INC.	289.96
164763	12/03/2012	CENTRAL CASHIER'S OFFICE	4,782.00
164764	12/03/2012	POSTMASTER	1,680.00
164765	12/03/2012	UNITED STATES POSTAL SERVICE BUSINESS REPLY MAIL	190.00
164766	12/03/2012	UNITED STATES POSTAL SERVICE SAN JUAN CAPISTRANO	605.00
164767	12/03/2012	UNITED STATES POSTAL SERVICE SAN JUAN CAPISTRANO	190.00
164768	12/03/2012	USA MOBILITY WIRELESS, INC.	65.21
164769	12/03/2012	VSA, Inc.	325.94
164770	12/03/2012	WALTERS WHOLESALE ELECTRIC	490.08
164771	12/03/2012	WARD'S NATURAL SCIENCE	85.12
164772	12/03/2012	WATER TECH AG SUPPLY	5,102.20
164773	12/03/2012	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY	375.00
164774	12/03/2012	EDWARD H. WESTLAND	637.87
164775	12/03/2012	JIM WRIGHT	53.99
164776	12/03/2012	RPM CONSULTANT GROUP	2,870.00
164777	12/03/2012	AT & T MOBILITY	12.82
164778	12/03/2012	AT&T	547.95
164779	12/03/2012	AT & T	56.34
164780	12/03/2012	AT & T	360.39
164781	12/03/2012	AT & T	61.10
164782	12/03/2012	AT & T	61.10
164783	12/03/2012	AT & T	61.10
164784	12/03/2012	AT&T	365.29
164785	12/03/2012	AT&T	1,650.99
164786	12/03/2012	RICOH USA, INC.	12,560.42
164787	12/03/2012	RICOH AMERICAS CORP	72.83
164788	12/03/2012	SOUTHERN CALIFORNIA EDISON CO.	37,546.23
164789	12/03/2012	XEROX CORPORATION	175.55
164790	12/03/2012	XEROX CORPORATION	2,591.97
164791	12/03/2012	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	1,293.40
164792	12/03/2012	BROOKE CHOO	642.60
164793	12/03/2012	STEPHEN FELDER	1,240.00
164794	12/03/2012	DAVID FRETZ	831.57
164795	12/03/2012	EMILY QUINLAN	178.61
164796	12/03/2012	GLENN ROQUEMORE	52.53
164797	12/03/2012	PENNY SKAFF	100.00
164798	12/03/2012	WELLS FARGO #3317	4,636.15
Unpaid Sales Tax			21.54
Expensed Amount			4,657.69
164799	12/03/2012	WELLS FARGO #4198	3,679.40

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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	52.93
		Expensed Amount	3,732.33
164800	12/04/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	389.11
164801	12/04/2012	W. W. GRAINGER	271.53
164802	12/04/2012	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	1,813.87
164803	12/04/2012	IRVINE VALLEY COLLEGE	97.00
164804	12/04/2012	DIANE LEWIS	1,186.75
164805	12/04/2012	MICHAEL LOWELL MC CORMICK	86.50
164806	12/04/2012	MC KESSON MEDICAL SURGICAL	3,087.15
164807	12/04/2012	MARGIE MCNELLY LICENSED MARRIAGE & FAMILY THERAPIST	480.00
164808	12/04/2012	KAREN MC NULTY	73.11
164809	12/04/2012	MICRO CENTER A/R	64.65
164810	12/04/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	115.94
164811	12/04/2012	SALLIE MILLER	120.00
164812	12/04/2012	MISSION PRINTING COMPANY	431.00
164813	12/04/2012	MWAVE.COM div of CLT COMPUTER	1,562.21
164814	12/04/2012	NACCE	750.00
164815	12/04/2012	NASCO MODESTO	688.35
164816	12/04/2012	ORANGE CO. FARM SUPPLY	106.97
164817	12/04/2012	OCE-IMAGISTICS	52.80
164818	12/04/2012	OCLC, INC. DEPT #34299	544.89
164819	12/04/2012	MEDCO SUPPLY COMPANY	97.62
164820	12/04/2012	ALLEN DISPLAY	272.60
		Unpaid Sales Tax	12.62
		Expensed Amount	285.22
164821	12/04/2012	ALLIED REFRIGERATION INC	827.12
164822	12/04/2012	ANDERSEN'S DOOR SERVICE, INC.	150.00
164823	12/04/2012	APPLE COMPUTER INC.	84.05
164824	12/04/2012	ARCHETONOMY, LLC	2,847.30
164825	12/04/2012	ART SUPPLY WAREHOUSE	1,545.93
164826	12/04/2012	B & H PHOTO VIDEO REMITTANCE PROCESSING	449.25
		Unpaid Sales Tax	34.82
		Expensed Amount	484.07
164827	12/04/2012	BALBOA POWER SQUADRON c/o JOHN TARLOS-TREASURER	353.67
164828	12/04/2012	MARGUERITE BEAL	140.00
164829	12/04/2012	ANTHONY C. BERNETICH	1,020.00
164830	12/04/2012	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	1,689.86
164831	12/04/2012	BIOMETRICS4ALL	960.00
164832	12/04/2012	BLICK ART MATERIALS	131.42
164833	12/04/2012	THE BLIND FACTORY	650.00
164834	12/04/2012	BONDED WET-DRY CLEANERS	122.47
164835	12/04/2012	CHRIS BOOKE	1,020.00
164836	12/04/2012	MARK BORDELON	243.19
164837	12/04/2012	DR. ROBERT BRAMUCCI	183.16
164838	12/04/2012	BUTLER CHEMICALS, INC.	499.02
164839	12/04/2012	CALIFORNIA STAGE/LIGHTING, INC	130.72
164840	12/04/2012	CADENZA ARTISTS, LLC	2,500.00

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Check Number	Check Date	Pay to the Order of	Check Amount
164841	12/04/2012	CAL PRO SPORTS	7,108.25
164842	12/04/2012	CAMPUS CONCERTS ATTN: PAT MAKI	5,000.00
164843	12/04/2012	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	255.91
164844	12/04/2012	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	1,200.00
164845	12/04/2012	CDW GOVERNMENT, INC.	2,479.20
164846	12/04/2012	CINTAS DOCUMENT MANAGEMENT	120.00
164847	12/04/2012	CITRIX ONLINE	1,740.60
164848	12/04/2012	CLARK SECURITY PRODUCTS INC.	2,118.85
164849	12/04/2012	CLEAN SOURCE	987.53
164850	12/04/2012	COASTLINE ROP	315.79
164851	12/04/2012	COMPREHENSIVE CONTROL SYSTEMS	1,216.00
164852	12/04/2012	COMPUTER HEROES LLC	118.44
164853	12/04/2012	COMPUTROLS, INC.	570.00
164854	12/04/2012	COMSERCO	253.79
164855	12/04/2012	CORE SUPPORT RESOURCES, INC.	13,189.76
164856	12/04/2012	COX COMMUNICATIONS	8,202.97
164857	12/04/2012	CR&R	2,461.00
164858	12/04/2012	CR&R	395.00
164859	12/04/2012	ADVANCED OFFICE SERVICES IMAGING PLUS	23.42
164860	12/04/2012	GARY SABELLA	30.00
164861	12/04/2012	WELLS FARGO #3317	57.43
164862	12/04/2012	FENTRISS WINN	20.00
164863	12/04/2012	FENTRISS WINN	20.00
164864	12/05/2012	BRUSTEIN & MANASEVIT	150.00
164865	12/05/2012	APRIL CUBBAGE-VEGA	248.16
164866	12/05/2012	RUSSELL HAMILTON	164.00
164867	12/05/2012	TASHA TRANKIEM	734.56
164868	12/05/2012	WELLS FARGO #1598	2,391.50
164869	12/05/2012	WELLS FARGO #1606	165.26
164870	12/06/2012	CHEVRON AND TEXACO BUSINESS CARD SERVICES	620.48
164871	12/06/2012	DIVERSIFIED BUSINESS SERVICES	131.99
164872	12/06/2012	DIVERSIFIED BUSINESS SERVICES	744.40
164873	12/06/2012	OFFICEMAX CONTRACT INC.	26,865.03
164874	12/06/2012	OFFICEMAX CONTRACT INC.	278.31
164875	12/06/2012	PACIFIC CLIPPINGS	59.00
164876	12/06/2012	LILIANN PEREZ-STROUD	600.00
164877	12/06/2012	PRAXAIR DISTRIBUTION	406.82
164878	12/06/2012	QORPAK BERLIN PACKAGING LLC	230.75
164879	12/06/2012	EMILY QUINLAN	291.62
164880	12/06/2012	REFRIGERATION SUPPLIES DIST.	191.05
164881	12/06/2012	RIO GRANDE ALBUQUERQUE THE BELL GROUP	94.00
		Unpaid Sales Tax	7.29
		Expensed Amount	101.29
164882	12/06/2012	SAFEWAY, INC.	333.51
164883	12/06/2012	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	558.56
164884	12/06/2012	SARGENT WELCH	19.04

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164885	12/06/2012	BRIAN K. SATTERFIELD	180.00
164886	12/06/2012	FHEG - SADDLEBACK BOOKSTORE STORE #296	84.85
164887	12/06/2012	SCANTRON CORPORATION	226.25
164888	12/06/2012	SECURE-IT	17.92
		Unpaid Sales Tax	.66
		Expensed Amount	18.58
164889	12/06/2012	SEHI PROCOMP COMPUTER PRODUCTS	545.93
164890	12/06/2012	SHRED-IT USA-SAN DIEGO	120.00
164891	12/06/2012	RUSSELL SIGLER, INC.	255.72
164892	12/06/2012	SIGMA ALDRICH CHEMICAL CO.	355.37
164893	12/06/2012	SJM INDUSTRIAL RADIO	3,360.84
164894	12/06/2012	SMART & FINAL IRIS CO.	434.92
164895	12/06/2012	SMART LEVELS MEDIA	2,517.04
164896	12/06/2012	SOCCERKRAZE	1,136.52
164897	12/06/2012	SONIC FOUNDRY	9,600.00
164898	12/06/2012	SPECTRUM CHEMICAL MFG. CORP.	96.26
164899	12/06/2012	TECHNOLOGY INTEGRATION GROUP	6,560.16
164900	12/06/2012	VENTEK INTERNATIONAL	270.00
164901	12/06/2012	VICENTI, LLOYD & STUTZMAN LLP	7,000.00
164902	12/06/2012	VISTA PAINT CORPORATE OFFICE	26.66
164903	12/06/2012	WALTERS WHOLESALE ELECTRIC	21.53
164904	12/06/2012	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY	316.25
164905	12/06/2012	MICHAEL E. WILSON	9,928.00
164906	12/06/2012	YCCD FOR CCC REGISTRY JOB FAIRATTEN: NANCY HOLMES	2,150.00
164907	12/06/2012	LYNN YOUNG	180.00
164908	12/06/2012	ZAMA SPORTS	598.47
164909	12/06/2012	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,091.68
164910	12/06/2012	JOHN G ALEVIZOS DO DBA TUSTIN IRVINE MED GRP	299.28
164911	12/06/2012	CALIFORNIA STAGE/LIGHTING, INC	626.94
164912	12/06/2012	DANA POINT YACHT MAINTENANCE	31.90
164913	12/06/2012	DANA WHARF SPORTFISHING	2,400.00
164914	12/06/2012	CAROL DANNA	132.93
164915	12/06/2012	DATAMAX O'NEIL	1,197.58
164916	12/06/2012	DB MECHANICAL, INC.	10,615.00
164917	12/06/2012	MARIE DE LA PALME	277.01
164918	12/06/2012	JOHN DEERE LANDSCAPES, INC.	2,804.72
164919	12/06/2012	DELL MARKETING L.P. C/O DELL USA L.P.	926.28
164920	12/06/2012	DISH NETWORK	64.77
164921	12/06/2012	DISPLAYS 2GO	91.66
		Unpaid Sales Tax	6.27
		Expensed Amount	97.93
164922	12/06/2012	SPARKLETTS	44.38
164923	12/06/2012	DUNN-EDWARDS CORPORATION	257.85
164924	12/06/2012	EAGLE COMMUNICATIONS	1,940.10
164925	12/06/2012	EASTBAY TEAM SPORTS DEPT #5374	9,920.64
164926	12/06/2012	EDWARDS, ARNETTE	180.00

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164927	12/06/2012	AIDEN ELY	1,000.00
164928	12/06/2012	ENVIRONMENTAL NATURE CENTER	50.00
164929	12/06/2012	ESSENCE ENTERTAINMENT	5,734.50
164930	12/06/2012	YVETTE ESTRADA	50.00
164931	12/06/2012	EUROPRINT, INC.	183.18
164932	12/06/2012	EWING IRRIGATION PRODUCTS	7,475.17
164933	12/06/2012	EXCELSIOR ELEVATOR CORPORATION	1,137.50
164934	12/06/2012	FACILI-SERV	929.00
164935	12/06/2012	FANTASY DESIGNS	223.90
164936	12/06/2012	FEDERAL EXPRESS	301.30
164937	12/06/2012	FILEMAKER, INC	746.00
164938	12/06/2012	FISDAP HEADWATERS SOFTWARE, INC.	25.00
164939	12/06/2012	FISHER SCIENTIFIC	3,156.50
164940	12/06/2012	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	453.18
164941	12/06/2012	FOSTER CARE AUXILIARY OF OC	120.00
164942	12/06/2012	FREESTYLE	435.54
		Unpaid Sales Tax	1.92
		Expensed Amount	437.46
164943	12/06/2012	FREEWAY AUTO SUPPLY	410.71
164944	12/06/2012	JAN FRITSEN	50.00
164945	12/06/2012	FRY'S ELECTRONICS	707.03
164946	12/06/2012	DAIRY DEPOT	272.98
164947	12/06/2012	DISCOUNT SCHOOL SUPPLY	861.13
164948	12/06/2012	EMERSON ABBOTT	103.45
164949	12/06/2012	MARINA AMINY	721.02
164950	12/06/2012	BRADLEY UNIVERSITY	171.00
164951	12/06/2012	OCEANA CALLUM	500.00
164952	12/06/2012	JIM GASTON	1,910.98
164953	12/06/2012	O. C. SPECIAL EVENTS SECURITY, INC	382.00
164954	12/06/2012	LARRY RADDEN	2,998.57
164955	12/06/2012	SHERATON PEORIA DOWNTOWN	1,582.00
164956	12/06/2012	MELINDA SMITH	500.00
164957	12/06/2012	UNIVERSITY OF TEXAS, AUSTIN	171.00
164958	12/06/2012	BFK ENGINEERS	5,682.30
164959	12/06/2012	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	1,493.83
164960	12/06/2012	EMCOR/Mesa Energy Systems	4,130.00
164961	12/06/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	500.00
164962	12/06/2012	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
164963	12/06/2012	i3 SOLUTIONS	3,200.00
164964	12/06/2012	JOYCE INSPECTION & TESTING	5,376.00
164965	12/06/2012	MC CARTHY BUILDING COMPANIES	61,140.00
164966	12/06/2012	PERCEPTIVE SOFTWARE	14,000.00
164967	12/06/2012	STRATA INFORMATION GROUP	10,161.21
164968	12/06/2012	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	9,937.50
164969	12/06/2012	TRANE U.S. INC.	9,298.03
164970	12/06/2012	WRIGHT LINE, LLC C/O EATON CORP	8,569.28
164971	12/06/2012	AT & T MOBILITY	58.01

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Check Number	Check Date	Pay to the Order of	Check Amount
164972	12/06/2012	SOUTHERN CALIFORNIA EDISON CO.	1,908.55
164973	12/06/2012	SOUTHERN CALIFORNIA EDISON CO.	244.72
164974	12/06/2012	XEROX CORPORATION	17,917.37
164975	12/07/2012	FISHER SCIENTIFIC	225.29
164976	12/07/2012	MARVIN ANDY GROUND	152.00
164977	12/07/2012	MARVIN ANDY GROUND	152.00
164978	12/07/2012	MARVIN ANDY GROUND	152.00
164979	12/07/2012	FENTRISS WINN	120.00
164980	12/07/2012	FENTRISS WINN	585.00
164981	12/07/2012	GOVERNET c/o BIBBY SERVICES	9,244.80
164982	12/07/2012	HAIR CALIFORNIA BEAUTY ACADEMY	17,193.75
164983	12/07/2012	DOUGLAS HERSHBERGER	1,500.00
164984	12/10/2012	LIBERTY MUTUAL ATTN: JASON STONEFELD	151,843.00
164985	12/10/2012	TORREY PINES BANK ATTN: ROSE RAMSDEN	16,871.00
164986	12/11/2012	J.W. PEPPER & SON, INC.	48.49
164987	12/11/2012	POWER FORD TUSTIN	55.11
164988	12/11/2012	PRAXAIR DISTRIBUTION	159.96
164989	12/11/2012	REFPAY, LLC	18,000.00
164990	12/11/2012	FHEG - SADDLEBACK BOOKSTORE STORE #296	125.16
164991	12/11/2012	PATRIC TAYLOR	138.96
164992	12/11/2012	NORMAN S. WRIGHT/AIRELINK MECHANICAL EQUIPMENT, LLC	3,604.24
164993	12/11/2012	YALE CHASE MATERIALS HANDLING	147.80
164994	12/11/2012	A-1 AWARDS	55.49
164995	12/11/2012	AAA ELECTRIC MOTOR SALES	451.93
164996	12/11/2012	ABC ICE HOUSE	46.87
164997	12/11/2012	ABC SCHOOL EQUIPMENT, INC.	3,999.33
164998	12/11/2012	ADVANTAGE MARKETING ADM GROUP INC.	3,833.76
164999	12/11/2012	AIRGAS WEST	379.95
165000	12/11/2012	ALA STORE AMERICAN LIBRARY ASSOCIATION	34.50
		Unpaid Sales Tax	1.98
		Expensed Amount	36.48
165001	12/11/2012	ALL THE KING'S FLAGS	185.57
		Unpaid Sales Tax	.79
		Expensed Amount	186.36
165002	12/11/2012	ALLIEDBARTON SECURITY SERVICES	10,291.04
165003	12/11/2012	AMER. RED CROSS	184.00
165004	12/11/2012	AMERICAN AIR BALANCE CO. INC.	18,075.00
165005	12/11/2012	AMTECH ELEVATOR SERVICES	52.11
165006	12/11/2012	APPLE COMPUTER INC.	93.75
165007	12/11/2012	AUCA LOS ANGELES	177.96
165008	12/11/2012	JANICE ARRINGTON	100.00
165009	12/11/2012	ARROWHEAD DRINKING WATER	40.93
165010	12/11/2012	APMM	300.00
165011	12/11/2012	ATHENA COLLEGE OF BEAUTY	44,790.38
165012	12/11/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	40,162.83
165013	12/11/2012	BAKER & TAYLOR	3,181.59
165014	12/11/2012	MARGUERITE BEAL	315.00
165015	12/11/2012	BESAFE TECHNOLOGIES, INC.	738.15

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Check Number	Check Date	Pay to the Order of	Check Amount
165016	12/11/2012	BEST VACUUM & JANITORIAL SUPP	967.43
165017	12/11/2012	BIOEXPRESS LLC	330.66
165018	12/11/2012	DENISE BLAIR	945.00
165019	12/11/2012	BLICK ART MATERIALS	427.93
165020	12/11/2012	BLUERIVER PLUMBING INC	250.00
165021	12/11/2012	DENISE BOYD	105.00
165022	12/11/2012	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	32,782.84
165023	12/11/2012	BUSINESS TELECOM PRODUCTS, INC	292.90
165024	12/11/2012	DON BUSCHE	31.10
165025	12/11/2012	KRISTEN BUSH	1,470.00
165026	12/11/2012	JULIE HANKS	50.00
165027	12/11/2012	JULIE HANKS	50.00
165028	12/11/2012	MC CALL PATTERNS	142.50
		Unpaid Sales Tax	11.04
		Expensed Amount	153.54
165029	12/11/2012	ALLSTEEL, INC.	1,661.94
165030	12/11/2012	GARY RYBOLD	213.59
165031	12/11/2012	SC ASSOCIATED STUDENT BODY	108.00
165032	12/11/2012	SC ASSOCIATED STUDENT BODY	672.35
165033	12/11/2012	SC ASSOCIATED STUDENT BODY	1,073.87
165034	12/11/2012	SC ASSOCIATED STUDENT BODY	360.00
165035	12/11/2012	SC ASSOCIATED STUDENT BODY	1,584.00
165036	12/11/2012	SC ASSOCIATED STUDENT BODY	432.00
165037	12/11/2012	SC ASSOCIATED STUDENT BODY	756.00
165038	12/11/2012	SC ASSOCIATED STUDENT BODY	432.00
165039	12/11/2012	SC ASSOCIATED STUDENT BODY	306.00
165040	12/11/2012	SC ASSOCIATED STUDENT BODY	988.00
165041	12/11/2012	SC ASSOCIATED STUDENT BODY	1,080.00
165042	12/11/2012	MINDIA GABICHVADZE	1,416.66
165043	12/12/2012	CITY OF WESTMINSTER	154.00
165044	12/12/2012	PACIFIC COACHWAYS	706.75
165045	12/12/2012	PACIFIC COLLEGE TESTING	214.06
165046	12/12/2012	PARKWAY LAWNMOWER SHOP	68.96
165047	12/12/2012	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
165048	12/12/2012	PRZ SEMINARS	2,500.00
165049	12/12/2012	PURETEC	261.85
165050	12/12/2012	PYRO-COMM SYSTEMS	240.00
165051	12/12/2012	QUEST DIAGNOSTICS	786.69
165052	12/12/2012	QUICK CAPTION	1,920.00
165053	12/12/2012	REAL VOLLEYBALL	3,140.57
165054	12/12/2012	RICOH USA, INC.	1,689.24
165055	12/12/2012	ROTTLER MANUFACTURING CO.	232.92
165056	12/12/2012	THE RP GROUP	900.00
165057	12/12/2012	S & B FOODS CATERING DIVISION	652.32
165058	12/12/2012	S & B FOODS CATERING DIVISION	73.16
165059	12/12/2012	S & B FOODS CATERING DIVISION	193.95
165060	12/12/2012	S & B FOODS CATERING DIVISION	44.39
165061	12/12/2012	SADDLEBACK GOLF CARS, INC.	167.64

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Check Number	Check Date	Pay to the Order of	Check Amount
165062	12/12/2012	THE SCIENCE SOURCE	387.00
		Unpaid Sales Tax	29.99
		Expensed Amount	416.99
165063	12/12/2012	GUISELLE SCOTT	630.00
165064	12/12/2012	SIERRA SOIL, INC.	482.68
165065	12/12/2012	SO. ORANGE CO. COMM. COL.DIST	1,800.00
165066	12/12/2012	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
165067	12/12/2012	ARACELI TRUJILLO	50.00
165068	12/12/2012	TURF TIRE DISTRIBUTORS	122.89
165069	12/12/2012	TUTTLE-CLICK FORD	670.98
165070	12/12/2012	U.S. DATA TRUST CORPORATION	6,000.00
165071	12/12/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	117.76
165072	12/12/2012	WARD'S NATURAL SCIENCE	49.93
165073	12/12/2012	WILLIAMS RECORDING	400.00
165074	12/12/2012	WILMAD/LAB GLASS	343.95
165075	12/12/2012	SAFEWAY, INC.	250.28
165076	12/12/2012	SADDLEBACK MEMORIAL MED CENTER	100.00
165077	12/12/2012	TOTAL COMPENSATION SYSTEMS	2,400.00
165078	12/12/2012	LAURA ABRAMS	59.75
165079	12/12/2012	KATE ALDER	164.30
165080	12/12/2012	MARY ANSTADT	36.57
165081	12/12/2012	JOYCE BARTLOMAIN	17.18
165082	12/12/2012	DON BUSCHE	17.00
165083	12/12/2012	CHANG, DAVID H.	33.47
165084	12/12/2012	G & K SERVICES	218.90
165085	12/12/2012	G/M BUSINESS INTERIORS	4,299.15
165086	12/12/2012	WILL GLEN	54.88
165087	12/12/2012	M. SCOTT GRABAU	188.62
165088	12/12/2012	ESTER GRAHAM	40.91
165089	12/12/2012	GRAINGER	117.69
165090	12/12/2012	W. W. GRAINGER	382.95
165091	12/12/2012	RON GRANT	208.77
165092	12/12/2012	GRAPHIC CHEMICAL & INK CO.	45.09
		Unpaid Sales Tax	2.56
		Expensed Amount	47.65
165093	12/12/2012	GREEN THUMB INTERNATIONAL	242.56
165094	12/12/2012	GEORGINA GUY	23.65
165095	12/12/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	565.00
165096	12/12/2012	BRUCE HAGAN	59.94
165097	12/12/2012	HAITBRINK ASPHALT PAVING, INC.	2,560.00
165098	12/12/2012	AMBER HEALY	50.00
165099	12/12/2012	PATTY HELTON	29.97
165100	12/12/2012	HORIZON	4,414.04
165101	12/12/2012	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	500.00
165102	12/12/2012	INGARDIA BROTHERS PRODUCE, INC.	814.46
165103	12/12/2012	INSLEY CONSTRUCTION	10,050.00
165104	12/12/2012	INTEGRATED COMMERCIAL DESIGN	1,100.00

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Check Number	Check Date	Pay to the Order of	Check Amount
165105	12/12/2012	INTERBORO PACKAGING CORP.	3,636.56
165106	12/12/2012	IRONWOOD PLUMBING, INC.	1,186.00
165107	12/12/2012	IRVINE PIPE & SUPPLY	436.85
165108	12/12/2012	IRVINE UNIFIED SCHOOL DISTRICT ASST SUP BUSINESS SERVICES	355.94
165109	12/12/2012	BICHTUYEN JENSEN	29.32
165110	12/12/2012	PIPS C/O KEENAN & ASSOCIATES	154,247.83
165111	12/12/2012	DAVIT S. KHACHATRYAN,	59.94
165112	12/12/2012	MARIA KIERNAN	50.00
165113	12/12/2012	TONI LAKOW	31.64
165114	12/12/2012	DAVID B. LANG	16.63
165115	12/12/2012	ADRIANA LEE	71.99
165116	12/12/2012	SILVER LEOWIDJAJA	44.40
165117	12/12/2012	NICOLE LOFTUS	144.82
165118	12/12/2012	LORI MANGELS	164.84
165119	12/12/2012	MATERIALISE	1,410.00
165120	12/12/2012	ANITA MC DONALD	14.99
165121	12/12/2012	FRANK M. MELDAU	7.96
165122	12/12/2012	MARCIA MILCHIKER	27.83
165123	12/12/2012	JAKE MUNNS	74.93
165124	12/12/2012	JOHN OZUROVICH	77.33
165125	12/12/2012	NANCY PADBERG	57.48
165126	12/12/2012	HEATHER PARK	18.22
165127	12/12/2012	SANDRA POPE	29.53
165128	12/12/2012	THOMAS JOHN PRENDERGAST	28.92
165129	12/12/2012	DONNA PRIBYL	56.64
165130	12/12/2012	JAMES ROGERS	45.17
165131	12/12/2012	GLENN ROQUEMORE	78.59
165132	12/12/2012	SC ASSOCIATED STUDENT BODY	3,758.44
165133	12/12/2012	SOKHA SONG	46.84
165134	12/12/2012	KATHLEEN WERLE	62.06
165135	12/12/2012	CHRISTOPHER WILKINSON	27.33
165136	12/12/2012	JIM WRIGHT	87.59
165137	12/12/2012	LEE, MONROE	2,050.00
165138	12/12/2012	EARL PAGAL	146.52
165139	12/12/2012	YASHAR AFSHAR	500.00
165140	12/12/2012	SHOLEH ALIZADEH	100.84
165141	12/12/2012	JUANITA BALTIERRA	105.00
165142	12/12/2012	ZINA BORATYNEC	105.00
165143	12/12/2012	MARK BORDELON	256.11
165144	12/12/2012	COMMUNITY COLLEGE LEAGUE OF CA	395.00 *
Cancelled on 12/20/2012, Cancel Register # AP01022013			
165145	12/12/2012	WILL GLEN	494.85
165146	12/12/2012	JENNIFER GOLDEN	105.00
165147	12/12/2012	JORGE GUERRERO	65.00
165148	12/12/2012	GEORGINA GUY	105.00
165149	12/12/2012	JUDY HENMI	658.96
165150	12/12/2012	RUTH HIGGINS	314.00
165151	12/12/2012	IPSWITCH, INC.	7,995.00

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Check Number	Check Date	Pay to the Order of	Check Amount
165152	12/12/2012	CONNIE JACKSON	105.00
165153	12/12/2012	DR. CRAIG JUSTICE	1,367.53
165154	12/12/2012	JOON KIL	695.22
165155	12/12/2012	JAYNE KLUNDER	40.00
165156	12/12/2012	CAROL LERMAN	105.00
165157	12/12/2012	TEDDI LORCH	110.60
165158	12/12/2012	KIM MC CORD	398.60
165159	12/12/2012	MIKI MIKOLAJCZAK	105.00
165160	12/12/2012	SARA NIEVES-LUCAS	40.00
165161	12/12/2012	ORLANATHA NIN	105.00
165162	12/12/2012	ORANGE COUNTY SHERIFF'S DEPT	87.00
165163	12/12/2012	ANGELA OROZCO-MAHANEY	115.08
165164	12/12/2012	JENNIFER RACHMAN	40.00
165165	12/12/2012	STEPHEN ROBERTSON	83.00
165166	12/12/2012	DENNIS STACHELSKI	314.00
165167	12/12/2012	FAWN TANRIVERDI	593.96
165168	12/12/2012	KOLIN WILLIAMS	65.00
165169	12/13/2012	IRVINE RANCH WATER DIST.	9,131.38
165170	12/13/2012	ACSIG/EDGE	144,248.42
165171	12/13/2012	ACSIG/EDGE	44,462.60
165172	12/13/2012	HYATT LEGAL	7,470.00
165173	12/13/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,411.73
165174	12/13/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,313.60
165175	12/13/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,297,465.00
165176	12/13/2012	UNUM LIFE INSURANCE COMPANY	3,028.06
165177	12/13/2012	UNUM LIFE INSURANCE COMPANY	1,462.36
165178	12/13/2012	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,223.71
165179	12/13/2012	ACSIG/EDGE	20,602.96
165180	12/13/2012	ACSIG/EDGE	5,176.39
165181	12/13/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	328,618.00
165182	12/13/2012	LOS ANGELES LOCKBOX #511649 US BANK INST.	467,158.52
165183	12/13/2012	IRVINE RANCH WATER DIST.	289.00
165184	12/13/2012	BRUSTEIN & MANASEVIT	150.00
165185	12/13/2012	MICHELLE JACKSON	750.00
165186	12/13/2012	WILLIAM L. KELLY	101.16
165187	12/13/2012	SANDRA F. KENNEDY	500.00
165188	12/13/2012	DIXIE L. MASSARO	105.00
165189	12/13/2012	KEN PATTON	1,827.35
165190	12/13/2012	JOEL SHELDON	750.00
165191	12/13/2012	JODI TITUS	1,098.26
165192	12/13/2012	CALIFORNIA PERIPHERALS & COMPONENTS, INC	7,779.09
165193	12/13/2012	CRESCENT SOLUTIONS	7,776.00
165194	12/13/2012	ENAMIX, INC.	5,840.00
165195	12/13/2012	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	32,166.86
165196	12/13/2012	NIMBLE CONSULTING	10,750.00
165197	12/13/2012	PUBLIC ECONOMICS, INC.	4,767.57
165198	12/13/2012	STRATA INFORMATION GROUP	12,714.99
165199	12/13/2012	SYNERGY SOFTWARE SOLUTIONS	6,806.00

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165200	12/13/2012	VIATRON SYSTEMS, INC.	6,073.00
165201	12/13/2012	AT & T	71.13
165202	12/13/2012	AT & T	27.38
165203	12/13/2012	AT & T	36.02
165204	12/13/2012	AT&T	11.75
165205	12/13/2012	AT&T	6.24
165206	12/13/2012	AT&T	5,669.44
165207	12/13/2012	AT&T	11.74
165208	12/13/2012	AT&T	11.71
165209	12/13/2012	SAN DIEGO GAS & ELECTRIC	1,022.84
165210	12/13/2012	SOUTHERN CALIFORNIA GAS CO.	3,387.03
165211	12/13/2012	SOUTHERN CALIFORNIA GAS CO.	54.38
165212	12/13/2012	SOUTHERN CALIFORNIA GAS CO.	2,796.83
165213	12/13/2012	SOUTHERN CALIFORNIA GAS CO.	52.47
165214	12/14/2012	SYLVIA CARMONA	346.79
165215	12/14/2012	COMMUNITY COLLEGE LEAGUE OF CA	395.00
165216	12/14/2012	DR. LINDA FONTANILLA	650.13
165217	12/14/2012	CAROLINA KUSSOY	691.69
165218	12/14/2012	BARBARA STRAUSS	346.79
165219	12/14/2012	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	9,857.25
165220	12/14/2012	IRVINE VALLEY COLLEGE COMMUNITY EDUCATION	1,595.00
165221	12/14/2012	IRVINE VALLEY COLLEGE	2,601.00
165222	12/17/2012	C.R.I. ELECTRIC	11,985.00
165223	12/17/2012	CALIFORNIA CHAMBER OF COMMERCE	32.79
Unpaid Sales Tax			.13
Expensed Amount			32.92
165224	12/17/2012	CALIFORNIA POWER PARTNERS, INC.	85,768.23
165225	12/17/2012	CALIFORNIA STAGE/LIGHTING, INC	604.55
165226	12/17/2012	CAL PRO SPORTS	2,801.08
165227	12/17/2012	CASBO CASBO PROFESSIONAL DEVELOPMENT	774.00
165228	12/17/2012	CDW GOVERNMENT, INC.	179.81
165229	12/17/2012	CLARK SECURITY PRODUCTS INC.	79.06
165230	12/17/2012	COAST FITNESS REPAIR SHOP	925.97
165231	12/17/2012	COASTLINE ROP	1,096.14
165232	12/17/2012	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	25,021.88
165233	12/17/2012	COLLEGE SOURCE, INC.	5,890.00
165234	12/17/2012	JANE L. COLLIER	180.00
165235	12/17/2012	COMMUNITY CHURCH, CONGREGATIONAL	200.00
165236	12/17/2012	CONSOLIDATED ELECTRICAL DIST.	213.45
165237	12/17/2012	COX COMMUNICATIONS	10.30
165238	12/17/2012	BARBARA COX	90.85
165239	12/17/2012	CPP, INC. DAVIES-BLACK PUBLISHING	195.00
165240	12/17/2012	CR&R	963.00
165241	12/17/2012	CR&R	92.00
165242	12/17/2012	CULLIGAN	106.35
165243	12/17/2012	DirecTV	102.99
165244	12/17/2012	DISCOUNT DANCE SUPPLY CO.	368.46
165245	12/17/2012	SPARKLETTS	795.27

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165246	12/17/2012	SPARKLETTS	1,186.62
165247	12/17/2012	MICHELE DUGAN	180.00
165248	12/17/2012	EASTBAY TEAM SPORTS DEPT #5374	3,653.48
165249	12/17/2012	ENTERPRISE RENT-A-CAR	1,089.62
165250	12/17/2012	EUROPRINT, INC.	546.29
165251	12/17/2012	EXPERIAN	77.00
165252	12/17/2012	FISHER SCIENTIFIC	2,167.83
165253	12/17/2012	FREEWAY AUTO SUPPLY	215.04
165254	12/17/2012	DAYLE McINTOSH CENTER FOR THE DISABLED	124.00
165255	12/17/2012	OFFICEMAX CONTRACT INC.	5,382.08
165256	12/17/2012	CDW GOVERNMENT, INC.	112.57
165257	12/17/2012	GILBERT & STEARNS, INC.	3,965.00
165258	12/17/2012	IRVINE PIPE & SUPPLY	1,210.13
165259	12/17/2012	KE DESIGNS	3,750.00
165260	12/17/2012	GARY I. KUSUNOKI	440.00
165261	12/17/2012	SHARON LANDIS	960.00
165262	12/17/2012	CHARITY HILL LIGHTER THAN AIR BALLOON	248.90
165263	12/17/2012	MACIAS, GINI & O'CONNELL, LLP	10,059.17
165264	12/17/2012	FRANK FELICE dba MAD ITALIAN BROS	1,000.00
165265	12/17/2012	MIROSLAVA MANCHIK	388.15
165266	12/17/2012	MATERIAL SALES UNLIMITED	1,097.98
165267	12/17/2012	SOMMER MC CARTNEY	50.08
165268	12/17/2012	MICHAEL LOWELL MC CORMICK	161.79
165269	12/17/2012	Mc GRAW-HILL COMPANIES	1,083.17
165270	12/17/2012	MONOPRICE, INC.	1,438.47
165271	12/17/2012	JUAN MONTES	120.00
165272	12/17/2012	MOTOROLA	5,594.56
165273	12/17/2012	MOULTON-NIGUEL WATER DIST.	8,257.04
165274	12/17/2012	MSC INDUSTRIAL SUPPLY CO.	97.32
165275	12/17/2012	MUSCO LIGHTING	4,065.22
165276	12/17/2012	JULIE NACE	300.00
165277	12/17/2012	NATIONAL OFFICE FURNITURE	7,825.24
165278	12/17/2012	NATIONAL KITCHEN & BATH ASSOCIATION (NKBA)	300.00
165279	12/17/2012	OC Treasurer-Tax Collector	420.00
165280	12/17/2012	ORANGE COUNTY FIRE AUTHORITY ACCOUNTS RECEIVABLE	100.00
165281	12/17/2012	ORANGE CO. PUMP CO.	854.46
165282	12/17/2012	OC TREASURER-TAX COLLECTOR	654.96
165283	12/17/2012	ORANGE COUNTY BUSINESS COUNCIL	18,750.00
165284	12/17/2012	ONE SOURCE DISTRIBUTORS, INC.	1,349.56
165285	12/17/2012	ORKIN PEST CONTROL 711	2,971.50
165286	12/17/2012	BRIAN SVOBODA	1,250.00
165287	12/17/2012	JUNE M. MILLOVICH	99.45
165288	12/17/2012	ORKIN PEST CONTROL 711	93.60
165289	12/17/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,352.63
165290	12/17/2012	AT & T	63.95
165291	12/17/2012	SAN DIEGO GAS & ELECTRIC	46,384.33
165292	12/17/2012	SOUTHERN CALIFORNIA EDISON CO.	100.66

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 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165293	12/17/2012	XEROX CORPORATION	840.42
165294	12/19/2012	PACIFIC COACHWAYS	914.75
165295	12/19/2012	PACIFIC WEST MAPS	64.37
165296	12/19/2012	PARKER & COVERT LLP	2,788.50
165297	12/19/2012	PETCO ANIMAL SUPPLIES	16.15
165298	12/19/2012	PETE'S ROAD SERVICE	270.89
165299	12/19/2012	MARK PETERSEN	38.78
165300	12/19/2012	PHOENIX GROUP	1,213.83
165301	12/19/2012	POWER FORD TUSTIN	755.66
165302	12/19/2012	THOMAS JOHN PRENDERGAST	64.99
165303	12/19/2012	PRONINE	430.46
165304	12/19/2012	WORKRITE ERGONOMICS, INC. C/O QUALITY OFFICE FURNISHINGS	2,463.76
165305	12/19/2012	QUICK CAPTION	1,072.50
165306	12/19/2012	QUINN RENTAL SERVICES	1,671.30
165307	12/19/2012	RANSOM AND RANDOLPH	806.37
165308	12/19/2012	CYNTHIA RICO	92.40
165309	12/19/2012	S & B FOODS CATERING DIVISION	391.78
165310	12/19/2012	SADDLEBACK GOLF CARS, INC.	50.65
165311	12/19/2012	LAURA SARCONI	200.00
165312	12/19/2012	SCANTRON CORPORATION	301.47
165313	12/19/2012	SCIENCE FIRST	38.70
		Unpaid Sales Tax	2.23
		Expensed Amount	40.93
165314	12/19/2012	SHRED-IT USA-SAN DIEGO	184.00
165315	12/19/2012	SIMS-ORANGE WELDING SUPPLY	182.32
165316	12/19/2012	DANIEL SMITH, INC.	166.82
		Unpaid Sales Tax	12.33
		Expensed Amount	179.15
165317	12/19/2012	THOMAS L. SMITH	113.13
165318	12/19/2012	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	1,275.00
165319	12/19/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	76.85
165320	12/19/2012	SPECTRUM CHEMICAL MFG. CORP.	140.12
165321	12/19/2012	TEXTILE FABRIC CONSULTANTS	278.50
		Unpaid Sales Tax	20.54
		Expensed Amount	299.04
165322	12/19/2012	THEATRE COMPANY	365.38
165323	12/19/2012	TOMARK SPORTS, INC.	2,046.57
165324	12/19/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	193.70
165325	12/19/2012	UNISOURCE WORLDWIDE INC.	785.71
165326	12/19/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	236.70
165327	12/19/2012	UNIVERSAL SPECIALTIES, INC.	181.05
165328	12/19/2012	USA MOBILITY WIRELESS, INC.	66.20
165329	12/19/2012	LUIS MAURICIO VASQUEZ	875.00
165330	12/19/2012	WALTERS WHOLESALE ELECTRIC	1,053.80
165331	12/19/2012	WARD'S NATURAL SCIENCE	88.09
165332	12/19/2012	WESTERN ARTS ALLIANCE	400.00
165333	12/19/2012	WESTERN GRAPHICS PLUS, INC.	2,285.06
165334	12/19/2012	WHITE CAP INDUSTRIES	122.85

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 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165335	12/19/2012	WILLIAMS RECORDING	1,800.00
165336	12/19/2012	XEROX CORPORATION	3,728.46
165337	12/19/2012	SMART & FINAL IRIS CO.	660.89
165338	12/19/2012	TEACHING STRATEGIES, INC.	111.89
		Unpaid Sales Tax	7.74
		Expensed Amount	119.63
165339	12/19/2012	XEROX CORPORATION	46.81
165340	12/19/2012	SO. ORANGE CO. COMM. COL. DIST	4,449.78
165341	12/19/2012	AAA ACCESS SMOG	106.00
165342	12/19/2012	AIR SOURCE INDUSTRIES, INC.	50.40
165343	12/19/2012	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	126.14
165344	12/19/2012	APPLE COMPUTER INC.	42.02
165345	12/19/2012	AUCA LOS ANGELES	92.07
165346	12/19/2012	ATHENA COLLEGE OF BEAUTY	36,270.50
165347	12/19/2012	BAKER & TAYLOR	2,678.70
165348	12/19/2012	BLICK ART MATERIALS	21.30
165349	12/19/2012	PETER BORELLA	45.69
165350	12/19/2012	CALIFORNIA PERIPHERALS & COMPONENTS, INC	203.05
165351	12/19/2012	CINTAS CORPORATION	100.00
165352	12/19/2012	CINTAS DOCUMENT MANAGEMENT	120.00
165353	12/19/2012	COMPUTERLAND	476.00
165354	12/19/2012	D4 SOLUTIONS INC.	2,008.37
165355	12/19/2012	DB MECHANICAL, INC.	1,995.00
165356	12/19/2012	JOHN DEERE LANDSCAPES, INC.	7,063.30
165357	12/19/2012	DEMCO INC.	175.06
165358	12/19/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	2,963.00
165359	12/19/2012	DIAMONDS SPORTS FIELD MAINTENANCE INC.	1,939.50
165360	12/19/2012	DISPENSING SOLUTIONS, INC.	334.10
165361	12/19/2012	SPARKLETTS	57.98
165362	12/19/2012	EAGLE COMMUNICATIONS	2,968.63
165363	12/19/2012	EBERHARD EQUIPMENT	169.52
165364	12/19/2012	ELSEVIER INC.	35,274.00
165365	12/19/2012	ENTERPRISE RENT-A-CAR	122.07
165366	12/19/2012	ESSENCE ENTERTAINMENT	1,751.00
165367	12/19/2012	MARK ESTRADA	50.00
165368	12/19/2012	EWING IRRIGATION PRODUCTS	310.18
165369	12/19/2012	FEDERAL EXPRESS	19.73
165370	12/19/2012	FISHER SCIENTIFIC	724.79
165371	12/19/2012	FLASHBAY, INC.	1,336.10
165372	12/19/2012	FLOOR TECH GROUP	6,872.00
165373	12/19/2012	FONTIS SOLUTIONS	929.04
165374	12/19/2012	FREESTYLE	420.71
		Unpaid Sales Tax	1.86
		Expensed Amount	422.57
165375	12/19/2012	FREEWAY AUTO SUPPLY	60.65
165376	12/19/2012	DAIRY DEPOT	194.77
165377	12/20/2012	AT & T	224.53

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Checks Dated 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165378	12/20/2012	SOUTHERN CALIFORNIA EDISON CO.	1,599.17
165379	12/20/2012	SOUTHERN CALIFORNIA EDISON CO.	8,070.05
165380	12/20/2012	SOUTHERN CALIFORNIA EDISON CO.	14,259.39
165381	12/20/2012	AACC WORKFORCE DEVELOPMENT INSTITUTE	415.00
165382	12/20/2012	ACCCA	125.00
165383	12/20/2012	SHOLEH ALIZADEH	133.79
165384	12/20/2012	CHRISTIAN ALVARADO	193.22
165385	12/20/2012	CCC EOPS REGION VIII FULLERTON COLLEGE	250.00
165386	12/20/2012	DENNIS GORDON	133.85
165387	12/20/2012	MICHAEL HOGGATT	300.00
165388	12/20/2012	ANDREA MC GINLEY	148.92
165389	12/20/2012	OC REGISTER COMMERCIAL BILLING	1,164.00
165390	12/20/2012	ORANGE COUNTY SHERIFF'S DEPT	87.00
165391	12/20/2012	SHERATON SAN DIEGO & MARINA	403.00
165392	12/20/2012	LISA SILVEIRA	1,000.00
165393	12/20/2012	KELLY TURNER	430.71
165394	12/20/2012	JAVIER WILLIAMS	170.31
165395	12/20/2012	OC REGISTER COMMERCIAL BILLING	1,846.00
165396	12/20/2012	PRESIDIO NETWORKED SOLUTIONS	35,476.77
165397	01/02/2013	IRVINE RANCH WATER DIST.	5,575.55
165398	01/02/2013	IRVINE RANCH WATER DIST. ATEP	285.72
165399	01/02/2013	MINNEAPOLIS GUITAR QUARTET ASSOCIATION	4,000.00
165400	01/02/2013	AT & T MOBILITY	13.36
165401	01/02/2013	AT & T	57.38
165402	01/02/2013	AT & T	27.68
165403	01/02/2013	AT & T	362.04
165404	01/02/2013	AT & T	61.38
165405	01/02/2013	AT & T	61.38
165406	01/02/2013	AT & T	61.38
165407	01/02/2013	AT&T	47.83
165408	01/02/2013	AT&T	559.16
165409	01/02/2013	AT&T	372.76
165410	01/02/2013	AT&T	1,685.64
165411	01/02/2013	SOUTHERN CALIFORNIA EDISON CO.	33,055.41
165412	01/02/2013	VERIZON	129.06
165413	01/02/2013	VERIZON	409.41

Total Number of Checks 828 **4,651,477.90**

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	3	13,053.96
Net Issue		4,638,423.94

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	759	3,660,234.22
12	Child Development Fund	15	5,709.02
40	Capital Outlay Fund	40	605,974.15

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 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
68	Self-Insurance Fund	5	7,087.26
71	Retiree Benefit Fund	6	359,967.05
Total Number of Checks		825	4,638,971.70
Less Unpaid Sales Tax Liability			547.76
Net (Check Amount)			4,638,423.94

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 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010564	11/28/2012	CONNECTED WOMEN OF INFLUENCE	1,071.00
010565	11/30/2012	ALICIA MIGLIARINI dba CALINK INSTITUTE	985.00
010566	11/30/2012	COHEN-NAGLESTAD ENTERPRISES LLC	550.50
010567	11/30/2012	EDUCATION TO GO	2,054.25
010568	11/30/2012	KAYLAA FOX	1,036.35
010569	11/30/2012	INSIGHT SYSTEMS GROUP, INC.	627.13
010570	11/30/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	118.76
010571	11/30/2012	KAYLAA FOX	661.50
010572	12/07/2012	OFFICEMAX CONTRACT INC.	343.07
010573	12/07/2012	SADDLEBACK COLLEGE FOUNDATION	4,030.00
010574	12/07/2012	AUGUSOFT, INC.	16,000.00 *
Reissued on 12/07/2012			
010575	12/07/2012	XEROX CORPORATION	442.70 *
Reissued on 12/07/2012			
010576	12/07/2012	AUGUSOFT, INC.	16,000.00
010577	12/07/2012	XEROX CORPORATION	442.70
010578	12/17/2012	GOOD TIMES TRAVEL, INC.	10,374.00
010579	12/17/2012	NANCY Y. LARRAGOITI	28.00
010580	12/17/2012	MASTERS NOTARY ACADEMY	1,820.00
010581	12/17/2012	POSTMASTER	17,610.57
010582	12/20/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	525.00
Total Number of Checks			19
			74,720.53

Includes checks for only Bank Account SC-CMED

	Count	Amount
Reissue	2	16,442.70
Net Issue		58,277.83

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	17	58,277.83
Total Number of Checks		17	58,277.83
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			58,277.83

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 11/28/2012 through 01/02/2013

Check Number	Check Date	Pay to the Order of	Check Amount
009059	11/30/2012	EDUCATION TO GO	743.00
009060	11/30/2012	FHEG IVC BOOKSTORE NO. 895 MA 62	3,105.36
009061	11/30/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	263.00
009062	12/13/2012	REBECCA MAY BRUBAKER	18.20
009063	12/13/2012	BRUCE SOBCZAK	116.84
009064	12/17/2012	A.G. WEALTH MANAGEMENT ADVISORS, INC.	261.00
009065	12/17/2012	MARK SEVI	900.00
009066	12/17/2012	JACOB MEIR	30.00
009067	12/20/2012	REBECCA MAY BRUBAKER	26.67
Total Number of Checks			9
			5,464.07

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	9	5,464.07
Total Number of Checks		9	5,464.07
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			5,464.07

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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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 P13-02472 through P13-02752 amounting to \$1,612,352.07 are submitted to the Board of Trustees for approval. Confirming requisitions dated November 28, 2012 through January 2, 2013 totaling \$76,222.76 are also submitted.

RECOMMENDATION

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

Includes P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02472	SEW TRUE SUPPLY		Student Sewing Supplies	541.95
P13-02473	TEXTILE FABRIC CONSULTANTS		Student Supplies-Textile Samples	299.04
P13-02474	AIDEN ELY		Keynote Speaker at Student Success Wrksh	2,000.00
P13-02475	BUSINESS TELECOM PRODUCTS, INC		Ergonomics equip for employee	292.90
P13-02476	PARADIGM, INC.		Printing-IVC Spring 2012 Diplomas & Certificates	5,503.40
P13-02477	WELLS FARGO #3317		Literature organizer/SC police	489.36
P13-02478	WELLS FARGO #3317		Set of scripts for "Autobahn"SC/fa	144.95
P13-02479	SOCRCC		Membership	5,000.00
P13-02480	QUEST DIAGNOSTICS	SC Science	Revolving laboratory charges	5,000.00
P13-02481	PRESIDIO NETWORKED SOLUTIONS		Network Refresh Basic Aid Project	41,630.00
P13-02482	UNITED STATES POSTAL SERVICE B USINESS REPLY MAIL		Mail Permit #209 Renewal	190.00
P13-02483	TOTAL COMPENSATION SYSTEMS		Actuarial study and retirement analysis	10,900.00
P13-02484	FREESTYLE		Photography metallic lustre/SC/fa	422.57
P13-02485	CALUMET PHOTOGRAPHIC		Photography/umbrella/SC	138.25
P13-02486	U.S. POSTAL SERVICE MISSION VI EJO POST OFFICE		Business Reply Permits	795.00
P13-02487	SAN JUAN CAPISTRANO CHAMBER O F COMMERCE		Membership Renewal	100.00
P13-02488	MISSION VIEJO CHAMBER OF COMM ERCE		Membership Renewal	150.00
P13-02489	MKH ELECTRONICS	SC Science	Safety calibration of equipment	275.00
P13-02490	DAART ENGINEERING CO., INC.		PAC Fire Life Safety Service	400.00
P13-02491	CLARK SECURITY PRODUCTS		Emergency Drop and Front Depository Safe for FM	667.42
P13-02492	COLLEGE BOARD CUES SOFTWARE SE RVICES		PowerFAIDS Maintenance	25,021.88
P13-02493	NAT'L ASSO OF COLL/EMPLOYERS	IVC Warehouse	2012-13 Institutional membership for NACE	400.00
P13-02494	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR		High School Senior Day 2013	9,240.00
P13-02495	YVETTE ESTRADA		FKCE Wkshp Panelist	100.00
P13-02496	FARNOOSH SORAYA		FKCE Wkshp Trainer	240.00
P13-02497	IRVINE UNIFIED SCHOOL DIST. AT TN: P. GRAHAM, ACCOUNTING		IUSD Recreation Improvement Assessment	711.88
P13-02498	PENN CORPORATE RELOCATION SE RVICES, INC.		Relocate CC bldg furniture to Village	4,777.71
P13-02499	QUEZADA PRO LANDSCAPE, INC.		Tree service at the golf driving range	1,350.00
P13-02500	ORANGE CO. BUSINESS JOURNAL		OC 2013 Charity Events Guide	200.00
P13-02501	SALLIE MILLER		FKCE Wlkshp Cotrainer	630.00
P13-02502	QUEZADA PRO LANDSCAPE, INC.		Sod installation at CDC	1,960.00
P13-02503	SALLIE MILLER		FKCE Wkshp Cotrainer	140.00
P13-02504	CONTRACT DECOR, INC.		Replace broken blinds in SSC-107	543.00
P13-02505	POSTMASTER		Postage for Spring 2013 Perf. Arts brochures	1,680.00

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 P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02506	UNISOURCE WORLDWIDE		Custodial supplies	5,639.42
P13-02507	AMBER HEALY		FKCE Wkshp Panelist	50.00
P13-02508	CPP, INC. DAVIES BLACK		CPP 12/13 Skillsone Site Renewal	195.00
P13-02509	PUBLISH ING CYNTHIA ROE		Fee FKCE Wkshp Trainer	180.00
P13-02510	KEENAN & ASSOCIATES		Keenan W/C Run Off Claim Admin	3,500.00
P13-02511	ZAMA SPORTS		Women's soccer shirts	316.60
P13-02512	FONTIS SOLUTIONS div of IMAGE		Student Health Center /heart	430.87
P13-02513	DISTRIBUTION SERV FONTIS SOLUTIONS div of IMAGE		stress balls SC student health	921.24
P13-02514	DISTRIBUTION SERV FONTIS SOLUTIONS div of IMAGE		center/promo/bottles keylights	785.50
P13-02515	DISTRIBUTION SERV ACUSHNET COMPANY		Student health center/ canvas	1,459.23
P13-02516	RIEGLE PRESS, INC.		pictures Golf balls for men's golf team	52.53
P13-02517	EASTBAY TEAM SPORTS		School Calendars for Counseling	364.99
P13-02518	WELLS FARGO #3317		Division Basketball uniform supplies	58.19
P13-02519	WELLS FARGO #3317		Physics supplies - flash drives/SC	30.26
P13-02520	B & H PHOTO		Physics supplies - jigsaw/SC/ sci/math	665.90
P13-02521	JERRY'S ARTARAMA		Student Photo Supplies/flash meter/SC	392.34
P13-02522	DICK BLICK COMPANY		Student Supplies-Presentation	390.51
P13-02523	WALTERS WHOLESALE		Books/Foam Boards	1,053.80
P13-02524	ELECTRIC WELLS FARGO #3317 (DISTRICT)		Student Supplies-Presentation	174.81
P13-02525	W. W. GRAINGER		Books/Spray Paints	500.00
P13-02526	FISHER SCIENTIFIC		Board room electrical supplies	2,695.03
P13-02527	COLLEGE SOURCE, INC.		Physics supplies SC - LED Lamps	5,890.00
P13-02528	SIGMA-ALDRICH CHEMICAL CO.		PAC supplies	695.24
P13-02529	FISHER SCIENTIFIC		Supplies for student use	443.67
P13-02530	DB MECHANICAL, INC.		Chemistry Labs	1,995.00
P13-02531	VICENTI, LLOYD & STUTZMAN LLP		CollegeSource/TES - Site licence	7,000.00
P13-02532	ULINE, INC.		subscr 12-13	193.70
P13-02533	HITT MARKING DEVICES, INC.		Supplies for Bio 3C	93.88
P13-02534	QUEZADA PRO LANDSCAPE, INC.		To purchase items for Bio 10 lab	3,410.00
P13-02535	WITT COMPANY		exercise	500.00
P13-02536	UNISOURCE WORLDWIDE		Finish Paint in SC 140	785.71
P13-02537	AARDVARK CLAY AND SUPPLIES		To provide add'l legal and	3,624.35
P13-02538	D4 SOLUTIONS INC.		investigative services	2,008.37
P13-02539	KIMBALL OFFICE C/O UNITED		photography/cabinet dollys/SC	3,515.67
P13-02540	INTE RIORS		ink stamps/SC Tas	4,203.68
	NAT'L OFFICE FURNITURE c/o		Planting work at LRC and Theater	
	UNI TED INTERIORS		Blanket PO for RISO Supplies	
			2ncr paper/SC publishing	
			Art Supplies-J. Ginnaty	
			Installing cable work for Transfer	
			Center	
			Furniture for OE/LR Workstation	
			LRC Room 218	
			Furniture for LRC 212 (Math	
			Tutoring Cntr)	

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 P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02541	FRANK FELICE dba MAD ITALIAN B ROS	.	Musical commission	1,000.00
P13-02542	GRACE TRAINING SUPPLY		Supplies for Nursing	21,197.94
P13-02543	MONOPRICE, INC.	.	VGA Splitters for Teacher Stations	1,438.47
P13-02544	SUN MOUNTAIN SPORTS		Golf bags for golf team	2,029.97
P13-02545	WELLS FARGO #3317		USB Flash Drives/IVC	129.27
P13-02546	DISPENSING SOLUTIONS, INC.		Medication	334.10
P13-02547	SMART LEVELS MEDIA		Spring 2013 P.A. brochure SC Fine arts	6,511.33
P13-02548	YCCD FOR CCC REGISTRY JOB FAIR ATTN: NANCY HOLMES		Registration Fee for CCC Registry Job Fair 2013	2,150.00
P13-02549	McLOGAN SUPPLY CO., INC.		Student Fee Sup./Tas graphics/ink/vellum/emulsion	2,332.68
P13-02550	NATIONAL INSTRUMENTS	.	LabVIEW and Multisim Maintenance Renewal	2,148.80
P13-02551	LASER SOURCE	.	Fuser Assembly for Color LaserJet 5550	235.97
P13-02552	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		CTE non instruc supplies	471.00
P13-02553	BRIAN K. SATTERFIELD		FKCE Wkshp Trainer	180.00
P13-02554	LABOR LAW CENTER, INC.		2013 Lab Law Posters/SC Pres.	412.90
P13-02555	CASBO CASBO PROFESSIONAL DEVELOPMENT		Debra Fitzsimons' CASBO membership	774.00
P13-02556	DOUGLAS HERSHBERGER		Repair cost for the McKinney Piano	5,000.00
P13-02557	HITT MARKING DEVICES, INC.		Self inking stamps/SC Campus Police	320.30
P13-02558	ALLIED ELECTRONICS		Physics supplies - Banana jacks	211.65
P13-02559	RICHARD J. MILLER		Cancellation Fees	1,450.00
P13-02560	JUAN MONTES		FKCE Wkshp Trainer	120.00
P13-02561	GOENGINEER, INC.		Annual Subscription	880.77
P13-02562	THE RP GROUP	.	CTE Outcomes Project	3,500.00
P13-02563	HITT MARKING DEVICES, INC.	.	Custom self inking stamps/IVC Police	177.52
P13-02564	HL CORPORATION		badminton birdies	630.15
P13-02565	TOMARK SPORTS EQUIPMENT		Tennis Court Supplies	52.26
P13-02566	WILSON SPORTING GOODS, INC		Tennis Team Supplies	1,448.16
P13-02567	LIFE TECHNOLOGIES, INC.		VN 11/30 ELISA Test supplies	333.73
P13-02568	MITY-LITE, INC.	.	PAC Tables	723.13
P13-02569	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	MacBook Air	1,319.30
P13-02570	A-1 AWARDS		Retirement awards/Dist/Purch	180.91
P13-02571	ABC SCHOOL EQUIPMENT, INC.		Whiteboards	658.35
P13-02572	WELLS FARGO #3317	.	Kingston Flash Memory Card Reader/SC Lib.	22.75
P13-02573	PING CO.		M Golf '13 golf bags	1,235.25
P13-02574	HORIZON		Grounds supplies	2,852.85
P13-02575	ALLIEDBARTON SECURITY SERVICES	.	Security services at ATEP	18,555.96
P13-02576	SCANTRON CORPORATION	.	Scantron Item Analysis Form/ Sc Lib.	22.29
P13-02578	MARK ESTRADA		FKCE Wkshp Panelist	50.00

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Includes P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02579	PENN CORPORATE RELOCATION SE RVICES, INC.		Transfer Center move to SSC-225A	4,373.66
P13-02580	PENN CORPORATE RELOCATION SE RVICES, INC.		Install computer carrel in Vil 8	1,809.71
P13-02581	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student Supplies-Patterns	28.66
P13-02582	LAGUNA CLAY CO.		Art Supplies/J. Ginnaty FA SC/clay	2,273.36
P13-02583	TUTTLE-CLICK FORD		Repair campus police vehicle	800.00
P13-02584	NATIONAL KITCHEN & BATH ASSOC IATION (NKBA)		NKBA Membership	300.00
P13-02585	ART SUPPLY WAREHOUSE		Blanket Purchase order for student fee items	2,500.00
P13-02586	McLOGAN SUPPLY CO., INC.		Blanket Purchase Order for Student Fees	1,500.00
P13-02587	McLOGAN SUPPLY CO., INC.		Screens for GC63/SC graphics	393.31
P13-02588	CHARITY HILL LIGHTER THAN AIR BALLOON		Directional Balloons/SC CTE	248.90
P13-02589	PENN CORPORATE RELOCATION SE RVICES, INC.		CP Shed	176.63
P13-02590	ORANGE COUNTY ELECTRIC, INC		SSC building electrical modification	4,600.00
P13-02591	DAYLE McINTOSH CENTER FOR THE DISABLED		CIDDE instruction for 2 deaf instructors	124.00
P13-02592	DAYLE McINTOSH CENTER FOR THE DISABLED		interpreter for deaf instructor's course	2,108.00
P13-02593	P & E INSULATION, INC.		Replace thermal insulation	4,994.00
P13-02594	JANICE ARRINGTON		Guest Speaker	100.00
P13-02595	ERIC SHANOWER C/O HUNGRY TIGER PRESS		Guest Speaker	100.00
P13-02596	DENISE BOYD		FKCE Wkshp Trainer	105.00
P13-02597	TIMOTHY JEMAL		Reimbursement - Internet service	400.00
P13-02598	CATALYST CONSULTING		Business Analysis/Project Mgmt Services	10,000.00
P13-02599	DEMCO INC.		IVC Library/headphones	175.06
P13-02600	JIST WORKS, INC.		College Success Surveys 2011 SC	1,199.87
P13-02601	MINDIA GABICHVADZE		Argosy Clinical Intern Services	11,333.33
P13-02602	NCMPR		Membership	450.00
P13-02603	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpreting Service	124.00
P13-02604	UNION BANK OF CALIFORNIA-PARS #13159404, TRUSTEE FOR PARS		PARS 403(b) Supplementary Retirement Plan	24,032.37
P13-02605	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpreter for 1st day of SL 1 course	248.00
P13-02606	BOUNDLESS NETWORK		CTE outreach materials	567.20
P13-02607	BOUNDLESS NETWORK		CTE outreach materials/wristbands color fill	334.03
P13-02608	LIFETIME MEMORY PRODUCTS, INC.		Kara Patterson Fee Based Supplies/flash drives	630.76
P13-02609	MARK IV COMMUNICATIONS, INC.		Fiber Cords	283.60
P13-02610	ONE SOURCE DISTRIBUTORS, INC.		Parking/electrical annual equipt for maint	4,935.15

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Includes P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02611	SNAP-ON INCORPORATED		Pressure hose assembly, LM	30.04
P13-02612	SEHI PROCOMP COMPUTER PRODUCTS		VENDOR 11/26 Cartridges for Counselors	94.81
P13-02613	C & H DISTRIBUTORS, INC.		Shelving supplies	647.63
P13-02614	AAA ELECTRIC MOTOR SALES		PAC Chilled Water Pump	1,058.53
P13-02615	HORIZON		Ground supplies	2,523.38
P13-02616	IRVINE PIPE & SUPPLY		Plumbing supplies	2,212.02
P13-02617	CITY OF WESTMINSTER		Facility Rental for FKCE Wkshps	154.00
P13-02618	WELLS FARGO #3317 (DISTRICT)		Headphones for Reading Lab	930.96
P13-02619	GUISELLE SCOTT		FKCE Wkshp CoTrainer	630.00
P13-02620	HERNANDEZ, GABRIELA		FKCE Wkshp Panelist	50.00
P13-02621	ARACELI TRUJILLO		FKCE Wkshp Panelist	50.00
P13-02622	NEW ALTERNATIVES, INC.		FKCE Wkshp Trainer	600.00
P13-02623	WELLS FARGO #3317 (DISTRICT)		Register receipt rolls	94.45
P13-02624	ORANGE CO. PUMP CO.		Repair pump part	854.46
P13-02625	MAKO OVERHEAD DOOR		Replace roll-up door at McKinney Theatre	12,475.00
P13-02626	VITAL LINK EDUCATION AND BUS INESS CONSORTIUM		CTE Coll. Entrepreneurship of Entertainment Event	9,545.00
P13-02627	ERIN KIM		FKCE Wkshp Panelist	50.00
P13-02628	MC KESSON GENERAL MEDICAL CORP		Supplies for nursing	47.02
P13-02629	MC KESSON GENERAL MEDICAL CORP		Medication supplies	33.83
P13-02630	MARVAIR		**Supplies to repair a/c in vil 27-1	380.75
P13-02631	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Apple, Inc. License Agreement	94.00
P13-02632	ASICS AMERICA CORPORATION		women's badminton order	4,308.11
P13-02633	SUN BADGE COMPANY		Badges/Coins	1,344.94
P13-02634	MIROSLAVA MANCHIK		CTE/PERKINS debrief meeting 12.3.12	350.00
P13-02635	FISHER SCIENTIFIC		Supplies for Bio 20 and 3A, B, C	457.43
P13-02636	SEW TRUE SUPPLY		Student Sewing Supplies	441.60
P13-02637	ORANGE COUNTY REGISTER		Lariat's printing and delivery charges	11,000.00
P13-02638	TRIARCH INC.		Microbiology Premade slides	158.95
P13-02639	SYSTEMS MAINTENANCE SERVICES		Dell Server Maintenance Renewals	5,856.00
P13-02640	FISHER SCIENTIFIC		Physics supplies - Isotope generators	571.36
P13-02641	ELLEN F. OLSHANSKY		Guest Speaker	100.00
P13-02642	UNION BANK OF CALIFORNIA-PARS #13159404, TRUSTEE FOR PARS		PARS 403(b) Supplementary Retirement Plan	223,543.10
P13-02643	UNION BANK OF CALIFORNIA-PARS #13159404, TRUSTEE FOR PARS		PARS 403(b) Supplementary Retirement Plan	219,583.05
P13-02644	MISSION PRINTING COMPANY		Notecard Envelopes/SC president	230.59
P13-02645	PARKER & COVERT LLP		Prof. Srvs. for Oct. & Nov. 2012	2,788.50
P13-02646	JULIE NACE		Consultant Paymnt for Natl Registry Exam 1 day	300.00

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Includes P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02647	ORANGE COUNTY BUSINESS COUNCIL		Socioeconomic study preparation services	18,750.00
P13-02648	PRAXAIR		Welding supplies 2nd sem. 12-13	250.00
P13-02649	WELLS FARGO #4198		Blair's Towing-Pick up towed school van	300.00
P13-02650	S & B FOODS		Food - Flex Week Events	6,000.00
P13-02651	BLAIR'S TOWING		Towing expenses for vehicles	500.00
P13-02652	WELLS FARGO #3317		Dollar Acceptor Cleaners/IVC police	96.87
P13-02653	DEMCO INC.		File cases and lapel mic	455.24
P13-02654	POCKET NURSE ENTERPRISES, INC.		Supplies for nursing	498.33
P13-02655	CCUPCA (CALIFORNIA COLLEGE & U NIV POLICE CHIEFS ASSOC)		2012-2013 Membership	100.00
P13-02656	MONTGOMERY HARDWARE		Locksmith equipment/supplies	1,196.67
P13-02657	ROBERT SKEELS & CO. INC.		Locksmith equipment/supplies	524.65
P13-02658	SO CAL GLAZING, INC.		Repair PE 200 Exterior Doors	4,991.00
P13-02659	WESTERN ARTS ALLIANCE		2013 Annual membership renewal	400.00
P13-02660	ASCCA		Membership renewal	25.00
P13-02661	BOUNDLESS NETWORK		CTE outreach materials/pens promo	494.10
P13-02662	BOUNDLESS NETWORK		CTE outreach materials pencils/promo	240.50
P13-02663	KIEFER		Swim Equipment	1,276.26
P13-02664	LOEX CLEARINGHOUSE FOR LIBRARY INSTRUCTION (LOEX)		Institutional membership per Jenny Langrell	80.00
P13-02665	CENTURION TECHNOLOGIES, INC.		SmartShield Lic Maintenance Renewal	1,202.40
P13-02666	NETOP		Netop Software Maintenance Renewal	1,944.00
P13-02667	CALED (CA ASSOCIATION FOR LOCAL ECONOMIC DEVELOPMENT)		Membership Renewal	80.00
P13-02668	KAPCO LIBRARY PRODUCTS		IVC library/easy book covers	120.99
P13-02669	NEWPORT COMPUTER SOLUTIONS, INC		vRangerPro Back-up System Renewal	3,590.23
P13-02670	COLLEGE MEDIA NETWORK		College Publisher License Agreement	1,500.00
P13-02671	CREATION ENGINE, INC.		SketchUp Pro 8 Renewal	450.00
P13-02672	FIREWALL JUNCTION		Network hardware refresh	79,480.22
P13-02673	HAITBRINK ASPHALT PAVING, INC.		Repair baseball field backstop	10,550.00
P13-02674	BOUNDLESS NETWORK		Hand sanitizers SHC	273.21
P13-02675	NEWPORT COMPUTER SOLUTIONS, INC		Ethernet expansion card	3,641.95
P13-02676	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Photo ID Ribbon Re- Order/SC AR	2,621.00
P13-02677	EASTBAY TEAM SPORTS		All Sports Teams - Uniform Supplies	3,070.62
P13-02678	EASTBAY TEAM SPORTS		All Sports Teams - Uniform Supplies	3,072.61
P13-02679	KEN'S SPORTING GOODS		Baseball Supplies	2,271.01

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Includes P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02680	MILLENNIUM BUSINESS SERVICES M arty Cohn		Business Cards - Dereck Zara/IVC	49.57
P13-02681	RAINBOW SYMPHONY STORE		Physics supplies - Diffraction grating glasses	51.20
P13-02682	WARD'S NATURAL SCIENCE		Microbiology Pre-made slides	439.75
P13-02683	CAROLINA BIOLOGICAL SUPPLY		Microbiology Pre-made slides	240.01
P13-02684	AARDVARK CLAY AND SUPPLIES		Instructional supplies for DMP	200.00
P13-02685	CATALYST CONSULTING		Predictive Analytics Consulting Services	10,000.00
P13-02686	WARD'S NATURAL SCIENCE		Oceanography lab supplies	226.60
P13-02687	DEPT OF INDUSTRIAL RELATIONS S ELF-INSURANCE PLANS		FY 2012-2013 Assessment Fees	18,627.49
P13-02688	DANA POINT CHAMBER OF COMMERCE		Membership Renewal	100.00
P13-02689	GAYLORD BROTHERS, INC.		IVC Lib/dater/dymo label	132.99
P13-02690	VERNIER SOFTWARE		USB cables for LabPro data acquisition units.	114.22
P13-02691	PAUL CARMAN		License for 1 yr- CD Metronome	210.00
P13-02692	ICONOSYS, INC.		Senior Day 2013 - Text Kills Bus	500.00
P13-02693	ONE SOURCE DISTRIBUTORS, INC.		Parking annual supplies for maintenance	3,678.66
P13-02694	WEST-LITE SUPPLY CO.		Parking annual supplies for maintenance	15,952.27
P13-02695	ESSENCE ENTERTAINMENT		Dance Performer Services	5,580.00
P13-02696	MAIN GRAPHICS		For CTE & Workforce Development/envelopes	268.97
P13-02697	SO. ORANGE CO. COMM. COL.DIST		Returning of R2T4 Pell Grant Funds for Fall 2012	840.00
P13-02698	W. W. GRAINGER		Storage for ATEP	1,346.88
P13-02699	NEUDESIC, LLC		Consulting Services for AMS and MySite Help System	361,240.00
P13-02700	MOORE MEDICAL CORP.		Supplies for Nursing	5.80
P13-02701	CAMPUS CONCERTS ATTN: PAT MAK I		Contract Services	650.00
P13-02702	ENGLISH TALK SHOP		American Speechsounds for Academics Software	1,700.00
P13-02703	MANAGING EDITOR, INC.		Adobe DPS License Agreement	5,940.00
P13-02704	GILBERT & STEARNS, INC.		CP154 Dispatch Addition	1,308.00
P13-02705	JAMECO ELECTRONICS		Parts for ET200	54.17
P13-02706	MK DIAMOND DIRECT		Equipment parts	99.96
P13-02707	ORANGE CO. FARM SUPPLY		Supplies-Fertilizer/Herbicide	1,101.45
P13-02708	JAMECO ELECTRONICS		Physics supplies - Wire, strippers, forming tool	53.99
P13-02709	DB MECHANICAL, INC.		Emergency Leak Repair in Library	4,500.00
P13-02710	B & H PHOTO		Physics supplies - Presentation Pilots	212.22
P13-02711	UNITED VOLLEYBALL SUPPLY, LLC.		Sand volleyball supplies	1,199.66
P13-02712	PADRAIC SMYTH		Predictive Analytics Consulting Services	20,000.00
P13-02713	THOMAS L. SCOTT		Guest Speaker	100.00
P13-02714	CAL PRO SPORTS		baseball bats	1,788.00

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Includes P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02715	MC KESSON GENERAL MEDICAL CORP		Medical Supplies	726.28
P13-02716	JAMES IRVINE SWINDEN		Guest Speaker	100.00
P13-02717	HAITBRINK ASPHALT PAVING, INC.		Overlay CDC parking lot	64,350.00
P13-02718	MARIA ORTIZ		FKCE Wkshp Interpreter	100.00
P13-02719	TOMARK SPORTS EQUIPMENT		Supplies for knes department	783.31
P13-02720	JACKSON, DE MARCO, TIDUS, & P ECKENPAUGH		Professional services	20,000.00
P13-02721	CDW-G COMPUTER CENTERS		Symantec Ghost Support Renewal	3,500.00
P13-02722	COMPUTERLAND OF SILICON VALLE Y		Adobe eLearning Suite	1,865.00
P13-02723	J & J SUPPLY INC		Athletic Training Supplies	275.47
P13-02724	FLOOR TECH GROUP		Carpet Installation and Removal	3,390.00
P13-02725	HOFFMAN SOUTHWEST CORP. ROTO-R OOTER SERV. & PLUMBING		Repair Infrastructure Issues Water/Sewage System	2,015.00
P13-02726	SEHI PROCOMP COMPUTER PRODUCTS		Part to repair biology faculty printer.	301.34
P13-02727	KIEFER		aqua joggers for swim classes	387.47
P13-02728	SCANTRON CORPORATION		scantron forms/SC bus sci.	54.05
P13-02729	WOLTERS KLUWER HEALTH		texts for Readiness Class/SC HS	1,588.55
P13-02730	J. WINK, INC. WEISS HEADWEAR		Baseball Uniform Supplies	1,022.08
P13-02731	ASICS AMERICA CORPORATION		Men's volleyball jerseys	625.33
P13-02732	ALA STORE AMERICAN LIBRARY ASS OCIATION		Pay for membership.	690.00
P13-02733	CRLA TUTOR TRAINING HANDBOOKS ATTN: VICKI PAPINEAU		Membership.	60.00
P13-02734	MICRON CONSUMER PRODUCTS GROUP		Memory Upgrade for Macs in TAS 226 & 227	2,743.01
P13-02735	SEHI PROCOMP COMPUTER PRODUCTS		Flash Drives for VCBS Offices	175.92
P13-02736	MC KESSON GENERAL MEDICAL CORP		Supplies for Medical Assisting	19.40
P13-02737	EPOWER NETWORK		Two Generators for SSC and CDC	2,517.02
P13-02738	VANGENT, INC.		1098-T Tax Form Mailing/Web Access - 2012 Tax Yr	39,445.00
P13-02739	THOMSON WEST		Books for paralegal program	2,237.76
P13-02740	POCKET NURSE ENTERPRISES, INC.		Supplies for Medical Assisting	528.34
P13-02741	JIST WORKS, INC.		Career Materials/handbooks/posters	1,432.23
P13-02742	NORTHERN SAFETY COMPANY		Scene shop safety signs	45.91
P13-02743	GRACE EVANGELICAL LUTHERAN CHU RCH		FKCE Wkshp Rent Fee	225.00
P13-02744	SIGNET SYSTEMS INC		Chargers for Taylor Dunn Carts/IVC maint op	6,336.72
P13-02745	DISCOUNT SCHOOL SUPPLY SALES D EPARTMENT		SC Childcare gloves/table paper	657.01
P13-02746	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 Art Supplies	200.00
P13-02747	MEDCO SUPPLY COMPANY		Athletic Training Supplies	334.26

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Includes P13-02472 - P13-02752

PO Number	Vendor Name	Site	Description	Account Amount
P13-02748	JOHN KURI		Guest Speaker	100.00
P13-02749	DICK BLICK COMPANY		Maria Kiernan Material Fees/art/silk colors/oil	633.70
P13-02750	EUROPRINT, INC.		Senior Day Publications/IVC	1,729.08
P13-02751	SCHLAIFER'S ENAMELING SUPPLIES INC.		C. Mayling-Spring enameling supplies	372.40
P13-02752	COMPUTERLAND OF SILICON VALLE Y		Adobe Acrobat Pro Software	149.04
Total Number of POs			280	Total 1,612,352.07

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	262	956,682.79
12	Child Development Fund	2	2,617.01
40	Capital Outlay Fund	13	620,024.78
68	Self-Insurance Fund	2	22,127.49
71	Retiree Benefit Fund	1	10,900.00
Total			1,612,352.07

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Includes 11/28/2012 - 01/02/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-02569	PENNY SKAFF	Matriculation Conference for Penny Skaff	100.00
RQ13-03296	PACIFIC COACHWAYS	Bus for Emeritus Field trip	706.75
RQ13-03310	WELLS FARGO #1598	Corning-Hotplate Repairs	323.25
RQ13-03330	FLASHBAY, INC.	Engraved USB for FLL	1,336.10
RQ13-03379	PHILLIS KUCHARSKI	Reimbursement for N-OADN Conference	2,321.70
RQ13-03406	WELLS FARGO #1598	Accessing Higher Ground Webinar	220.00
RQ13-03428	JODI TITUS	Conf. Reimbursement-APCG	1,098.26
RQ13-03431	CA SCHOOL EMPLOYEES ASSN	CSEA President conference attendance	1,157.59
RQ13-03463	LAGUNA GRAPHIC ARTS, INC.	District Business Cards	219.11
RQ13-03491	DAVID FRETZ	Conf. Reimburse-Survey Ed Resources	831.57
RQ13-03524	WELLS FARGO #3317 (DISTRICT)	Apple-Replacement battery - Mac Laptop	139.00
RQ13-03530	SOCCERKRAZE	Men's soccer supplies	1,136.52
RQ13-03534	WILL GLEN	Reimbursement-Fuel	25.00
RQ13-03552	PACIFIC COACHWAYS	Bus for Emeritus FT	914.75
RQ13-03571	WELLS FARGO #3317 (DISTRICT)	Apple-New power cord for Air Mac	85.12
RQ13-03590	WELLS FARGO #4198	Parscore Scantron for Int'l Language	70.85
RQ13-03592	RON GRANT	Reimbursement for Instructional Supplies	208.77
RQ13-03601	EDWARD GRIJALVA	Reimburse-PC 832 Firearms Training	87.00
RQ13-03607	LARRY RADDEN	ConfReimb-National Communication Association	1,428.57
RQ13-03616	RAUL CAMPOS	WIA funded-R. Campos	720.00
RQ13-03617	MICHAEL BAUGHN	WIA funded student in WD-M. BAUGHN	720.00
RQ13-03619	S & B FOODS	Lunch for EOPS Advisory Board meeting	129.30
RQ13-03627	A-1 AWARDS	Board president appreciation plaque	55.49
RQ13-03628	APRIL CUBBAGE-VEGA	ConfReimb-CA Sociological Association	248.16
RQ13-03632	TASHA TRANKIEM	Reimbursement for online UCI Extension course	734.56
RQ13-03638	CARMENMARA HERNANDEZ-BRAVO	Reimbursement of DVD's for Language Lab	72.64
RQ13-03655	DR. LINDA FONTANILLA	Conference Reimburse-Veteran's Summit	1,125.00
RQ13-03666	ELWIN KISHIMOTO	Repair of Glass Kilns-E.Kishimoto	200.00
RQ13-03671	LEXIS-NEXIS	Library books per Jenny Langrell	228.14
RQ13-03672	PATRIC TAYLOR	Reimbursement	138.96
RQ13-03674	PACIFIC COLLEGE TESTING	CTEP Test Booklets	214.06
RQ13-03676	ELWIN KISHIMOTO	Repair of Glass Kilns-E. Kishimoto	106.00
RQ13-03680	S & B FOODS	Refreshments-Int'l Student Office Events	20.47
RQ13-03681	WELLS FARGO #1598	Overnight Prints: Holiday Cards	207.49
RQ13-03682	AMER. RED CROSS	CPR Card Supplies	184.00
RQ13-03688	JOE CLAYTON JR.	PC 832 Firearms Training	87.00
RQ13-03689	KATHLEEN WERLE	AACC Conference Expenses	1,106.00
RQ13-03693	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	1,800.00
RQ13-03697	S & B FOODS	Hillview High School Campus Tour/Presentation	432.08
RQ13-03699	BAKER & TAYLOR	Library books per Jenny Langrell	3,181.59
RQ13-03704	WELLS FARGO #4198	Rational Equipment/Service/Repair	500.00
RQ13-03706	MICHAEL JAMES	Reimburse-Sign for SWACC report	76.72
RQ13-03707	WELLS FARGO #4198	The Container Store-Student Supplies FASH 148	706.15
RQ13-03711	WELLS FARGO #1598	Constant Contact, Email Marketing	336.00
RQ13-03718	TOD A. BURNETT	CCLC Conf. & ACL Meeting -1/25/13 - 1/28/13	1,895.00
RQ13-03720	LARRY RADDEN	Speech Tourn. 1/10-14/13 Peoria, IL	10,615.20
RQ13-03726	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	Landscape DSA	1,493.83

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ESCAPE ONLINE

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Includes 11/28/2012 - 01/02/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03727	JAMES ROGERS	Reimbursement-Office supplies	16.13
RQ13-03728	JIM GASTON	Conf. Reimb. for Educause 2012 Annual Conference	1,910.98
RQ13-03733	DIXIE L. MASSARO	Conf. Reimbursement-CSU Counselor	105.00
RQ13-03740	CAROL HILTON	Workshop of Edgar, Omb Cost and Audit Circulars	226.00
RQ13-03742	WELLS FARGO #3317 (DISTRICT)	App Figures-Mobile app download monitoring service	97.58
RQ13-03745	GARY POERTNER	Conference for Gary Poertner	1,750.00
RQ13-03750	DR. CRAIG JUSTICE	Reimburse-CCLC Conference expenses	1,367.53
RQ13-03751	JOHN MARR	Conf. Reimbursement-Anima	423.82
RQ13-03753	JOON KIL	Conf. Reimbursement-Model UN	695.22
RQ13-03759	MIROSLAVA MANCHIK	Post- Election Business Forum	200.00
RQ13-03765	BARBARA COX	Reimbursement-Business Forum Materials	90.85
RQ13-03768	JOEL SHELTON	Conf. Reimburse-CA Math Council	750.00
RQ13-03769	YASHAR AFSHAR	ConfReimb-Middle East Studies Assoc Annual Conf	500.00
RQ13-03770	WELLS FARGO #4198	SC Rentals-Table Rentals	120.00
RQ13-03771	REBECCA KNAPP	Post- Election Business Forum	100.00
RQ13-03773	JOSEPH GERGES	Reimbursement heaters & model stand	248.97
RQ13-03774	ROTTLER MANUFACTURING CO.	Clamp stop handle	232.92
RQ13-03777	SANDY THERIAULT	Training IVC police	191.00
RQ13-03778	JAMES PALMER	Training IVC police	191.00
RQ13-03780	CAROLINA KUSSOY	Conf. Reimburse-CBEA	691.69
RQ13-03790	ORANGE CO. FIRE AUTHORITY	Fire false alarm reponse expenses	100.00
RQ13-03795	SHOLEH ALIZADEH	Reimburse for Womens Conference	100.84
RQ13-03798	SHOLEH ALIZADEH	Reimburse for Iranian Womens' leadership conf	133.79
RQ13-03802	KELLY TURNER	ConfReimb-California Math Council-South	430.71
RQ13-03803	WELLS FARGO #4198	Ground gate opener - Alarm Central, Inc.	300.00
RQ13-03804	S & B FOODS	Refreshments for HR/ Financial SRP Script Review	247.29
RQ13-03808	LISA SILVEIRA	ConfReimb-AmerMathematicalAssn.ofTwo-YrColl eges	1,000.00
RQ13-03812	MICHAEL HOGGATT	ConfReimb-Assoc for Study of Higher Education	300.00
RQ13-03814	DON BUSCHE	Reimbursement for parking	17.00
RQ13-03816	A1 INTERNATIONAL TV, INC.	Repair of 2 HD monitors	900.00
RQ13-03821	KIM MC CORD	Travel Exp-Fiscal Standards Committee Meeting	398.60
RQ13-03825	WELLS FARGO #4198	CTE 8th grade assessment supplies	250.00
RQ13-03826	TIMOTHY JEMAL	Business cards for Timothy Jemal	51.02
RQ13-03827	EDWARD DE LA O	Workshop of Edgar, Omb Cost and Audit Circulars	282.17
RQ13-03829	THOMAS L. SMITH	Reimbursement-HP Belt Kit	113.13
RQ13-03834	MICHELLE JACKSON	Asilomar Leadership Conf.	1,000.00
RQ13-03836	WELLS FARGO #3317 (DISTRICT)	VMware, Inc: Software download	39.99
RQ13-03838	TERESA FLUEGEMAN	T. Fluegeman - CCLC Leg Conf 2013	1,511.60
RQ13-03848	LAURA SARCONI	Scholarship for Nursing Student in need	200.00
RQ13-03849	WELLS FARGO #3317 (DISTRICT)	Ethernet adapter-Apple	31.25
RQ13-03864	WELLS FARGO #3317 (DISTRICT)	Amazon.com-Printer drum unit and transfer roller	200.81
RQ13-03866	CHRISTINA L. LOEFFLER	Conf. Reimbursement-Amer. Anthro. Assoc.	224.00

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ESCAPE ONLINE

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Listing

Includes 11/28/2012 - 01/02/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03867	BARBARA PENLAND	Reimburse-Paramedic Treatment guideline manual	354.60
RQ13-03868	PETER BORELLA	Reimbursement for lab supplies	45.69
RQ13-03874	KIM MC CORD	Travel Exp-Fiscal Standards Committee Meeting	341.60
RQ13-03885	S & B FOODS	High School Conference Breakfast 2013	857.69
RQ13-03887	EDWIN TIONGSON	Reimbursement for Gas Expenses	30.00
RQ13-03888	ASIVC	Reimbursement for Gas Expenses	100.00
RQ13-03890	S & B FOODS	Refreshments-ISP Spring Orientation	268.55
RQ13-03892	DEBRA L. FITZSIMONS	Debra Fitzsimons to attend ACCCA Budget Workshop	903.76
RQ13-03898	REGION VIII EOPS DIRECTORS	CARE Conferene Registration	250.00
RQ13-03907	FULLERTON COLLEGE/EOPS DEPT.		
RQ13-03907	KEN PATTON	NIST Workshop - Conf. Reimbursement	850.46
RQ13-03908	RICHARD ZUCKER	Conf. Reimbursement-AMATYC	1,225.00
RQ13-03909	WARNER/CHAPPELL MUSIC INC	Royalty fee for songs	210.00
	%BANK OF AMERICA LOCKBOX		
	SRVCS		
RQ13-03918	KIM MC CORD	Travel Exp-annual SWACC meeting	232.18
RQ13-03919	BARBARA PENLAND	Reimbursement for treatment guidelines - Class 71	290.41
RQ13-03920	CARLA REISCH	Conf. Reibursement-MACCC	180.00
RQ13-03921	MICHAEL BAUGHN	WIA funded student in WD-M. BAUGHN	720.00
RQ13-03927	JANE HORLINGS	Awards for Top Biology 20 Students	89.70
RQ13-03933	KENT S. MC FANN	Reimbursement-Video supplies for Christmas Carol	43.08
RQ13-03934	THOMAS L. SMITH	Reimburse for supplies for TAS 216	10.76
RQ13-03945	EBSCO SUBSCRIPTION SERVICE	OC Journal Book of Lists	110.08
RQ13-03949	DAVID E. ANDERSON, JR.	Reimbursement Instructional Supplies Fall 2012	67.00
RQ13-03955	EDWIN TIONGSON	Reimbursement-Speech Visual Aides	294.00
RQ13-03956	GLENN ROQUEMORE	Travel for Glenn Roquemore	880.00
RQ13-03965	JANE HORLINGS	Reimbursement-Books for Student Awards	76.52
RQ13-03969	BRANDYE D'LENA	travel for ACBO task force mtg.	517.00
RQ13-03975	DONNA RANE-SZOSTAK	Reimbursement-Postage to express mail	18.95
RQ13-03983	WELLS FARGO #1606	Postage for Embassy Billing-USPS	38.55
RQ13-03988	WELLS FARGO #4198	Dry Cleaning-Shine Cleaners	344.80
RQ13-03995	ROCKY CIFONE	Pre-pay for conference: AACC	1,060.98
RQ13-03996	DR. ROBERT BRAMUCCI	Analytics Module Dev Mtg in Clarksville, TN	1,525.00
RQ13-03998	ROCKY CIFONE	Pre-pay for Conference	445.00
RQ13-04003	SO. ORANGE CO. COMM. COL.DIST	R2T4 Direct Loan Repayment	340.00
RQ13-04004	MARK ZANDONELLA	Reimbursement-Batteries	185.33
RQ13-04007	DIANE PESTOLESI	Reimbursement for pinning ceremony lamps	831.43
RQ13-04012	MARCIA MILCHIKER	Conference for Marcia Milchiker	1,750.00
RQ13-04019	JIM WRIGHT	Conference for Jim Wright	1,500.00
RQ13-04026	TIMOTHY JEMAL	Conference for Timothy Jemal	1,750.00
		Total	126
			76,222.76

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

ESCAPE ONLINE

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	124	74,481.64
40	Capital Outlay Fund	2	1,741.12
Total		126	<u>76,222.76</u>

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

ESCAPE ONLINE

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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 December 31, 2012, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and 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 SUMMARY

For the period 12-01-12 to 12-31-12

<u>General Fund</u>			
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$13,217	
2000	Classified Salaries		\$658
3000	Fringe Benefits	\$5,874	
4000	Books and Supplies	\$24,967	
5000	Other Operating Expenses & Services		\$662
6000	Capital Outlay		\$42,738
		<hr/>	<hr/>
Total Transfers - General Fund		<u>\$44,058</u>	<u>\$44,058</u>
		<hr/>	<hr/>
Total Transfers		<u>\$44,058</u>	<u>\$44,058</u>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: December 2012/January 2013 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: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During December 2012/January 2013, 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**

North Orange County Community College District Subgrantee Agreement – A sub award from NOCCCD for participation in the OCDMC, Mobile Media Applications Project. Irvine Valley College	\$90,000.00 (Revenue)
Geographic Solutions Independent Contractor / Consultant Agreement – To design, implement, maintain and host a custom Virtual Career Center portal for California Community Colleges linked to the California Employment Development Dept. (EDD) Labor Exchange System. This link will be on the CA Career Café website. Irvine Valley College	\$81,470.00
Haitbrink Asphalt Paving Inc. Agreement –To repair and replace the existing asphalt in the parking area in front of the Child Care Center. Saddleback College	\$64,350.00
Hampton Tedder Electric Co. Agreement – For an emergency 12KV power outage campus wide. Saddleback College	\$63,702.21

AV Solutions Proposal Agreement – For A/V equipment services at the PAC. Irvine Valley College	\$36,100.00
Mako Overhead Door Agreement – To replace the roll-up door at the McKinney Theatre. Saddleback College	\$12,475.00
Haitbrink Asphalt Paving Inc. Agreement – To replace backstop at the baseball field. Saddleback College	\$10,550.00
Penn Corporate Relocation Services, Inc. Independent Contract Agreement – To perform moving services between 12/21/12 – 6/30/13. Saddleback College	\$10,000.00
Careerbuilder Independent Contractor Agreement – For job recruitment on website from 12/07/12 – 12/06/13. District Services	\$10,000.00
New Vision Construction Agreement – To build a sound wall at Village 8. Saddleback College	\$9,251.41
Renzone Productions Independent Contractor / Consultant Agreement – To perform video editing and production services – graphic arts and website integration effective 12/14/12 – 02/28/13. The scope of work is a permissible activity for the Career Development Work-based learning Linkages to Professional Organizations grant projects 263 and 273. Irvine Valley College	\$8,600.00
Idera Purchase Agreement – Initial purchase including one-year maintenance for Idera software from 12/20/12 – 12/19/13. Irvine Valley College	\$7,880.40
Pacific Clinics Recovery Educational Institute Educational Service Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$7,200.00 (Revenue)

Music Theatre International Contract License Agreement - To provide Saddleback College with the legal rights (license) to present 6 performances of the musical theatre production "Forever Plaid" from 6/14/13 – 6/23/13. In addition, it provides for the rental of a set of scripts and musical scores for the actors and musicians who will participate in the production. Saddleback College	\$6,177.50
Systems Maintenance Services Maintenance Agreement – Annual maintenance renewal for Dell servers from 2/1/13 - 1/31/14. Irvine Valley College	\$5,856.00
Essence Entertainment Independent Contractor Agreement – To provide dancers as needed to supplement the IVC dance performances for the 2012/2013 season. Irvine Valley College	\$5,580.00
Orange County Electric, Inc. Proposal Agreement - To provide electrical modifications at the Student Services Building including Wiremold Series 5400 and furniture whips and dedicated circuits to existing panel and existing breakers. Saddleback College	\$4,600.00
In-N-Out Mobile Unit Agreement – To provide 600 meals for the Homecoming Event Celebration and basketball game on Wednesday, February 13, 2013 from 4:00 pm – 6:00 pm. Irvine Valley College	\$4,400.00
Parker & Covert LLP Independent Contractor Agreement – To provide professional services relating to Conflict of Interest – 2012 Biennial Review. District Services	\$2,788.50
Orange County United Way VITA Internship Stipend Agreement – To award a stipend to two student interns participating in the Volunteer Income Tax Assistance program. Irvine Valley College	\$2,500.00 (Revenue)
UC Irvine Outdoor Adventures Reservation Agreement – To reserve 36 spots for members of the Saddleback Student Government to participate in a 4 Hour Odyssey program on 1-18-13 from 2:00 pm – 6:00	\$2,340.00

pm. Saddleback College	
Netop License Agreement – Maintenance renewal for 180 licenses of Vision Pro Classroom Management Software from 2/2/13 – 2/2/15. Saddleback College	\$1,944.00
Brian Svoboda Agreement – To perform duties of the sound technician for Saddleback College Performing Arts Guest Artist Series presentation of the “Laguna Ballet’s Nutcracker”. Rehearsals from December 10-12, 2012; Performances on December 13-16, 2012 in the McKinney Theatre. Saddleback College	\$1,250.00
Centurion Technologies, Inc. License Agreement – Annual maintenance renewal fee for 501 Smartsheild Licenses and Remote Manager effective from December 3, 2012 to December 3, 2013 Saddleback College	\$1,202.40
Heidi Berman Independent Contractor Agreement – Completion of program review for the Cosmetology Program: SLO and Course Objectives Development. Saddleback College	\$1,000.00
FileMaker, Inc. Purchase Order Agreement – Annual maintenance renewal for FileMaker Pro from 11/30/12 - 11/29/13. Irvine Valley College	\$746.00
Regina Faison Amendment No. 1 – To increase original contract by \$200 to reflect the additional participants in the CPR class held on 11-09-12. Irvine Valley College	\$700.00
Campus Concerts Independent Contractor Agreement – To provide one additional musician for the IVC Choral Concert on December 8, 2012 and one dress rehearsal on December 4, 2012. Irvine Valley College	\$650.00

Lake Forest II Master Homeowners Association Agreement – To allow approved Emeritus classes to be taught on the premises of the Sun & Sail Club. Irvine Valley College	\$580.00
Iconosys, Inc. Appearance Agreement – Appearance of the “Text Kills Bus” for Senior Day 2013 on 3/28/13 which includes educational discussions/ short lectures of dangers of texting and driving, virtual driving simulation and remote control driving simulation. Saddleback College	\$500.00
Katissse Buckingham Independent Contractor Agreement – To perform as a saxophonist, flutist and spoken-word artist in the McKinney theatre on November 26, 2012 at 7:00 PM. Saddleback College	\$400.00
Apple Inc. Developer Program License Agreement –To use the Apple Software to develop one or more applications for Apple-branded products running the iOS for two years. Saddleback College	\$198.00
Knott’s Berry Farm Corporate Partner Agreement - To allow Saddleback College, as a large institution, the ability for students to purchase amusement park tickets at a discounted price valid from 1/01/13 – 12/31/13. Saddleback College	\$0.00
Caring Cardiology Medical Group Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
La Paz Spine and Rehab Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Yellowstone Recovery Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

St. Vincent de Paul of Orange County Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Manpower, Inc. Non-Disclosure Agreement – Non-Disclosure statement between Manpower Inc. and SOCCCD. Irvine Valley College	\$0.00
City of Newport Beach Newport Coast Community Center Program Agreement – To allow the use of rooms at the Newport Coast Community Center for Extended Education Emeritus Community Education programs. Irvine Valley College	\$0.00
Facilities Planning and Program Services, Inc. Amendment No. 2 – To extend the length of this contract which provides continued development of template contracts, facilitates the RFP, bid and contract negotiations for additional multi-year bids and assists with the development of a Contract Process handbook. Original completion date was November 30, 2012 and revised completion date is now June 30, 2013. District Services	\$0.00

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: Irvine Valley College: A400 Design Build Agreement

ACTION: Approval

BACKGROUND

On April 30, 2012, the Board of Trustees adopted a resolution authorizing the use of Design-Build Procurement for the Irvine Valley College A400 project.

California Education Code section 81700, *et seq.*, authorizes California community college districts to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million. The District's use of the Design-Build delivery method shall either (1) reduce comparable costs of the projects, or (2) expedite completion of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process.

STATUS

On August 22, 2012, staff issued a Request for Qualifications and received packages from 18 vendors. Submittals were evaluated by a seven member selection committee. On September 14, 2012, six firms participated in the initial interviews. Three firms were selected to respond to the Request for Proposals (RFP), Exhibit A. On November 13, 2012, three teams submitted proposals and the selection committee began final evaluation using a best-value selection criteria, Exhibit B. On December 3, 2012, second round interviews were followed by the final evaluation resulting in the determination that Swinerton Builders will provide the best value to the District, Exhibit C. Staff recommends Swinerton Builders as the successful Design-Builder with a Maximum Allowable Price of \$8,850,000.

Funds for the design and construction portions of this project are available in the project budget which is \$10,463,000. Funds for the equipment budget will be requested in the upcoming cycle of recommendations to the Board by the Basic Aid Allocation Resource Committee.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the A400 Renovation and Expansion Design Build Agreement, Exhibit D, for Irvine Valley College with Swinerton Builders for a total contract amount of \$8,850,000.

Proposing Firms

18 Request for Qualifications Submittals for A400 Design Build Project at Irvine Valley College

Amoroso Constr. Co., Inc./ NTD Architecture	Balfour Beatty Constr./ GKK
Bernards/ Steinberg Architects	DJM Construction Co., Inc./ R2A Architecture
Earl Corporation/ Rachlin Architects	Edge Construction/ Baker Nowicki Design Studio
Harper Constr. Co. Inc./ Sillman Wright Architects,Engineers	KPRS Constr. Services, Inc./ Ware Malcomb Architects
Legacy Building Services, Inc./ Miller Hull Partnership, LLP	Lusardi Construction Company/ Jeffrey B. Causey, Architect
McCarthy Construction/ Dougherty + Dougherty Architects	Morillo Construction, Inc./ NAC Architecture
Pankow Builders, LTD./ IBI Group	Snyder Langston, L.P./ Lundstrom & Associates Architects
Soltek Pacific Construction Co./ Architects Mosher Drew	Swinerton Builders/ DLR Group
USS Cal Builders, Inc./ Martinez Architects, Inc.	

Six Firms Participating in Initial Interviews

Balfour Beatty Constr. GKK	Bernards Steinberg Architects
Harper Constr. Co. Inc. Sillman Wright Architects/Engineers	McCarthy Construction Dougherty + Dougherty Architects
Pankow Builders, LTD. IBI Group	Swinerton Builders DLR Group

Three Firms Participating in Second Round Interviews

McCarthy Construction Dougherty + Dougherty Architects
Pankow Builders, LTD. IBI Group
Swinerton Builders DLR Group

DESIGN-BUILD PROPOSAL EVALUATION FACTORS, RANKING AND SCORING METHODOLOGY

Evaluation Factors – Maximum Points. Each Design-Build Proposal was evaluated on the basis of the total number of points scored in the District’s evaluation of the Proposal out of a total possible 100 points:

Evaluation Category: Points Weight

A. Price Factor:

1. PRICE	20
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B. Non-Price Factors:

1. TECHNICAL EXPERTISE AND DESIGN EXCELLENCE	25
----------------------------------------------	----

2. LIFECYCLE COST	10
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3. SKILLED LABOR FORCE AVAILABLE	10
----------------------------------	----

4. SAFETY RECORD	10
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5. PROPOSER’S MANAGEMENT PLAN (INCLUDE APPLYING IPD PRINCIPLES)	15
-----------------------------------------------------------------	----

6. INTERVIEWS	10
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TOTAL OVERALL POINTS AVAILABLE	100
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Scoring of Price Factor.

1. Price. The ranking of the Design-Build Proposals from “most advantageous” to “least advantageous” was based on the point totals (the highest point total being the “most advantageous and lowest point total being the “least advantageous”) using the following formula:

$(\text{Lowest Price submitted divided by Proposers Price}) \times 20 + \text{Non-Price Factors Score} = \text{Total Points}$

Scoring of Non Price Factors.

1. Explanation. Scoring of all Non-Price Factors was based on the gross scores received from the evaluation of the Proposer’s information provided for each of the Factors listed in Section 4.3.1 Part B, above.

2. Technical Expertise and Design Excellence. Scores for Technical Expertise and Design Excellence were determined based on each of the following sub-factors, based on the information provided in the Design-Build Proposal:

a. A site plan and general discussion of three (3) architectural design concepts for the A400 project presented by the Proposer.

b. Approach to the importance of aesthetics of the new design regarding its compatibility with the surrounding campus buildings.

c. Approach to the use of BIM within the Proposer’s team and its application to this project.

3. Life Cycle Costs Over 30 Years. The Approach to designing major systems with consideration for “Life Cycle Costs” were evaluated for each of the following sub-factors, based on the information provided in the Design-Build Proposal as to the method that will be employed to design the project in a manner considering its first cost, estimated life, annual maintenance cost, operation cost and projected replacement time:

- a. HVAC
- b. Lighting
- c. Energy consumption for the projected life of the Project (30 years.
- d. Other(s) as defined by Proposer

4. Skilled Labor Force Availability. Pursuant to Education Code Section 81703, each Proposer must have an agreement with a registered apprenticeship program, approved by the California Apprenticeship Council, which has graduated apprentices in each of the immediately preceding five years. Each of the three final Proposers completed a Pre-Qualification Questionnaire, met this minimum requirement and received maximum points allotted for this section.

5. Safety Record. Per Education Code 81703, each Proposer must have an experience modification rate for the most recent three-year period is an average of 1.0 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period must not exceed the applicable statistical standards for its business category, or if the (Proposer) is a party to an alternative dispute resolution system as provided for in Section 3201.5 of the Labor Code. Each of the three final Proposers completed a Pre-Qualification Questionnaire, met this minimum requirement and received maximum points allotted for this section.

6. Proposer's Management Plan (Including Applying IPD Principles). Scores for the Proposer's Management Plan were based on the following:

- a. General approach to working together with the District as a member of an integrated project team to develop an architectural design, maintain budget, schedule and quality of project.
- b. Use of IPD contract principles with subcontractor and subconsultant agreements.
- c. Use of IPD & Lean Construction Techniques listed below in a Collaborative Environment:
 - i. Target Value Design Approach
 - ii. BIM Utilization Approach
 - iii. Pull Plan Scheduling Approach
 - iv. Value Stream Mapping Approach

7. Interviews – After the interviews were conducted for all Proposer's, scores were based on the following:

- a. Rate the Design-Build Proposal to assure a full understanding of, and responsiveness to, the requirements of the RFP Documents
- b. Rate the Proposer's presentation of the design concept for the Project,
- c. Rate the Proposer's demonstrated ability to collaborate with members of the team

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Irvine Valley College A400 Design-Build Project
RFP Scoring Summary Sheet
December 3, 2012

Exhibit C
Page 1 of 4

<u>Scoring Factors</u>		DBE1	DBE2	DBE3
		Points Available	McCarthy/ Dougherty & Dougherty	Pankow/IBI Swinerton/DLR
Price	20	20.00	17.51	16.00
Technical Expertise and Design Excellence	25	17.35	19.40	20.20
Life Cycle Costs	10	6.83	7.05	7.63
Skilled labor Force Availability	10	10.00	10.00	10.00
Safety Recored	10	10.00	10.00	10.00
Management Plan	15	11.53	11.83	12.33
Interviews	10	8.40	7.00	8.50
TOTAL	100	84.10	82.78	84.65
RANK		2	3	1

PRICE - MC CARTHY

Proposer shall complete this page following the instructions below.

Part 1 PROPOSAL PRICE: This section will be used for scoring the RFP Proposal. The following fixed amounts are based on the total Maximum Allowable Price (MAP) for the Project, inclusive of all hard and soft costs, of \$8,850,000.000.

Design and Preconstruction Services (9.51 % of Hard Costs) \$ 648,813.00

Includes, without limitation, all of the following: Architecture and engineering design work, and other Design-Builder's preconstruction services

Construction Services (14.17% of Hard Costs) \$ 967,096.00

Includes all of the following: designer's construction administration, oversight, and other site based categories: site office expenses, including staff, materials and supplies; superintendent(s); assistant superintendent(s); project engineer(s); project manager(s); site based scheduler(s); site based drafting or detailing; scaffolding; on-site and off-site field trailer and storage rental and expenses; temporary site fencing; temporary site utilities, including gas, electric, sewer, water, telephone, telefax and copier equipment; site computer and data-processing personnel, equipment and software; federal, state or local business, income and franchise taxes; mobilization and demobilization; all of which must be included in Construction Services.

Fee (6.0 % of Hard Costs) \$ 409,500

Includes Profit and all home office based categories including: home office expenses, including staff, materials and supplies; accounting; home office computer and data-processing personnel, equipment and software; legal; estimating; vehicles not dedicated solely to the performance of the Work; Bonds and Insurance

TOTAL PROPOSAL PRICE: (29.68% of Hard Costs) \$ 2,025,409
(Sum of Design and Preconstruction Services, Construction Services and Fee)

Part 2 HARD COSTS: (MAP minus Proposal Price and Contingency) \$ 6,824,591

Includes all monies available for trades work (CSI Div 2-48). All of this amount will be available for the purpose of open book pricing, estimating and procurement of underground and above ground trade's work for the Project including, without limitation, demolition and abatement, hoisting, rough and final clean up, storm water protection work. This is the target price upon which to design the Project and contains no funds for anything other than the elements of hard costs of construction.

NOTE: DESIGN BUILDER'S CONTINGENCY: (2.0% X Hard Costs)

This amount is included in the Hard Costs above.

TOTAL MAXIMUM ALLOWABLE PRICE: \$ 8,850,000
(Sum of Part 1 and Part 2)

PRICE - PANKOW

Proposer shall complete this page following the instructions below.

Part 1 PROPOSAL PRICE: This section will be used for scoring the RFP Proposal. The following fixed amounts are based on the total Maximum Allowable Price (MAP) for the Project, inclusive of all hard and soft costs, of \$8,850,000.000.

Design and Preconstruction Services (17.72% of Hard Costs) \$ 1,119,676

Includes, without limitation, all of the following: Architecture and engineering design work, and other Design-Builder's preconstruction services

Construction Services (13.96 % of Hard Costs) \$ 881,793

Includes all of the following: designer's construction administration, oversight, and other site based categories: site office expenses, including staff, materials and supplies; superintendent(s); assistant superintendent(s); project engineer(s); project manager(s); site based scheduler(s); site based drafting or detailing; scaffolding; on-site and off-site field trailer and storage rental and expenses; temporary site fencing; temporary site utilities, including gas, electric, sewer, water, telephone, telefax and copier equipment; site computer and data-processing personnel, equipment and software; federal, state or local business, income and franchise taxes; mobilization and demobilization; all of which must be included in Construction Services.

Fee (8.4 % of Hard Costs) \$ 530,452

Includes Profit and all home office based categories including: home office expenses, including staff, materials and supplies; accounting; home office computer and data-processing personnel, equipment and software; legal; estimating; vehicles not dedicated solely to the performance of the Work; Bonds and Insurance

TOTAL PROPOSAL PRICE: (40.07% of Hard Costs) \$ 2,531,921
(Sum of Design and Preconstruction Services, Construction Services and Fee)

Part 2 HARD COSTS: (MAP minus Proposal Price and Contingency) \$ 6,318,080

Includes all monies available for trades work (CSI Div 2-48). All of this amount will be available for the purpose of open book pricing, estimating and procurement of underground and above ground trade's work for the Project including, without limitation, demolition and abatement, hoisting, rough and final clean up, storm water protection work. This is the target price upon which to design the Project and contains no funds for anything other than the elements of hard costs of construction.

NOTE: DESIGN BUILDER'S CONTINGENCY: (2.0% X Hard Costs)

This amount is included in the Hard Costs above.

TOTAL MAXIMUM ALLOWABLE PRICE: \$ 8,850,000
(Sum of Part 1 and Part 2)

PRICE - SWINERTON

Proposer shall complete this page following the instructions below.

Part 1 PROPOSAL PRICE: This section will be used for scoring the RFP Proposal. The following fixed amounts are based on the total Maximum Allowable Price (MAP) for the Project, inclusive of all hard and soft costs, of \$8,850,000.000.

Design and Preconstruction Services (11.54% of Hard Costs) \$ 753,975

Includes, without limitation, all of the following: Architecture and engineering design work, and other Design-Builder's preconstruction services

Construction Services (16.13% of Hard Costs) \$ 1,054,101

Includes all of the following: designer's construction administration, oversight, and other site based categories: site office expenses, including staff, materials and supplies; superintendent(s); assistant superintendent(s); project engineer(s); project manager(s); site based scheduler(s); site based drafting or detailing; scaffolding; on-site and off-site field trailer and storage rental and expenses; temporary site fencing; temporary site utilities, including gas, electric, sewer, water, telephone, telefax and copier equipment; site computer and data-processing personnel, equipment and software; federal, state or local business, income and franchise taxes; mobilization and demobilization; all of which must be included in Construction Services.

Fee (7.74 % of Hard Costs) \$ 505,725

Includes Profit and all home office based categories including: home office expenses, including staff, materials and supplies; accounting; home office computer and data-processing personnel, equipment and software; legal; estimating; vehicles not dedicated solely to the performance of the Work; Bonds and Insurance

TOTAL PROPOSAL PRICE: (35.4 % of Hard Costs) \$ 2,313,801
(Sum of Design and Preconstruction Services, Construction Services and Fee)

Part 2 HARD COSTS: (MAP minus Proposal Price and Contingency) \$ 6,536,199

Includes all monies available for trades work (CSI Div 2-48). All of this amount will be available for the purpose of open book pricing, estimating and procurement of underground and above ground trade's work for the Project including, without limitation, demolition and abatement, hoisting, rough and final clean up, storm water protection work. This is the target price upon which to design the Project and contains no funds for anything other than the elements of hard costs of construction.

NOTE: DESIGN BUILDER'S CONTINGENCY: (2.0% X Hard Costs) 130,000

This amount is included in the Hard Costs above.

TOTAL MAXIMUM ALLOWABLE PRICE: \$ 8,850,000
(Sum of Part 1 and Part 2)

AGREEMENT A400 RENOVATION AND EXPANSION, DESIGN-BUILD ENTITY, IRVINE VALLEY COLLEGE

This Design-Build contract between District and Design-Build Entity ("Design-Build Contract") is entered into on this 22nd day of January, 2013 by and between the South Orange County Community College District ("District") at 28000 Marguerite Parkway, Mission Viejo, CA 92692 and Swinerton Builders ("Design-Builder") at 17731 Mitchell North, Suite 200, Irvine, CA 92614.

1 DEFINITIONS

Capitalized terms used in the Contract Documents shall have the meanings assigned to them in the General Conditions. If not defined in the General Conditions they shall have the meanings assigned to them elsewhere in the Contract Documents. If not defined in the General Conditions or elsewhere, they shall have the meanings reasonably understood to apply to them by the context of the portion of the Contract Documents where such terms are used.

2 THE WORK

2.1 SCOPE OF WORK

Design-Builder shall execute the entire Work called for by the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of District or other Project Team members retained by District.

2.2 STANDARD OF PERFORMANCE

In addition to and without limiting Design-Builder's other obligations under the Contract Documents, Design-Builder shall at all times in its performance of its obligations under the Contract Documents conform to the following general standards of performance:

2.2.1 comply with the requirements of the Contract Documents;

2.2.2 comply with Applicable Laws;

2.2.3 conform to the standard of care applicable to those who provide design-build project services and construction of the type called for by this Design-Build Contract for projects of a scope and complexity that is comparable to the Project;

2.2.4 furnish efficient business administration of the Work, utilizing sufficient senior level management and other qualified personnel to manage the Work; and

2.2.5 apply its best and highest skill and attention to completing the Work in an expeditious and economical manner, consistent with the expressed best interests of the District and within the limitations of the Contract Sum and Contract Time.

3 CONTRACT TIME

3.1 DATES OF COMMENCEMENT

SOCCCD Project No. 307

The Contract Time for completion of the design portion of the Work shall be measured from the Date of Commencement of Design. The Contract Time for Substantial completion of entire Work, including the design and non-design portions, shall be measured from the Date of Commencement of Construction.

3.2 NOTICES TO PROCEED

The design portion of the Work shall not commence prior to the date fixed in the Notice to Proceed with Design. No physical construction at the Site shall proceed prior to the date fixed in the Notice to Proceed with Construction.

3.3 CONTRACT TIME

3.3.1 Design. The Design-Builder shall complete the Final Construction Documents and receive DSA approval. A Notice to Proceed for the Design Phase will be issued upon full execution of this contract.

3.3.2 Design and Construction. Design-Builder shall achieve Substantial Completion of the entire Work, including the design and non-design portions of the Work, not later than 708 Days after the Date of Commencement of Design/Construction and shall achieve Final Completion of the entire Work not later than forty-five (45) Days after the occurrence of Substantial Completion.

3.4 LIQUIDATED DAMAGES TO DISTRICT

3.4.1 District Right. The District and the Design-Builder acknowledge and agree that if the Design-Builder fails to Substantially Complete the Work within the Contract Time, the District will suffer substantial Losses which are both extremely difficult and impracticable to ascertain and on that basis agree, as a reasonable estimate of those Losses and not a penalty, to the payment by Design-Builder of liquidated damages pursuant to this Section 3.4.

3.4.2 Daily Rate. If the Design-Builder fails to achieve Substantial Completion of the entire Work within the Contract Time for Substantial Completion, the Design-Builder shall pay the District as liquidated damages the amount of Two Thousand Seven Hundred and Fifty Dollars (\$2,750) per Day for each Day occurring after the expiration of the Contract Time for Substantial Completion until the Design-Builder achieves Substantial Completion of the entire Work.

3.4.3 Extensions of Time. Liquidated damages shall not be charged to Contractor for Delays to Substantial Completion for which the Contractor is entitled under the Contract Documents to receive an adjustment of the Contract Time for Substantial Completion.

3.4.4 Partial Completion. Liquidated damages shall not be reduced or apportioned for Substantial Completion of portions of the Work prior to Substantial Completion of the entirety of the Work.

3.4.5 Remedies. District may deduct such liquidated damages as are payable hereunder from money due or to become due to the Design-Builder, or pursue any other legal remedy to collect such liquidated damages from the Design-Builder and/or its Surety.

3.4.5 Not a Limitation. District's rights under this Section 3.4 shall not be interpreted as precluding or limiting: (1) any right or remedy of District in the event of an Event of Design-Builder Default other than a failure to Substantially Complete the Work within the Contract Time; or (2) District's right to order an acceleration, at Design-Builder's Own Expense, of performance of the Work to overcome Delay, including, without limitation, a Delay for which District has the right to assess liquidated damages.

3.4.6 Exclusive Remedy. Liquidated damages payable pursuant to this Section 3.4 constitute the District's sole and exclusive right and remedy for recovery of Losses to District, due to Delay, regardless of the cause

SOC CCD Project No. 307

or duration of the Delay and regardless of whether the Delay is a Compensable Delay, Excusable Delay or Unexcused Delay.

3.5 LIQUIDATED DAMAGES TO DESIGN-BUILDER

3.5.1 Design-Builder's Right. District and Design-Builder acknowledge and agree that if Design-Builder is unable due to Compensable Delay to Substantially Complete the Work within the Contract Time, the Design-Builder and its affected Subcontractors and Subconsultants will suffer Losses which are both extremely difficult and impracticable to ascertain and on that basis agree, as a reasonable estimate of those Losses and not a penalty, to the payment by District of liquidated damages pursuant to this Section 3.5.

3.5.2 Daily Rate. The Contract Sum shall be increased by the sum of Two Thousand Seven Hundred and Fifty Dollars (\$2,750) per Day as liquidated damages for each Day for which Design-Builder is entitled under the Contract Documents to an adjustment extending the Contract Time for Substantial Completion due to Compensable Delay, with no additional amount added thereto for Allowable Markup thereon.

3.5.3 Payment by District. A Change Order or Unilateral Change Order for an adjustment to the Contract Sum for the liquidated damages permitted by this Section 3.5 shall be executed following, and not before, actual Substantial Completion and prior to Final Completion. Notwithstanding any other provision of the Contract Documents to the contrary and without limitation to the District's rights of withholding payment permitted elsewhere in the Contract Documents or under Applicable Laws, amounts due to the Design-Builder pursuant to this Section 3.5 shall be payable as part of, and not prior to the due date for, Final Payment to Design-Builder.

3.5.4 Exclusive Remedy. Liquidated damages payable pursuant to this Section 3.5 constitute the Design-Builder's sole and exclusive right and remedy for recovery of Losses to Design-Builder and its Subcontractors and Subconsultants, of every Tier, due to Delay, regardless of the cause or duration of the Delay and regardless of whether the Delay is a Compensable Delay, Excusable Delay or Unexcused Delay.

3.5.5 Deleted Work. In the event that Deleted Work results in a shortening of the Contract Time, the Contract Sum shall be reduced by an amount calculated as the product of (1) by the number of Days in the period of shortening, multiplied by (2) the liquidated damages amount stated in this Section 3.5.

4 CONTRACT SUM

4.1 LUMP-SUM CONTRACT

4.1.1. Price. District shall pay the Design-Builder in current funds for the Design-Builder's complete performance of the Work in accordance with the Contract Documents. District will pay Design-Builder a Lump Sum Price to be negotiated at the end of the design phase of the Contract, including an open-book buyout of subcontracts. The end of the design phase is deemed to occur when the design documents for the Project receive Division of State Architect ("DSA") approval. In no event, however, shall the Lump Sum Price be greater than the Maximum Allowable Price (MAP) of Eight Million Eight Hundred Fifty Thousand Dollars (\$8,850,000). The MAP is the maximum amount the District will pay and includes all costs and fixed fees set forth below for Design and Pre-Construction Services, Construction Services, Fee, and Hard Costs as defined below.

1. **Maximum Allowable Price (MAP).** This is the advertised price that is the maximum amount contained in the District's budget for all Work to be provided by the Design-Builder, and is the amount the Design-Builder agrees, through its control of the design, in collaboration with the District, will not be exceeded when establishing the Lump Sum Price.

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2. Fixed Fees. Fixed fees include Design and Preconstruction Services. Construction Services and Fee, as defined below.

3. Open Book Buyout of Subcontracts. This shall be accomplished collaboratively with the District during the design process using Hard Costs as the design target amount. The final Hard Costs amount will be included in the Lump Sum Price.

4.1.2 Design and Pre-Construction Services. The total fixed sum payable for Design and Pre-Construction Services shall be One Million, One Hundred Nineteen Thousand, Six Hundred and Seventy Six dollars and 00/100 dollars (\$1,119,676) subject to adjustment by Change Order, according to terms of the Design-Build Contract. This amount shall be incorporated into the Lump Sum Price as stipulated in Article 4.1.1. The amount payable to the Design-Builder in the event that the Design-Build Contract is terminated prior to commencement of construction shall be limited to a prorated amount of the Design and Preconstruction Services, based on the percentage of acceptable completion of the Construction Documents that has been accomplished by Design-Builder at the time of such termination.

4.1.2 Construction Services. The total sum payable for Construction Services shall not exceed Eight Hundred Eighty One Thousand, Seven Hundred Ninety Three and 00/100 dollars (\$881,793). These sums are incorporated into the MAP as stipulated in Article 4.1.1.

4.1.3 Fee. The Fee payable to the Design-Builder shall not exceed (6.0 %) of the MAP, not to exceed Five Hundred Thirty Thousand, Four Hundred Fifty Two and 00/100 dollars (\$530,452). These sums are incorporated into the MAP as stipulated in Article 4.1.1.

4.1.4 Hard Costs. The total sum payable for Hard Costs shall not exceed Six Million, Three Hundred Eighteen Thousand, Eighty and 00/100 dollars (\$6,318,080). These sums will be incorporated into the Lump Sum Price as stipulated in Article 4.1.1 and included 2% Design-Builder contingency.

4.1.5 All Inclusive Lump-Sum Price. This shall be the sum total of Fixed Fees and final Hard Costs established at the end of the design phase of the Contract. The Contract Sum set forth in Article 4 is the total lump-sum maximum amount payable by District to Design-Builder for performance of the Work under the Contract Documents and is deemed to cover all Losses arising out of or related to the performance of the Work, including, without limitation, the effects of natural elements upon the Work, unforeseen difficulties or obstructions affecting the performance of the Work (including, without limitation, unforeseen conditions at the Site that do not constitute Differing Site Conditions) and fluctuations in market conditions and price escalations (whether occurring locally, nationally or internationally) from any cause.

5 ENUMERATION OF CONTRACT DOCUMENTS

5.1 LIST OF CONTRACT DOCUMENTS

The Contract Documents, include, without limitation, the following:

5.1.1 Project Criteria. The Project Criteria set forth in the RFP Documents.

5.1.2 RFP Documents. The RFP Documents and Addenda, with the exception of Approved Deviations.

5.1.3. Design Build Proposal. The Design-Builder's written responses to the RFP, including its Proposal . The Contract Documents shall not include any portion of the Design-Build Proposal that deviates from the Project Program or Criteria.

5.1.4 Design-Build Contract. This executed Design-Build Contract between District and Design-Builder.

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5.1.5 General Conditions. The General Conditions to the Design-Build Contract as amended on January 22, 2013.

5.1.6 Division One Requirement. The Division One Requirements to the Design-Build Contract.

5.1.7 General Requirements, Supplemental and Special Conditions. Any General Requirements and Supplemental and Special Conditions.

5.1.8 Final Construction Documents. The Final Construction Drawings and Technical Specifications to be hereafter prepared by the Design-Builder and its Subconsultants that are accepted by the District and approved by the DSA in accordance with the terms of the Contract Documents; provided, however, that, with the exception of Approved Deviations, the Contract Documents shall not include any portion of the Design-Build Proposal that deviates from the Project Program or Criteria.

5.1.7 Addenda. All Addenda associated with the completed set of contract documents

5.1.8 Reference Documents. All Reference Documents associated with the completed set of contract documents.

WHEREFORE, This Design-Build Contract is entered into as of the day and year first written above.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST DESIGN-BUILDERS IF A COMPLAINT REGARDING A PATENT ACT OR OMISSION IS FILED WITHIN FOUR YEARS OF THE DATE OF THE ALLEGED VIOLATION. A COMPLAINT REGARDING A LATENT ACT OR OMISSION PERTAINING TO STRUCTURAL DEFECTS MUST BE FILED WITHIN 10 YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS STATE LICENSE BOARD, P.O. BOX 26000, SACRAMENTO, CALIFORNIA, 95826.

South Orange County Community College District

Design Builder

By: _____

Dr. Debra L. Fitzsimons,
Vice Chancellor, Business Services

_____, a _____

By: _____

Title: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: CCCT Board of Directors Nomination

ACTION: Approval

BACKGROUND

The California Community College Trustees (CCCT) was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community-based, locally-governed colleges. The CCCT Board of Directors consists of twenty-one members, including a non-voting Student Trustee Director, and meets five times a year.

STATUS

From January 1 through February 15, 2013, nominations for membership on the CCCT Board of Directors will be accepted in the League office. Nominations are to be made by each District Board of Trustees who are members of CCCT, and each District may nominate only members of its board. Each nominee must have consented to be nominated, and only one Trustee per District may serve on the Board. During the election period between March 10 and April 25, each member District will have one vote for each vacancy on the CCCT board who will serve three-year terms. Seven persons will be elected to the board this year; five incumbents are eligible to run for re-election, one board member has termed out, and one seat is vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top seven vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2015. The newly elected members of the Board will assume their responsibilities at the conclusion of the annual conference on May 5, 2013.

RECOMMENDATION

It is recommended that the Board of Trustees determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nominations(s) for transmittal to the CCCT office.

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



**COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA**

Date: December 7, 2012
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Scott Lay
Subject: CCCT Board Election - 2013

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nomination Form mailed to the League office, and *please use only these forms*. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. CCCT board members are elected by the institutional member governing boards for three-year terms. No CCCT board member shall serve more than three (3) terms consecutively. This year seven persons will be elected to the board. Of those seven seats there are five incumbents eligible to run for re-election, one board member has termed out, and one seat is vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top seven vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2015.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 5, 2013.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)
Official Nominating Form
Official Biographical Sketch Form
Official Statement of Candidacy
CCCT Board Terms of Office
CCCT Board Roster



CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2013**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the _____ Community
College District nominates _____ to be a
candidate for the CCCT Board.

This nominee is a member of the _____ Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2013, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Phone: _____ (home) _____ (office)

E-Mail: _____

EDUCATION

Certificates/Degrees: _____

PROFESSIONAL EXPERIENCE

Present Occupation: _____

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____

Years of Service on Local Board: _____

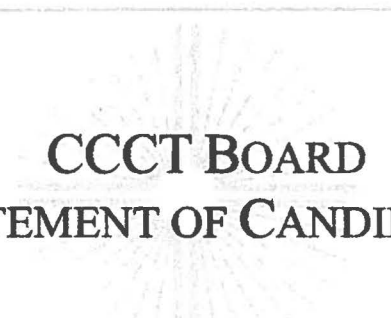
Offices and Committee Memberships Held on Local Board: _____

State Activities (CCCT and other organizations boards, committees, workshop presenter;
Chancellor's Committees, etc) _____

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

OTHER



CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2013** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: _____ DATE: _____

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

CCCT Board Terms

<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected/Appointed</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
2013	I.	Barreras	2006	2013	1
	I.	Gulassa	2010	2013	2
	I.	Hart	2010	2013	2
	I.	Jaffe	2009	2013	1
	I.	Kinsman	2010	2013	2
	I.	*Singer	2004	2013	0
		**Mann	2005	N/A	0
2014	II.	Casas Frier	2010	2014	1
	II.	Castellanos	2011	2014	2
	II.	Chadwick	2011	2014	2
	II.	*Figueroa	2007	2014	0
	II.	Gomez	2010	2014	1
	II.	Jones (Robert)	2011	2014	2
	II.	Moreno	2011	2014	2
2015	III.	Acosta-Salazar	2012	2015	2
	III.	Chaniot	2009	2015	1
	III.	*Jones (Bernard)	2008	2015	0
	III.	*Ontiveros	2008	2015	0
	III.	Otto	2009	2015	1
	III.	Ransford	2012	2015	2
	III.	***Vacant	2013	2015	2
	III.	Zableckis	2009	2015	1
<p>* Board member is unable to seek reelection due to three-term limit.</p> <p>**Note: Mann's term expired 2012; per Governing Policies, she stayed on another year to serve as immediate past-president.</p> <p>***Note: Vacancy created when Trustee Stampolis did not run for re-election in his district.</p>					

CALIFORNIA COMMUNITY COLLEGE TRUSTEES**2012-13 BOARD ROSTER****ANGELA ACOSTA-SALAZAR**

Rio Hondo CCD
3600 Workman Mill Rd
Whittier CA 90601
562-463-7271 (CCD)
562-692-0921 (CCD fax)
angelaacostasalazar@mac.com

ISABEL BARRERAS

President
State Center CCD
1525 E. Weldon Ave
Fresno CA 93704
559-675-4500 (bus)
559-226-3757 (CCD fax)
Isabelbarreras@yahoo.com

LAURA CASAS FRIER

Foothill DeAnza CCD
12345 El Monte Rd
Los Altos Hills CA 94022
650-949-6111 (bus)
650-947-0206 (CCD fax)
casasfrierlaura@fhda.edu

STEPHAN CASTELLANOS

San Joaquin Delta CCD
5151 Pacific Ave
Stockton CA 95207
209-462-2873 (bus)
209-481-9678 (cell)
209-462-8308 (fax)
stephancastellanos@mac.com

NANCY CHADWICK

Palomar CCD
5059 Nighthawk Way
Oceanside CA 92056
760-945-5365 (res)
760-207-1330 (cell)
760-630-8457 (fax)
nancychadwick@cox.net

JANET CHANIOT

Mendocino-Lake CCD
1000 Hensley Creek Rd
Ukiah CA 95482
707-743-1310 (res/fax)
707-972-6722 (cell)
kiks@pacific.net

DOUGLAS DYRSSEN

Yosemite CCD
PO Box 4065
Modesto CA 95352
209-872-2892 (cell)
209-575-6565 (CCD fax)
yccdstudenttrustee@yosemite.edu

MARY FIGUEROA

Riverside CCD
1258 Shakespeare Dr
Riverside CA 92506
951-780-4962 (res)
951-317-2648 (cell)
951-682-5339 (CCD fax)
maryfig50@sbcglobal.net

PAUL GOMEZ

Chaffey CCD
5885 Haven Ave
Rancho Cucamonga CA 91737
909-238-6444 (cell)
909-985-2914 (fax)
paul.gomez@verizon.net

CY GULASSA

Peralta CCD
6145 Harwood Ave
Oakland CA 94618
510-551-8359 (cell)
510-428-1201 (fax)
cy@gulassa.com

JERRY HART

Imperial CCD
380 E Aten Rd/PO Box 158
Imperial CA 92251-0158
760-355-1192 (res)
760-355-2663 (CCD fax)
jerry.hart@imperial.edu

LOUISE JAFFE

2nd Vice President
Santa Monica CCD
1900 Pico Blvd
Santa Monica CA 90405
310-450-2487 (res)
310-434-4386 (CCD fax)
jaffe_louise@smc.edu

BERNARD "BEE JAY" JONES

Allan Hancock Joint CCD
800 S College Dr
Santa Maria CA 93454
805-922-6966 x3245 (bus)
805-347-9896 (fax)
bernard.jones@verizon.net

ROBERT JONES

Los Rios CCD
9130 River Look Ln
Fair Oaks CA 95628
916-961-3061 (res)
916-568-3023 (fax)
rgjones@skymail.csus.edu

EVA KINSMAN

Copper Mountain CCD
74070 Playa Vista Dr
29 Palms CA 92277
760-366-3791 x4213 (CCD)
760-366-5255 (fax)
evakinsman@gmail.com

JEANETTE MANN

Immediate Past- President
Pasadena Area CCD
2195 E. Orange Grove Blvd.
Pasadena CA 91104
626-585-7202(CCD)
626-797-0307 (res)
626-298-0654 (cell)
626-797-0182 (fax)
jxmann@pasadena.edu

JIM MORENO

Coast CCD
1370 Adams Ave
Costa Mesa CA 92626
714-438-4607 (CCD)
714-292-5580 (cell)
714-438-4878 (fax)
jmoreno@mail.cccd.edu

MANNY ONTIVEROS

1st Vice President
North Orange County CCD
PO Box 28796
Anaheim CA 92809
714-808-4797 (CCD)
714-808-4791 (fax)
montiveros@noccdd.edu

DOUGLAS OTTO

Long Beach CCD
111 W Ocean Blvd, Ste 1900
Long Beach CA 90802
562-491-1191 (bus)
562-491-5701 (fax)
doug@dwottolaw.com

ANN RANSFORD

Glendale CA 91208
1500 N Verdugo Rd
Glendale CA 91208
818-240-1000 x5105
818-551-5111 (fax)
ransford@glendale.edu

DONALD L. SINGER

San Bernardino CCD
1519 Lynne Ct
Redlands CA 92373
909-798-2754 (res/fax)
dlsinger@verizon.net

MARCIA ZABLECKIS

Barstow CCD
900 Windy Pass
Barstow CA 92311
760-252-3509 (res)
760-217-0202 (cell)
marciazdrs@aol.com

VACANCY

To be filled in regular election cycle per
board decision 11.15.12

STAFF**SCOTT LAY**

President/Chief Executive Officer
2017 "O" Street
Sacramento, CA 95811
916-444-8641 (bus)
916-444-2954 (fax)
scottlay@ccleague.org

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-138: Recording of Board of Trustee Meetings, BP-158: Political Activity, BP-2125: Weapons on Campus, BP-3102: Investment Policy, BP-3502: Campus Safety, BP-6105: Graduation Requirements for Degrees and Certificates of Achievement

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 December 6, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the December 17, 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

138

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

RECORDING OF BOARD OF TRUSTEE MEETINGS

Any audio or video recording of an open and public Board meeting made by or at the direction of the Board~~If the Board causes any tape or video recording of a meeting, the recording~~ shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code ~~Sections 6250, et seq.~~ The Chancellor shall enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board of Trustees to stop.

Reference:

Government Code Sections 54953.5, 54953.6; 6250

Education Code Section 72121(a)

BOARD POLICY

158

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

POLITICAL ACTIVITY

Members of the Board of Trustees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding ~~ballot~~ District Bond measures.

Reference:

*Education Code Sections 7054.1; 7056;
Government Code 8314*

BOARD POLICY

2125

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

WEAPONS ON CAMPUS

Firearms or other weapons shall be prohibited on any college or district site or in any facility of the District except for activities conducted under the direction of district officials and as authorized by the Campus Chief of Police. ~~Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District site or other facility of the District must promptly notify Campus Police.~~

~~Activities involving firearms, knives, explosives, dangerous objects or weapons conducted under the direction of District officials, shall be authorized by a campus Chief of Police, before taking place.~~

~~Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches, or any other weapon as described in California Penal Code Section 626.10, onto campus grounds is prohibited by law, with the exception of a duly appointed peace officer who is engaged in the performance of his or her duties, regardless of whether the person has been authorized by a District employee to have the weapon. Prior authorization must be obtained from a Campus Police Chief in advance of bringing any of the aforementioned weapons onto District property.~~

References:

Penal Code Sections 626.9h and 626.10

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3102
BUSINESS

INVESTMENT POLICY

The Chancellor is responsible for ensuring that ~~the District funds of the District that are~~ invested that are not required for the immediate needs of the District be invested. ~~Investments shall be~~ in accordance with current laws, ~~including California Government Code Sections 53600, et seq.~~

Investments shall be made based on the following criteria:

The preservation of principal shall be of primary importance.

The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.

Transactions should be avoided that might impair public confidence.

The Board of Trustees has given the authority to manage the investments of the Retiree Health Benefits Trust to the Retirement Board of Authority (RBOA).

The District's Chief Fiscal Officer must provide the Chancellor and the Board of Trustees with, at least, the required quarterly and annual reports on investments ~~as specified by Government Code Section 53646.~~

This policy will be reviewed periodically, as needed, to ensure its consistency with the objectives of safety, yields, and possible changes in applicable laws and financial trends. Any proposed amendments will be presented to the Board for review prior to approval.

All private investment advisors/managers, legal counsel, or any other financial professionals employed or retained by the District including, without limitation, financial advisors, underwriters, bond counsel, and disclosure counsel must review this policy and sign the statement of compliance confirming that they have reviewed this investment policy and will fully comply with its requirements.

[See Administrative Regulation 3102-Investments]

Reference:

Government Code Section 53600 et seq.

Adopted: 9-16-96
Revised: 4-26-99
Revised: 9-29-03
Revised: 10-27-08

BOARD POLICY

3502

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

CAMPUS SAFETY

The board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months. The South Orange County Community College District maintains a District Department of Campus Safety Police Policy Manual-, which is reviewed annually in compliance with the Jeanne Clery Act.

Reference:

Education Code 67380(a)(4)

Jeanne Clery Act

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

6105

INSTRUCTION

GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES OF ACHIEVEMENT

The District grants the degrees of Associate in Arts (AA), Associate in Arts for Transfer (AA-T), Associate in Science (AS), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have attained a 2.0 grade point average in courses applicable to the degree. Students must also complete the general education, residency, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a State approved pattern of degree-applicable coursework.

The Chancellor, in consultation with the faculty, shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the colleges' catalogs and included in other resources that are convenient for students.

Reference:

Education Code Section 70902(b)(3)

Title 5, Sections 55060 et. seq.

Board Policy – 2100.1-Delegation of Authority to Academic Senate

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 2013-2014 Bonded Sabbatical Recommendations

ACTION: Approval

BACKGROUND

Under the authority of Article XXVI, Section H, of the Academic Employee Master Agreement, twenty-eight (28) semesters are available for sabbatical leave for the 2013-2014 academic year. According to Article XXVI, Section I, Subsection A, of the Academic Employee Master Agreement, sabbaticals are allowed for the professional enhancement of the faculty member, which shall benefit the faculty member, his/her college, students, and/or the District. Sabbatical applications and supporting information were forwarded to and reviewed by the SOCCCD District-wide Sabbatical Committee, comprised of faculty and administrators representing the colleges and the district. Using the criteria of Article XXVI, seventeen (17) full-time faculty members are recommended for bonded sabbatical leaves during the 2013-2014 year. Of the seventeen proposals selected, three (3) faculty members requested full-year sabbaticals. Of the fourteen (14) faculty members requesting single-semester sabbaticals, eight (8) requested sabbaticals for the Fall Semester 2013 and six (6) requested sabbatical leave for Spring Semester 2014.

STATUS

The SOCCCD Sabbatical Committee met and reviewed all requests for sabbaticals for the 2013-2014 academic year. The committee, chaired by Dr. Tony Huntley, Professor, Mathematics, Science and Engineering, Saddleback College, and Dr. David Bugay, Vice Chancellor, Human Resources & Employer/Employee Relations, voted to recommend faculty members listed in Exhibit A for sabbatical leaves during the 2013-2014 academic year. Budget planning will reflect provisions to accommodate the sabbatical teaching loads.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the recommended faculty members, listed in Exhibit A, for bonded sabbatical leave during the 2013-2014 academic year.

South Orange County Community College District
2013-2014 Sabbatical Committee Recommendations

LISA DAVIS ALLEN
Fine Arts/Art History
Irvine Valley College

Spring Semester 2014

TITLE: Seeing Process: Media Literacy for the Art History Student

GOALS and OBJECTIVES:

1. To complete a draft for a course textbook that will be used in "ARTH 104: Introduction to Art Media," and also use as a recommended primer of other art historical period courses.
2. Develop a corresponding workbook for direct classroom use.

Note: This type of text should provide valuable information that can be used as optional material for a number of courses addressing the visual arts (lecture and lab). Currently, I have not found a text unique to this specific focus. Most information on this topic is embedded in broader texts, making classroom use ineffective and expensive for the student.

ACTIVITIES:

To include: preparatory research, extensive writing, preliminary corresponding workbook activities/exercises, illustration development, and publication procurement.

This drafted manuscript will be developed to give the student of art history a general knowledge of the major studio practices and processes in an effort to increase his/her skills of recognition and observation when investigating historical works of art and architecture.

The typical AA and BA degrees in art history and/or theory include only minimal studio experience for the art history student (usually 3 to 6 units). While the studio experience may be valuable, it exposes the student to only a very small portion of all traditionally available media. In the end, the art history student does not need to know how to "make art." Rather, the student needs to be able to recognize a wide variety of finished processes in the work by understanding the visual characteristics that are evident. This proposed text would provide that knowledge and allow the student to 'back out of the process' by distinguishing the unique characteristics chosen by the artist. Identifying the media employed by the artist through critical perception of the work's visual characteristics is critical to the developing analytical skills of the art history student.

Whether the student's goals are academic, curatorial or commercial – it is important that the art history student develop the necessary critical skills of observation that are employed when analyzing works. This manuscript will be designed to increase these skills through concentrated information on historical studio practices, expanded terminology, assignments designed to employ those developing skills, and a variety of sample exercises to assess the student's ability to recognize the processes in a variety of settings.

PRODUCTS:

1. Manuscript for publication development.
2. Preliminary drafts for corresponding workbook activities/exercises.
3. Corresponding proposed illustrations.

ELIZABETH CHAMBERS
Social and Behavioral Sciences/Sociology
Irvine Valley College

Fall Semester 2013

TITLE: Doing Sociology Using Archival Survey Data

GOALS and OBJECTIVES:

1. Provide free web-based statistical analysis tools and archival survey data to community college students.
2. Create a mini-manual for instructions on statistical procedures, which includes 10-15 learning concept enhancement exercises using free web-based statistical analysis tools and archival survey data.
3. Help students use data to explore the world of sociology and learn how to investigate many of the things they have read in sociology textbooks.
4. Most important of all, help students acquire critical thinking and data analysis skills, that will allow them to conduct research.

ACTIVITIES:

Search and find free web-based statistical analysis tools and archival survey data sets on the Internet; such as Survey Documentation and Analysis (SDA) statistical software platform at its UC Berkeley website. Over 150 archival data sets that use the SDA platform will be explored. Create a mini-manual for instructions on statistical procedures. Develop 10 – 15 concept enhancement interactive exercises that will appeal to today's computer savvy students, who want exciting and dramatic active learning opportunities rather than traditional teaching approaches. Each interactive exercise will explore dozens of sociological issues and will include instructional content, web-based resource links, example practice applications, and exercises for evaluation and assessment.

PRODUCTS:

1. A mini-manual for instructions on statistical procedures.
2. Ten to fifteen concept enhancement exercises using free web-based statistical platform that investigate culture, socialization, family life, crime, aging, education, work, and a host of other sociological subjects.
3. Link on <http://ivc.edu/faculty/echambers> for student and faculty access to exercises that deal with standard topics found in typical sociology courses.

WILLIAM ETTER
Humanities & Languages/English
Irvine Valley College

2013-2014 Academic Year

TITLE: Studying and Enhancing IVC Writing Instruction Across the Disciplines

GOALS and OBJECTIVES:

1. To study how well IVC's Writing courses assist students in their work within their chosen discipline/s through a consideration of student and faculty perceptions of students' written work in Life and Social Science courses.
2. To determine how IVC's Writing courses might be modified to better serve students' academic needs and promote student success.
3. To foster dialogue between Writing faculty and faculty in the Schools of Life Sciences and Social Sciences at IVC and UCI, thus: 1) promoting exchange of ideas and best practices in the teaching of writing and 2) creating strategies for possible modifications to course curriculum.

ACTIVITIES:

Recent studies of postsecondary writing have determined that, in order to complete their academic careers successfully, student writers must learn to create texts "for different disciplines and purposes" and "calibrate" their writing to various "disciplines, purposes, and audiences." Moreover, the study on Academic Literacy conducted by the Intersegmental Committee of the Academic Senates concludes: "we need to sponsor greater dialogue among teachers and faculty in different disciplines" in order to help our students to truly achieve college-level academic literacy. My proposed sabbatical project would: 1) examine the effectiveness of IVC Writing courses in enabling students to successfully complete written tasks in their coursework outside the Department of English, specifically, coursework in the Schools of Life Sciences and Social Sciences and 2) foster greater dialogue among Writing instructors and instructors in these other disciplines, both at IVC and UCI.

PRODUCTS:

1. Survey results from students and faculty in the Life Sciences and Social Sciences.
2. Meetings with Life Sciences and Social Sciences faculty to consider writing expectations in these disciplines.
3. A designed EXP Writing 2 course, based upon results and recommendations from this sabbatical project, focused on cross-disciplinary writing instruction.
4. Presentations of sabbatical results and recommendations for instructional strategies and curriculum revisions to IVC faculty in Life Sciences, Social Sciences, and Writing.

LINDSAY FOX
Advanced Technology & Applied Sciences/Fashion
Saddleback College

Fall Semester 2013

TITLE: Research and Practicum of Dye and Fiber Processes

GOALS and OBJECTIVES:

1. Increase students understanding of textiles including: fiber properties, dye affinities, pigments and auxiliaries.
2. Link textile chemistry concepts with hands on practice of techniques used historically, culturally, and in today's industry.
3. Create physical examples, pictures and videos of textile processes to present both in Dye Processes Class and Textile Classes.
4. Utilize Blackboard or some other on-line format for students to access and review textile information, experiments and techniques.
5. Decrease student anxiety and increase student success.
6. Inspire students to create and incorporate textiles into their designs in new ways.

ACTIVITIES:

To develop new teaching materials and visuals to support student learning in Textile and Dye Processes on Fabrics Classes. I intend to investigate and experiment with fiber processes on practiced historically, culturally, and in today's textile industries to develop new demonstrations, visuals, lectures and labs for fashion students. These materials will be presented both physically in class as well as virtually for future and further reference. For fashion students, an understanding of textile science is a fundamental necessity. The characteristics of fiber properties, dye affinities, dye family characteristics, yarn constructions, fabric constructions, types of pigments, printing techniques and finishes are concepts that are equally important for both design and merchandising students. Textiles are the main component used to create clothing. If a fashion student does not fully comprehend basic textile science they will not be able to create or select garments which will be targeted to a specific end use or customer. Thus, those garments are likely not to be successful.

Unfortunately, Textile Science is not an easy topic and many fashion students find it difficult. The Textile class is mandatory for all fashion students to take for every certificate. Its content is definitely a corner stone to their knowledge. For many, it is a class they put off taking because it is intimidating...it is science.

PRODUCTS:

1. 8-12 textile technique lessons presented virtually/ via Blackboard with content mastery exam.
2. 15 physical samples for class demonstrations of fiber techniques.
3. An exhibition on campus or in the community of textile technique samples.

SCOTT HOWLETT
Social & Behavioral Sciences/History
Saddleback College

Spring Semester 2014

TITLE: Online Learning and 21st Century Revolutions

GOALS and OBJECTIVES:

1. Incorporate the most up to date and effective practices of online learning techniques and pedagogy into History 5 & 12 courses.
2. Evaluate specific readings and research, related to specific “Middle East” revolts and revolutions since 1975 and contact authors and faculty to discuss the internal and external historical factors related to “Middle East” revolutions and revolts.
3. Create specific lectures, video clips, course readings, power point presentations and internet research projects for History 5 & 12.

ACTIVITIES:

Evaluate during the months of January, February, and March 2014, literature that focuses on “Middle East” Revolts and Revolutions since 1975 and interview Middle East specialists by phone or by email. Between March and May 2014, enroll in Saddleback Education courses, EDUC 205 and 215 and various Faculty Center for Instructional Design & Distant Education (CIDDE) workshops and online tutorials. CIDDE workshops and tutorials I plan on taking include Blackboard, Collaborations and Mobile Devices. This phase will involve several steps including designing an online World History course, revising my hybrid “Revolutions and Revolts” course and expanding my online student assessment methods and class management procedures. The knowledge, skills, and materials that result from this sabbatical will markedly improve my knowledge and effectiveness as a History instructor at Saddleback College. My ability to deliver online and hybrid materials evaluate different online pedagogical options and intellectually engage students about historical processes and developments and how they relate to their lives will be greatly enhanced by this sabbatical.

PRODUCTS:

1. A certificate of completion for an advanced online course offered through Saddleback College or UCLA extension in the area of online education.
2. Evidence of expertise in advanced PowerPoint, audio/video streaming, Collaboration, Mobile Devices and digital video editing.
3. Enhanced course websites for “Revolutions and Revolts” and World History since 1750 utilizing the Blackboard platform. Multimedia internet based course materials and tutorials for World History after 1750 and “Revolutions and Revolts.”
4. Evidence of expertise in the history of “Middle East” Revolts and Revolutions since 1975.

BARBARA HUGGINS
Health Science & Human Services/Nursing
Saddleback College

2013-2014 Academic Year

TITLE: Doctor of Nursing Practice

GOALS and OBJECTIVES:

1. Completion of the first year of the Doctor of Nursing Practice program at Western University of Health Science College of Graduate Nursing.
2. Completion of the Doctor of Nursing Practice degree by August, 2015.

ACTIVITIES:

Planned courses during the proposed sabbatical leave will be:

Fall 2013 Semester:

CGN 5306 Biostatistics and Epidemiology (3 Units)

CGN 8010 Philosophy and Science of Nursing Practice (3 Units)

CGN 8030 Clinical Scholarship, Research and Evidence Based Practice (3 Units)

Spring, 2014 Semester:

CGN 8020 Quality and Leadership in the 21st Century Health Care System (3 Units)

CGN 8050 Social Justice, Health Care Advocacy, and Policy in Nursing Practice (3 Units)

April through August:

CGN 8060 Outcome Based Collaboration and Collaborative Models (3 units)

CGN 8080 Care Delivery Improvement: Models and Strategies (3 Units)

PRODUCTS:

1. Summary report to nursing faculty at a faculty meeting – Fall 2014.
2. Summary reports to the Student Nurses Association for their newsletters – Fall 2014.
3. Transcripts of completed course work from Western University of Health Science College of Graduate Nursing.

FUMIKO ISHII
Language & Humanities/Japanese
Irvine Valley College

Spring Semester 2014

TITLE: (1) Presenting the Beauty of the Kimono and Enhancing Culture in the IVC Community and
(2) Designing Audio-Visual Modules to Improve Student's Communication Skills for the Japanese Program.

GOALS and OBJECTIVES:

1. To enhance Japanese culture by presenting the beauty of the kimono.
One of the important components of the National Standards of the Second Language is culture. The cultural education of the target language has to be incorporated in the curriculum and I decided to present the beauty of the kimono.
2. To improve the communication skills of students of the Japanese program.
Another important component of the National Standards is communication, which is vital to the language programs and has to be fully integrated in the curriculum. By creating audio visual modules, students will improve their language skills by following instructions and recording their products.

ACTIVITIES:

Professor Ishii will research the history and different types of the kimono. She will visit pertinent venues to obtain knowledge and information to design the kimono show in the semester following the sabbatical. She will learn how to dress others as well as herself in the kimono so that this knowledge can be used for demonstrations. The kimono show will be open to everyone on both campuses (IVC and Saddleback) and the videotape will be uploaded to the Japanese program website and other media. Furthermore, Professor Ishii will upload the presentation files to Blackboard of her course(s) and will demonstrate how to dress the kimono in the class(es). The five audio-visual modules will be created based on the content appropriate for each chapter. For each module, Professor Ishii will design the instructions, examples in Japanese, and visuals. She will instruct the student to record their verbal responses. Following the sabbatical, the professor will upload the modules to Blackboard and they will become a part of the class assignment.

PRODUCTS:

1. The kimono show is open to both campuses, IVC and Saddleback.
2. The PowerPoint Presentation of the kimono will be uploaded to the IVC Japanese Program website.
3. The audio-visual modules will be made public and accessible by anyone.

DONNA KING
Social & Behavioral Sciences/Social Sciences
Irvine Valley College

Fall Semester 2013

TITLE: Dear Future Child: An interactive learning tool for Students of Developmental Psychology

GOALS and OBJECTIVES:

1. Do background reading of the literature, get in touch with authors, faculty and other key contacts to discuss the content and approach.
2. Produce a draft of the publication and share with key contacts as well as a small sample of students for feedback.
3. Publish a supplement to be used in Developmental Psychology classes: "Dear Future Child: an Interactive Manual for Students of Developmental Psychology." This will take the form of an e-book.

I will provide a unique parenting resource entitled: Dear Future Child: this is my promise to you (one of a few working titles). It will serve as an inspiration and educational tool for students of developmental psychology. I plan to produce an interactive, journal-type manual that expands this activity to address the concepts, theories and application they learn about development from birth to adolescence. This will not only bring to life the desired learning outcomes of the course but will also strengthen students' understanding of how to implement what they have learned.

ACTIVITIES:

This student/parenting resource will be developed after a review of the literature and interviews of faculty from IVC and other local colleges and contact with the author of the textbook used in the class. Much time will be spent drafting the chapters and interactive content of the work.

PRODUCTS:

1. An e-book intended for use by students in HD 7 Developmental Psychology
2. A presentation to Faculty of Human Development and Psychology

KRIS LEPIEN-CHRISTENSEN
Social & Behavioral Sciences/Psychology
Saddleback College

Spring Semester 2014

TITLE: Creating Everyday Heroes Out of Everyday People

GOALS and OBJECTIVES:

1. Review of literature on conformity, roles on behaviors, and heroism.
2. Identify barriers that prevent individuals from taking action in situations that require bystander intervention.
3. Develop a training program based on the Heroic Imagination Project tailored to Saddleback College students and the local community.

ACTIVITIES:

Psychology has long focused on how “good” and “ordinary” people can be led to commit unbelievable atrocities. The work of Dr. Stanley Milgram (Yale University) in the 1960s and Dr. Philip Zimbardo (Stanford University) in the 1970s clearly demonstrated that situational forces can lead everyday individuals to commit atrocious acts. In Milgram’s case, he was able to demonstrate how individuals can be prompted to harm an innocent other simply because an authority figure ordered them to do so, while Zimbardo demonstrated how average college students, when assigned the role of “prison guards,” can become abusive when confronting student “prisoners” in a mock prison environment. While many today consider the research of Milgram and Zimbardo highly unethical, many have disregarded what these studies actually demonstrated: that not everyone is influenced by the social pressures that these studies manipulated. As a result, this research serves as an untapped opportunity to discover what leads people to act in a prosocial manner when the situation dictates otherwise. Further, a growing interest in Positive Psychology within the discipline has led psychologists to uncover the elements that promote positive, prosocial, healthy individuals. Building on the work of Zimbardo and his Heroic Imagination Project, this sabbatical project will focus on developing a Heroic Imagination training program for implementation at Saddleback College. This work has just begun on a pilot basis through Psi Beta, the National Honor Society for Community and Junior Colleges, at another institution, and as President of Psi Beta, it is my desire to use this project to build on and adapt for the needs of Saddleback College and the surrounding community. The end product may also serve as model for a community service project and can be implemented into our already existing Social Psychology (PSYC and SOC 30) courses as a service learning project. The products of this sabbatical project will result in the materials necessary to successfully implement the Heroic Imagination Project training at Saddleback College. Early research suggests that such training can increase helping in situations that normally produce bystander apathy and increase student success among new college students by reducing stereotype threat. These issues, among many others, are explored in our Social Psychology course and the applied application of this training has the potential of benefit both the students who undergo the training and those who are the recipients of the students’ interventions.

PRODUCTS:

1. Reference list of relevant sources reviewed for the project.
2. Creation of a Heroic Imagination training program specific to Saddleback College.
3. Training manual and multimedia resources for Heroic Imagination trainings.

KAY FERGUSON RYALS
Humanities and Languages/English
Irvine Valley College

2013-2014 Academic Year

TITLE: Preparing Electronic Teaching Materials for American Literature Courses

GOALS and OBJECTIVES:

1. To acquire expertise in electronic means of content delivery to expand my pedagogical repertoire in regular classes and to prepare me to offer hybrid and online literature courses.
2. To prepare a variety of materials to be used in Lit 22 and 23 (American Lit Survey). Materials will include but are not limited to PowerPoint presentations and other postings of lecture materials, videos, and interactive quizzes.
3. To meet, through the creation of these materials and the development of my skills with various instructional technologies, the need for online literature courses as determined by the IVC English Department and the college.

ACTIVITIES:

I wish to learn how to use several technologies that I have not had time to master during the regular school year so that I can incorporate them with ease into my regular class delivery and be prepared to teach online literature classes as needed by students and supported by my department and college.

The Sabbatical activities will include: A careful review of scholarship on effective pedagogy using electronic content-delivery technologies in the field of literature; training Camtasia, Mediasite, PowerPoint, Blackboard, and other relevant content-delivery technologies; creating course content for 2 core IVC literature courses.

PRODUCTS:

Course materials to be used in Lit 22 and Lit 23, whether in regular, hybrid, or online delivery.

AMY STINSON
Physical Science & Technologies/Geology
Irvine Valley College

Fall Semester 2013

TITLE: Lab Manual for Introductory Oceanography

GOALS and OBJECTIVES:

Create a lab manual for use in the introductory physical oceanography courses at Irvine Valley College that will be made available to students free via course Blackboard websites in a PDF format. The lab manual will become available to students enrolled in all sections of Introduction to Oceanography (MS20) the semester after the sabbatical is completed.

ACTIVITIES:

The lab manual will contain fifteen separate lab assignments consisting of revisions and enhancement of existing lab activities, writing of new lab assignments, and writing of lab activities/assignments that include the use of real-time oceanographic data (e.g. temperature, wave conditions, etc.). Approximately six of the lab assignments could be adapted for use in other geology courses taught at IVC.

PRODUCTS:

I plan to disseminate the oceanography lab manual directly to the students by providing access to the manual through each course section's Blackboard website. Printed copies could also be made available through the IVC bookstore.

I will provide instructors with a CD that contains the lab manual contents for upload to individual instructor's Blackboard websites. Instructors will also have a folder containing lab manual answers on the CD.

A copy of the lab manual on CD will also be given to the Dean's Office.

KIANA S. TABIBZADEH
Physical Science & Technologies/Chemistry
Irvine Valley College

Fall Semester 2013

TITLE: Student Academic Achievement in College Chemistry (pending dissertation committee approval)

GOALS and OBJECTIVES:

1. To complete the dissertation component of my Ph.D. degree in education.
2. To compile and assess factors affecting student success in college Chemistry for the purpose of understanding student attrition and potential to increase student retention in the future. Advanced degree related to the field of Chemistry.
3. For the purpose of professional enhancement to benefit the student success in college chemistry.

ACTIVITIES:

The proposed sabbatical leave is intended for the completion of a Ph.D. in Education, pending dissertation committee approval. It will entail extensive research and a comprehensive assessment of student characteristics for those enrolled in General Chemistry for the purpose of determining factors influencing student success in College Chemistry.

PRODUCTS:

1. A comprehensive analysis of the characteristics of students enrolled in General Chemistry for the purpose of assessing program effectiveness (Pending dissertation committee approval).
2. Ph.D. degree in Education will provide insight on student success in college chemistry and provide objectives for improvement as needed and as appropriate.
3. The results will be a published document that offers insight to student success rates in college Chemistry.

FAWN TANRIVERDI
Guidance & Counseling/Supportive Services
Irvine Valley College

Spring Semester 2014

TITLE: EOPS/CARE/CalWORKs Program Policy Handbook

GOALS and OBJECTIVES:

1. Create a Program Policy Handbook for EOPS.
2. Create a Program Policy Handbook for CARE.
3. Create a Program Policy Handbook for CalWORKs.

ACTIVITIES:

The EOPS, CARE, and CalWORKs programs are guided by a set of principles outlined in Title V of the California Educational Code and by direction from the State Chancellor's Office of the California Community Colleges. Within those directives, each college creates and administers its own program of services to eligible students. With the retirement of Irvine Valley College's long-time Director of Supportive Services, we have an opportunity to carefully research Best Practices at other colleges and re-evaluate the programs we have created at IVC, considering how, in changing times, we might run our programs more efficiently and economically. I will finally put into writing "how" and "why" we do things the way we do. It is important to note that, during a recent program audit, the outside auditing team asked for exactly the same program handbooks that I am proposing to create.

PRODUCTS:

1. One EOPS Program Policy Handbook.
2. One CARE Program Policy Handbook.
3. One CalWORKs Program Policy Handbook.

EDWIN TIONGSON
Fine Arts/Communication Studies
Irvine Valley College

Fall Semester 2013

TITLE: Developing the IVC Communication Studies Certificate Program

GOALS and OBJECTIVES:

1. To establish a certificate program in Communication Studies at IVC.

ACTIVITIES:

The IVC Communication Studies certificates will be developed after careful review of several certificate programs on a local, state, and national level. These certificates will be developed after interviewing local businesses, faculty from Irvine Valley College, IVC CTE Director, Dr. David Gatewood, and other Communication Studies faculty outside of our institution.

PRODUCTS:

1. One or more certificates in Communication Studies.
2. Meetings with internal and external Communication Studies faculty.
3. Meetings with Orange County local businesses

SAMANTHA VENABLE
Health Sciences and Human Services/Nursing
Saddleback College

Fall Semester 2013

TITLE: Transitioning Pharmacology (N160) Into an Online Format

GOALS and OBJECTIVES:

1. Develop an online pharmacology course that stimulates critical thinking and problem solving.
2. Decrease the scheduling conflict with other first semester courses to minimize student anxiety and increase student success.
3. Maximize content retention by case study application.
4. Increase the number of online courses offered by the Division.

ACTIVITIES:

There are many responsibilities related to the role of the registered nurse. Pharmacotherapy is one of the most important. Approximately 75% of the nurse's day revolves around the administration of medications, monitoring the patient response to the medication, assessing and intervening for possible adverse effects, and the evaluation of laboratory tests related to specific drug therapy. For these reasons, pharmacology is an important part of the nursing curriculum. The NCLEX examination, administered by the State of California for licensure, has 19% of the exam testing pharmacology concepts.

During this sabbatical, Professor Venable will change the delivery format from the classroom setting to an online course. She will develop modules to present didactic information regarding pharmacotherapeutics as well as first person video case studies that will stimulate critical thinking and problem solving. The online format will utilize a variety of multimedia presentations that will address the various learning styles of students, thus increasing student success,

PRODUCTS:

1. Online Pharmacology (N160) course
2. 25 Cantasia pharmacology modules
3. 6 first person case studies

AMIRA WEGENEK
Social & Behavioral Sciences/Psychology
Saddleback College

Fall Semester 2013

TITLE: Comprehensive Instructional Resource for Psychology Research Methods Laboratory Course (Psych 2)

GOALS and OBJECTIVES:

1. Provide a long-term solution to allow Departments of Psychology to meet increasing demand for the capstone Psych 2 course.
2. Enable more adjunct faculty to successfully teach Psych 2 and increase the likelihood that qualified faculty will be willing to accept this labor-intensive teaching assignment.
3. Provide teaching resources that all Psychology Instructors can use to help students make connections between course material and real-world careers in psychology.

ACTIVITIES:

All students who transfer to CSU and UC schools as psychology majors must complete the Psych 2 course, which emphasizes scientific literacy and writing, as a pre-requisite for transfer. Because teaching the laboratory component of Psych 2 requires extensive experience in research as well as copious amounts of work for instructors (i.e., the preparation of daily laboratory activities), it is difficult to find qualified and willing adjunct instructors to teach this class. Moreover, full-time Psychology instructors are unable to teach more than one section of Psych 2 per semester due to the work load. There will be even more demand for Psych 2 courses since the new AA Transfer degree in Psychology also requires this course. This sabbatical project aims to address the issues above by providing instructors with a Comprehensive Instructional Resource to successfully teach Psych 2. The proposed Resource will be developed after a careful review of the literature, conducting focus groups and interviews with both experts in the field and less experienced adjunct faculty, and hosting a regional conference regarding Best Teaching Practices of Research Methods in Psychology.

PRODUCTS:

1. Summaries of *Literature Review & Interviews/Focus Group Meetings*
2. Proceedings of Regional Conference on Best Teaching Practices in Research Methods
3. Comprehensive Instructional Resource for Psychology Research Methods Laboratory Course (online resource). Includes a collection of video interviews with professionals in psychology careers related to research and clinical psychology.

RICHARD WHITE
Fine Arts and Media Technology/Ceramics
Saddleback College

Spring Semester 2014

TITLE: "Book of Circles" Manuscript Completion

GOALS and OBJECTIVES:

1. Create a completed manuscript that will enable students to better meet course objectives and career goals.
2. The manuscript will be reviewed by students and peers and modified accordingly.
3. The manuscript will be shared with students, peers, and the community at large when completed.

ACTIVITIES:

1. Create twenty-five pages a month. This consists of three drawings per page (300+ drawings) and a paragraph each describing the compositional and creative elements of the drawing.
2. Execute various drawings to illustrate three dimensionally how design works together with form.
3. Create and/or acquire photographs to accompany the drawings and text.
4. Format the book for publication.

PRODUCTS:

At present, there is no text for three-dimensional artists that deals with either the format of the circle or how two-dimensional design meshes with three-dimensional form.

This manuscript will fill a perceived gap in the ceramic oeuvre and help students prepare for transfer by building their portfolio in a more informed and sophisticated fashion.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Academic Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibit A and Exhibit B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A and Exhibit B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. LOEFFLER, CHRISTINA, is to be employed as Anthropology Instructor, Pos #4449, School of Humanities and Languages, Irvine Valley College, effective January 14, 2013. Approximate Salary Placement: Range II, Step 1. This position was approved by the Board of Trustees on October 24, 2011. (See Exhibit B, Attachment 1)

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Bull, Larissa	BS/Psychology	Fashion/SC	I/1	01/22/13
Cabrera, Roberto	MA/Counseling	Amer. Sign Lang./SC	II/1	01/22/13
Caggiano, Jodi	MA/Nursing	Nursing/SC	II/1	01/22/13
Christian, Jessica	MA/History	History/IVC	V/1	01/22/13
Corp, Sarah	MA/English	English/SC	II/1	01/22/13
Demirkoparan, Vuslat	MA/Visual Studies	Eng. Comp/SC	II/1	01/22/13
Eckmann, Helen	PhD/Education	Business/SC	V/1	01/22/13
Fosdick, Melissa	MA/Psych.	Psych/SC	II/1	01/22/13
Galloway, Laura	MA/Org. Lead.	Bus./SC	II/1	01/22/13
Harris, James	MA/ History	History/SC	II/1	01/22/13
¹ Huang, Seniyi M.	MS/Pub. Hlth/Educ.	Nursing/SC	V/4	01/22/13
Jobin, Allison	Ph.D/Psychology	Psychology/SC	V/1	01/22/13
Kuznetsov, Kira	MS/Math	Math/SC	II/1	01/22/13
Lassiter, Rhonda	Ph.D/Biology	Biological Sci./SC	V/1	01/22/13
Putros, Tremonisha	MA/English	English/SC	II/1	01/22/13
Ramirez, Christian	MA/TESOL	ESL/IVC	II/1	01/22/13
Ray, Shatarupa	MS/Biological Sci.	Biology/SC	II/1	01/22/13

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.

¹ SOCCCD STRS retiree returning to teach part time

A. NEW PERSONNEL APPOINTMENTS - continued

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Trevino, Olivia	BA/Theatre Arts	Theatre Arts/SC	I/1	01/22/13

Equivalency is based upon a Bachelor of Arts degree with a 4.0 GPA in Theatre Arts from California State University, Long Beach, and winner of the Latina Leadership Scholarship. Ms. Trevino has continued her training with some of the most foremost directors in the field, including Mark Rucker (Yale School of Drama, Associate Artistic Director at ACT), Kim Rubenstein (Long Wharf Theatre, Associate Artistic Director, Faculty UCSD), Mark Brokaw (Drama Desk Award, Obie Award, Yale School of Drama), and Anne Justine D'Zmura (Head of Directing CSULB, Yale School of Drama), as well as directing critically acclaimed productions at a number of Los Angeles's edgiest theatres. Ms. Trevino will be working at the Julliard School in New York immediately before joining Saddleback College.

Weber, Christopher	MBA/Business Adm.	CA(Radio/TV/Film)/SC	II/1	01/22/13
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Equivalency is based upon a dual Bachelor of Arts degree in Film Studies and Cultural Anthropology from University of California, Santa Barbara, with an emphasis on courses in film production, documentary production, and ethnography, plus a Master of Business Administration degree in Strategic Management and Marketing from Claremont Graduate University. Mr. Weber has over ten years of network broadcast production experience as producer, director of photography, and sound mixer for FOX, ABC, ESPN, NBC, A&E, ABC Family, TVG, and HRTV. Finally, Mr. Weber has six years of teaching experience at the two-year college and high school levels, as well as his current two-year role as associate faculty of audio recording and video production at the Art Institute of California - Inland Empire.

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 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Abruzzese, Mark	Early College Pgrm Facilitation/IVC	100.00	09/01/12-12/19/12
² Altman, Cheryl	Reading Learning Ctr/SC	857.25	08/20/12-12/19/12
Carnie, Henry	Early College Pgrm Facilitation/IVC	100.00	09/01/12-12/19/12
³ Fitz-Maurice, T.	Reading Learning Ctr/SC	1,714.50	08/20/12-12/19/12
⁴ Green, Denise	Reading Learning Ctr/SC	1,714.50	08/20/12-12/19/12
Grimalda, Andrew	Early College Pgrm Facilitation/IVC	100.00	09/01/12-12/19/12
Harper, Melody	Early College Pgrm Facilitation/IVC	200.00	09/01/12-12/19/12
Hill, Sean	Early College Pgrm Facilitation/IVC	100.00	09/01/12-12/19/12
Hogan, Daniel	Early College Pgrm Facilitation/IVC	100.00	09/01/12-12/19/12
Kremenetski, K.	Early College Pgrm Facilitation/IVC	100.00	09/01/12-12/19/12

² One-time adjustment for Fall 2012

³ One-time adjustment for Fall 2012

⁴ One-time adjustment for Fall 2012

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 fiscal years.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
⁵ Lagatta, Jill	Reading Learning Ctr/SC	1,714.50 08/20/12-12/19/12
Lee, David	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Lefebvre, Lyndsey	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Marino, Valerie	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Rousseau, Michele	Coordinator, Comp Sci Lrng Ctr/SC	2,500.00 01/22/13-05/23/13
Seraphin, Eve	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Shiring, Richard	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Stahler, John	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Tan, Jennifer	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Terranova, John	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
Tierney, James	Early College Pgrm Facilitation/IVC	100.00 09/01/12-12/19/12
⁶ Vogel, Sarah	Reading Learning Ctr/SC	839.25 08/20/12-12/19/12

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 2012/2013 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Beckham, Jack	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Carlander, David	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Casil, Amy	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Chao, Iris	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Cosgrove, Robert	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
DeGennaro, John	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Jalalat, Jennifer	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Langille, Rachel	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Richiusa, Gordon	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Stanfield, Scott	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Summers, Marya	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Tash, Sharon	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Vallee, Patrick	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Wood, Josh	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Ziehm, Carol	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13
Zimmerman, Ray	ESL Read/Grade Writing Samples/SC	01/22/13-05/23/13

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 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount (\$)</u>	<u>Effective Date</u>
Camelot, Allison	Gerontology Cert. Pgrm/Perkins/SC	200.00	01/14/13-03/30/13
Goldberg, Patrizia	Faculty Mentoring, Perkins/SC	700.00	10/01/12-12/19/12

⁵ One-time adjustment for Fall 2012

⁶ One-time adjustment for Fall 2012
January 22, 2013

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 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Gonzalez, Frank	Curric. Dev. OC B2E/Math/SC	8,354.00	01/14/13-05/23/13
Grabau, Melvan S.	Technical Theatre Curriculum/IVC	3,000.00	02/01/13-05/23/13
Guy, Georgina	Coord. CalWORKs/TANF Pgrm/SC	4,935.00	01/22/13-05/23/13
Hare, Matthew	Musical Performance/SC	225.00	11/18/12-11/20/12
Loftus, Nicole	Gerontology Cert. Pgrm/Perkins/SC	200.00	01/22/13-03/30/13
Mathur, Roopa	Dev. Instr'l Support Material/IVC	2,500.00	02/01/13-05/23/13
Paige, Monique	Coord. Child Dev. Conf./Perkins/SC	1,500.00	01/22/13-04/30/13
Tamialis, Barbara	Co-Coord. CD Conf./Perkins/SC	500.00	01/22/13-04/30/13
Tamialis, Barbara	CD Work Based Learn/Perkins/SC	750.00	01/22/13-05/23/13
Zoval, James	Curric. Dev. OC B2E/Science/SC	8,354.00	01/14/13-05/23/13

D. TITLE CHANGE OF FULL-TIME, ACADEMIC FACULTY POSITIONS

1. **SADDLEBACK COLLEGE, Division of Kinesiology and Athletics** seeks authorization to change the title of the following academic full-time faculty positions within their department:

1a. **REPLACE PHYSICAL EDUCATION HEAD MEN'S/WOMEN'S TRACK COACH**, by eliminating Pos. #1496, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing KINESIOLOGY HEAD MEN'S/WOMEN'S TRACK COACH, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.

1ai. BLETHEN, MARK, ID #10824, change title only from PHYSICAL EDUCATION HEAD MEN'S/WOMEN'S TRACK COACH, Pos. #1496, Academic Faculty Salary Schedule Range III, Step 11, 36 hours per week, 10 months per year, to KINESIOLOGY HEAD MEN'S/WOMEN'S TRACK COACH, Academic Faculty Salary Schedule Range III, Step 11, 36 hours per week, 10 months per year, effective March 29, 2011.

1b. **REPLACE PHYSICAL EDUCATION/KINESIOLOGY/ASSISTANT FOOTBALL COACH**, Pos. #3809, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing KINESIOLOGY/ASSISTANT FOOTBALL COACH, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.

1bi. CRABB, KERRY, ID #14339, change title only from PHYSICAL EDUCATION/KINESIOLOGY/ASSISTANT FOOTBALL COACH, Pos. #3809, Academic Faculty Salary Schedule Range V, Step 9, 36 hours per week, 10 months per year, to KINESIOLOGY/ASSISTANT FOOTBALL COACH, Academic Faculty Salary Schedule Range V, Step 9, 36 hours per week, 10 months per year, effective March 29, 2011.

D. TITLE CHANGE OF FULL-TIME, ACADEMIC FACULTY POSITIONS - Continued

- 1c. **REPLACE** HEAD WOMEN'S SOCCER COACH/PHYSICAL EDUCATION INSTRUCTOR, by eliminating Pos. #2897, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing HEAD WOMEN'S SOCCER COACH/KINESIOLOGY INSTRUCTOR, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.
- 1ci. CRAIG, BRANDEE, ID #11769, change title only from HEAD WOMEN'S SOCCER COACH/PHYSICAL EDUCATION INSTRUCTOR, Pos. #2897, Academic Faculty Salary Schedule Range II, Step 8, 36 hours per week, 10 months per year, to HEAD WOMEN'S SOCCER COACH/KINESIOLOGY INSTRUCTOR, Academic Faculty Salary Schedule Range II, Step 8, 36 hours per week, 10 months per year, effective March 29, 2011.
- 1d. **REPLACE** PHYSICAL EDUCATION INSTRUCTOR/ASSISTANT FOOTBALL COACH, by eliminating Pos. #1562, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing KINESIOLOGY INSTRUCTOR/ASSISTANT FOOTBALL COACH, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.
- 1di. CRAPO, STEPHEN, ID #9823, change title only from PHYSICAL EDUCATION INSTRUCTOR/ASSISTANT FOOTBALL COACH, Pos. #1562, Academic Faculty Salary Schedule Range V, Step 18, 36 hours per week, 10 months per year, to KINESIOLOGY INSTRUCTOR/ASSISTANT FOOTBALL COACH, Academic Faculty Salary Schedule Range V, Step 18, 36 hours per week, 10 months per year, effective March 29, 2011.
- 1e. **REPLACE** PHYSICAL EDUCATION INSTRUCTOR, by eliminating Pos. #1709, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing KINESIOLOGY INSTRUCTOR, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.
- 1ei. DUQUETTE, JANICE, ID #1121, change title only from PHYSICAL EDUCATION INSTRUCTOR, Pos. #1709, Academic Faculty Salary Schedule Range V, Step 26, 36 hours per week, 10 months per year, to KINESIOLOGY INSTRUCTOR, Academic Faculty Salary Schedule Range V, Step 26, 36 hours per week, 10 months per year, effective March 29, 2011.
- 1f. **REPLACE** PHYSICAL EDUCATION INSTRUCTOR/SWIM-WATER POLO COACH, by eliminating Pos. #1521, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing KINESIOLOGY INSTRUCTOR/SWIM-WATER POLO COACH, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.

D. TITLE CHANGE OF FULL-TIME, ACADEMIC FACULTY POSITIONS - Continued

- 1fi. HIGGINSON, JENNIFER, ID #12389, change title only from PHYSICAL EDUCATION INSTRUCTOR/SWIM-WATER POLO COACH, Pos. #1521, Academic Faculty Salary Schedule Range IV, Step 9, 36 hours per week, 10 months per year, to KINESIOLOGY INSTRUCTOR/SWIM-WATER POLO COACH, Academic Faculty Salary Schedule Range IV, Step 9, 36 hours per week, 10 months per year, effective March 29, 2011.
- 1g. **REPLACE** PHYSICAL EDUCATION INSTRUCTOR, by eliminating Pos. #1666, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing KINESIOLOGY INSTRUCTOR, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.
- 1gi. JACOBSEN, KAREN, ID #10071, change title only from PHYSICAL EDUCATION INSTRUCTOR, Pos. #1666, Academic Faculty Salary Schedule Range IV, Step 10, 36 hours per week, 10 months per year, to KINESIOLOGY INSTRUCTOR, Academic Faculty Salary Schedule Range IV, Step 10, 36 hours per week, 10 months per year, effective March 29, 2011.
- 1h. **REPLACE** PHYSICAL EDUCATION INSTRUCTOR/HEAD FOOTBALL COACH, by eliminating Pos. #1698, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing KINESIOLOGY INSTRUCTOR/HEAD FOOTBALL COACH, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective March 29, 2011. This position reflects a change in title only to be in alignment with the change in Division name as approved by the Board of Trustees on March 28, 2011.
- 1hi. MC ELROY, GLEN, ID #9673, change title only from PHYSICAL EDUCATION INSTRUCTOR/HEAD FOOTBALL COACH, Pos. #1698, Academic Faculty Salary Schedule Range V, Step 18, 36 hours per week, 10 months per year, to KINESIOLOGY INSTRUCTOR/HEAD FOOTBALL COACH, Academic Faculty Salary Schedule Range V, Step 18, 36 hours per week, 10 months per year, effective March 29, 2011.

E. WORKLOAD BANKING

1. VENABLE, SAMANTHA, ID #1149, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College, Pos #1713, is requesting a leave of absence for the Spring 2014 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2011-2014, in compliance with the Workload Banking Program.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. NIGRELLI, CHRISTINA, ID #15938, Child Development Instructor, Pos #4171, Division of Social and Behavioral Sciences, Saddleback College, Academic Faculty Salary Range V, Step 7, resignation effective January 11, 2013. Payment is authorized for any compensated time off. (Start date: August 16, 2010)

ATTACHMENT 1

NAME: LOEFFLER, CHRISTINA HURST

POSITION: ANTHROPOLOGY INSTRUCTOR
School of Social & Behavioral Sciences
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

M.A. Anthropology, Emphasis in Archaeology
California State University
Fullerton, CA

B.A. Anthropology
California State University
Fullerton, CA

EXPERIENCE:

Ms. Loeffler has worked as a part-time instructor of Anthropology since 1994, teaching at Irvine Valley College, Santiago Canyon College, and Chapman University. She has taught introductory courses in Physical, Cultural, Language and Culture, Archaeology and Native American Cultures. She has also taught honors sections of Physical and Culture and distance education sections of Physical Anthropology. She has written curriculum and mentored students toward presentation at local honors conferences.

As an archaeologist, Ms. Loeffler has conducted prehistoric and historical archaeological fieldwork in California, the Great Basin, the Southwest, and the Plains. She has done field internships with the Bureau of Land Management and the U.S. Forest Service and has experience in all facets of fieldwork including survey, excavation, and laboratory analysis techniques associated with faunal remains, lithic and ceramic analysis and palaeoethnobotany. She is currently serving as Vice President of the Orange County Chapter of the Archaeological Institute of America

PROFESSIONAL AFFILIATIONS:

- American Anthropological Association – member
- Archaeological Institute of America – Vice President, Orange County Chapter

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: 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. DIMAS, MARIO is employed as Accounting Assistant, Pos. #4310, Office of College Fiscal Services, Irvine Valley College, Classified Bargaining Unit Salary Range 118, Step 1, 25 hours per week, 12 months per year, effective December 11, 2012. This is a replacement appointment for Nancy Esterly, who resigned.
 - b. GRIFFIN, ALICE is employed as Laboratory Technician, Student Success Center, Pos. #4502, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 122, Step 2, 40 hours per week, 12 months per year, effective August 20, 2012. This position was approved by the Board of Trustees on February 27, 2012.
 - c. MACIAS, JOSE is employed as Custodian, Pos. #1042, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective November 30, 2012. This is a replacement appointment for Manual Ontiveras, who received a change in status.
 - d. PORT, JACQUELYN is employed as Child Development Specialist, Pos. #3441, Child Development Center, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Range 122, Step 1, 27.5 hours per week, 12 months per year, effective January 2, 2013. This is a replacement appointment for Evelyn Jones, who retired.
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>
Ashley, Merry	Senior Administrative Assistant/IVC	127/1	01/02/13
Carey, Barbara	Senior Lab. Technician, Consumer Sci./SC	130/1	01/02/13
Chandler, Kristine	Health Sci./Human Svc Prog. Specialist/SC	123/1	12/01/12
Chiang, Li-Chuan	Senior Lab. Technician, Computers/IVC	130/1	01/02/13
Cueto, Catherine	Senior Lab. Technician, Computers/IVC	130/1	01/02/13
Lopez, Johanna	Administrative Assistant/SC	121/1	01/02/13
Lucero, Carlos	Custodian/IVC	113/1	12/03/12
Mier Y Teran, Eduardo	Lab. Technician, Life/Physical Sci./IVC	122/1	01/02/13
Miller, Matthew	Applications Specialist I/IVC	134/1	12/04/12
Minot, Mason	Lab. Technician, Life/Physical Sci./IVC	122/1	01/02/13
Morales Gutierrez, Juan	Custodian/IVC	113/1	12/03/12
Orlando, Karen	Senior Administrative Assistant/IVC	127/1	01/02/13
Pickering, Dawn	Senior Administrative Assistant/IVC	127/1	12/17/12
Searcy, Arronlea	Community Education Program Spec./SC	127/1	12/18/12
Ullrich, Karen	Child Development Specialist/SC	122/1	12/07/12
Ward, Larry	Senior Lab. Technician, Art/SC	130/1	01/02/13
Wyatt, Jeremy	Alternate Media Specialist/IVC	140/1	12/17/12
Yacono, Candice	Sr. Graph. Design./Publications Editor/IVC	136/1	01/02/13

A. NEW PERSONNEL APPOINTMENTS

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>
Alejo, Brittany	Project Specialist/SC	20.00	12/14/12-06/30/13
Ashley, Merry	Project Specialist/IVC	20.00	12/14/12-06/30/13
Cubillos-Bezanilla, Sandra	Project Specialist/SC	10.50	01/02/13-06/30/13
Galledari, Atefeh	Project Specialist/SC	10.50	01/02/13-06/30/13
Helms, Toni	TMD Aide/IVC	20.00	11/16/12-06/30/13
Lam, Miranda	Project Specialist/IVC	15.50	12/03/12-06/30/13
Larson, Gary	Coaching Aide/SC	15.00	12/04/12-06/30/13
Lau, Loretta	Project Specialist/IVC	15.50	12/03/12-06/30/13
Lopez, Johanna	Project Specialist/SC	14.00	12/01/12-06/30/13
Niculescu, Laura	Project Specialist (IT)/Dist.	12.00	07/01/12-06/30/13
Orlando, Karen	Project Specialist/IVC	20.00	12/18/12-06/30/13
Sebold, Margaret	Project Specialist/SC	16.00	12/03/12-06/30/13
Shearman, Carrie	Project Specialist/SC	9.50	12/05/12-06/30/13
Shomph, Crystal	TMD Aide/IVC	20.00	12/06/12-06/30/13
Sullivan, Desiree	Project Specialist (IT)/Dist.	12.00	07/01/12-06/30/13
Ullrich, Karen	CDC Aide/SC	12.00	12/12/12-06/30/13
Yacono, Candice	Project Specialist/IVC	20.00	12/14/12-06/30/13
Zane, Lauren	CDC Aide/SC	12.00	12/18/12-06/30/13

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>
Larson, Tracy	12/03/12-06/30/13
Tran, Dominique	12/07/12-06/30/13

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>
De John, Zackary	Clinical Skills Spec./SC	30.00/hr	12/20/12-06/30/13
Elespuru, Kathryn	Clinical Skills Spec./SC	30.00/hr	01/02/13-06/30/13
Kelly, Meagan	Interpreter III/SC	25.00/hr	12/20/12-06/30/13
Kermati Sheikholesla	Tutor/IVC	12.00/hr	12/12/12-06/30/13
Kilic, Nehir	Tutor/IVC	12.00/hr	12/04/12-06/30/13
Phillips, Diane	Interpreter V/SC	45.00/hr	11/15/12-06/30/13
Pourreza, Atousa	Comm. Ed./SC	2500.00/cs	11/27/12-06/30/13
Shaw, Glenda	Comm. Ed./SC	2500.00/cs	12/11/12-06/30/13
Wolf, Amberley	Comm. Ed./SC	2500.00/cs	11/30/12-06/30/13
Yousefi, Arya	Tutor/IVC	12.00/hr	12/19/12-06/30/13

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS

1. PUBLIC SAFETY ASSISTANT, Pos. #4500, Classified Bargaining Unit Salary Range 113, Office of Campus Safety and Security, Irvine Valley College seeks authorization to eliminate this part-time, 14 hours per week, 12 months per year position from its staff complement, effective February 1, 2013. (Position approved: February 27, 2012)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. DIRECTOR OF ANNUAL GIVING AND DEVELOPMENT SERVICES, Classified Administrator/Manager Integrated Salary Range 18, Office of College Foundation, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 23, 2013. Employment in this position is contingent upon annual reimbursement of salaries and benefits by the Saddleback College Foundation. (Exhibit B, Attachment 1)

D. AUTHORIZATION TO CHANGE A CLASSIFIED POSITION

1. PROGRAM ASSISTANT, CATEGORICAL, Pos. #3988, Classified Bargaining Unit Salary Range 118, 20 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, seeks authorization to permanently increase hours to 40 hours per week, 12 months per year, effective January 14, 2013 through June 30, 2013. Position #3988 is appointed to ¹Victoria Orlich, ID #16839. Employment in this categorical, grant funded position is contingent upon funding by the HIT Grant.
2. PUBLIC SAFETY ASSISTANT, Pos. #4499, Classified Bargaining Unit Salary Range 113, 20 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College seeks authorization to permanently increase hours to 25 hours per week, 12 months per year, pursuant to Article 7.3.2 of the C.S.E.A. contract, effective February 1, 2013, 2013. Position #4499 is appointed to James Palmer, ID #17332.
3. PUBLIC SAFETY ASSISTANT, Pos. #4501, Classified Bargaining Unit Salary Range 113, 15 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College seeks authorization to permanently increase hours to 25 hours per week, 12 months per year, pursuant to Article 7.3.2 of the C.S.E.A. contract, effective February 1, 2013. Position #4501 is appointed to Vikyra Vyrak, ID #19013.

¹ Ms. Orlich is currently in a temporary assignment as Health Sciences, Human Services Specialist while Chelsey Gray is on leave.

E. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. HAMBLIN, SAMUEL, ID #8490, Administrative Assistant, Pos. #3270, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, Office of Business Services, District, is to be employed as Buyer, Pos. #3263, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, Office of Business Services, District, effective January 1, 2013. This is a replacement appointment for Barbara Bangs, who received a change in status.
- b. TRUONG, PHEOLIN, ID #16899, Financial Aid Specialist, Pos. #3650, Classified Bargaining Unit Salary Range 125, Step 4, 25 hours per week, 12 months per year, Office of Financial Aid, Saddleback College, has been granted a lateral transfer to Financial Aid Specialist, Pos. #4195, Classified Bargaining Unit Salary Range 125, Step 4, 40 hours per week, 12 months per year, Office of Financial Aid, Irvine Valley College, effective January 14, 2013. This is a replacement appointment for Erica Sutcliffe.
- c. WINSTON, JENNIFER, ID #9330, Senior Administrative Assistant, Pos. #3326, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, Office of President, Irvine Valley College, has been granted a lateral transfer to Senior Administrative Assistant, Pos. #3334, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, Office of Business Services, District, effective January 17, 2013. This is a replacement appointment for Linda Hall, who retired.

F. OUT OF CLASS ASSIGNMENTS

1. BLASSINGAME, MARGARET, ID #18087, Administrative Assistant, Pos. #4506, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, 12 months per year, School of Mathematics, Sciences and Engineering, Irvine Valley College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3326, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Office of the President, Irvine Valley College, effective January 17, 2013. This is a temporary reassignment for Jennifer Winston, who received a change of status.
2. BUGAY, PATTI S., ID #17504, Senior Administrative Assistant, Pos. #3224, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, has been given a temporary change in assignment to Curriculum/Scheduling Specialist, Classified Bargaining Unit Salary Range 130, Step 4, 40 hours per week, Office of Instruction, Saddleback College, effective January 3, 2013. This is a temporary reassignment for a vacant position.
3. MC GINLEY, ANDREA, ID #16138, Financial Aid Specialist, Pos. #4288, Classified Bargaining Unit Salary Range 125, Step 3, 25 hours per week, 12 months per year, Office of Financial Aid, Saddleback College, has been given a temporary change in assignment to Financial Aid Specialist, Pos. #2790, Classified Bargaining Unit Salary Range 125, Step 3, 40 hours per week, Office of Financial Aid, Saddleback College, effective January 1, 2013. This is a temporary reassignment for Hoang-quyen Phan Dang, who is on leave.

F. OUT OF CLASS ASSIGNMENTS - Continued

4. MOHAMMADI, FARNAZ, ID #10663, Laboratory Technician, Computers, Pos. #4679, Classified Bargaining Unit Salary Range 122, Step 6, 27 hours per week, 12 months per year, Division of Online Education and Learning Resources, Saddleback College, has been given a temporary change in assignment to Applications Specialist II, Pos. #4111, Classified Bargaining Unit Salary Range 138, Step 1, 40 hours per week, Division of Online Education and Learning Resources, Saddleback College, effective January 2, 2013. This is a temporary reassignment for Vivian Nguyen, who is on leave.
5. RAMIREZ, ESTEBAN, ID #5758, Building Maintenance Worker, Pos. #4514, a temporary assignment, Classified Bargaining Unit Salary Range 124, Step 2, 40 hours per week, Office of Physical Plant, Irvine Valley College, has returned to permanent assignment as Custodian, Pos. #1268, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, effective January 2, 2013.
6. TY, DJIAN-LUKE, ID #16067, Laboratory Technician, Life and Physical Sciences, Pos. #4032, Classified Bargaining Unit Salary Range 122, Step 5, plus 5% shift differential, 40 hours per week, 12 months per year, School of Physical and Life Sciences, Irvine Valley College, has been given a temporary change in assignment to Senior Laboratory Technician, Life and Physical Sciences, Pos. #1245, Classified Bargaining Unit Salary Range 130, Step 2, plus 5% shift differential, 40 hours per week, School of Physical and Life Sciences, Irvine Valley College, effective, January 2, 2013. This is a temporary reassignment for Jamie Smith, who retired.

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. LEEBURG, MARILYN, ID #1945, Instructional Assistant, Pos. #4680, 15 hours per weeks, 10 months per year, Division of Online Education and Learning Resources, Saddleback College, resignation effective December 31, 2012. Payment is authorized for any compensated time off. (Start date: October 23, 1982)
2. TARMAN, CHRISTOPHER, ID #16817, Research and Planning Analyst, Pos. #4078, 40 hours per weeks, 12 months per year, Research, Planning and Accreditation, Office of the President, Irvine Valley College, resignation effective January 2, 2013. Payment is authorized for any compensated time off. (Start date: March 11, 2009)

H. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

Business Science, Irvine Valley College

Yasui, Sari

Emeritus Institute, Saddleback College

Miller, Christianne St. James, Jheri

Fine Arts and Media Technology, Saddleback College

Bezer, Michael	Cara, Katie	Cara, Sarah
Cara, Sophie	Levinson, Erin	Levinson, Kathleen
Moran, Emily	Moran, Kimberly	Saiz, Judy
Siu, Jessica	Siu, Madyson	Siu, Wendy

H. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

Guidance and Counseling, Irvine Valley College

Do, To-Nhu Shabazian, Elizabeth

Health, Kinesiology and Athletics, Irvine Valley College

Strickland, Jeff

Humanities and Languages, Irvine Valley College

Aoki, Kenta Asai, Naho Chiba, Kanae
Kumon, Kiyomi

Library Services, Irvine Valley College

House, Serie Yvette

Health, Kinesiology and Athletics, Irvine Valley College

Strickland, Jeff

Social and Behavioral Sciences, Saddleback College

Rush, Elizabeth

Planning, Research and Accreditation, Saddleback College

Korgan, Christos

ATTACHMENT 1

South Orange County Community College District

DIRECTOR OF ANNUAL GIVING AND DEVELOPMENT SERVICES – ID # , Classified
Manager – Integrated Management Salary Schedule 18

DEFINITION

To work with senior management and provide development and strategic execution and management of a comprehensive annual giving program, including the coordination and oversight of supporting initiatives in the areas of development services and donor relations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of College Foundation or President's designee.

Exercises functional and technical supervision over support personnel assigned to annual giving, development services, and donor relations.

DISTINGUISHING CHARACTERISTICS

The Director of Annual Giving and Development Services is a mid-level management position. The incumbent is required to be significantly self-directed, self-motivated and capable of working independently with a minimum of supervision. The incumbent possesses expert management skills and the ability to create and perform complex plans and strategies to reach significant fundraising goals. The incumbent also possesses the skills, experience and personal qualities to provide leadership to the staff, volunteers and colleagues to successfully meet the Foundation's annual fund and development goals

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop a coordinated matrix of communication and solicitation strategies involving email, direct mail, phone/mail, personal visitation, volunteer engagement and events, all focused on shaping a sustainable tradition of annual support from alumni, community members and the staff and faculty of the College.

Foster the growth of best practices in the supporting areas of gift processing, data management and donor relations as related to annual giving and the College as a whole; demonstrate a keen appreciation of annual giving as the basis of successful major and gift planning programs.

Provide strategic direction and long-range/short-range planning for all these areas in the context of growing the annual giving program while supporting the greater development and campaign goals of the College Foundation.

Ensure that the College is a leader among peers as measured externally in terms of total dollars, percentage participation, consistency of giving and average gift size and internally in terms of clean data, ease of access to data and timely donor stewardship.

Lead the development and implementation of fundraising goals and strategies that significantly expand external resource development opportunities and results; support senior staff in the development of planned giving programs and cultivate new donors; maximize campus and community communication and coordination.

South Orange County Community College District
Page 2 - Director of Annual Giving and Development Services

EXAMPLES OF DUTIES

Focus on effective communication and solicitation activities within specific market segments identified as having potential for the greatest growth.

Oversee all annual giving, development services and donor relations programs including telemarketing, faculty/staff campaigns, departmental programs, senior gifting and other programs, data entry, report writing and generation, gift processing, donor stewardship, and all additional aspects of the College's constituent relations software.

Formulate and execute a communications program supporting annual giving.

Work effectively with the major gifts team and division representatives to gain strong participation in annual giving at all departments of the College and build strategies for moving donors to higher giving levels.

Manage a prospect pool with annual goals for personal visits and giving outcomes.

Create, develop and execute a highly effective and sustainable volunteer component within annual giving.

Perform related duties as assigned.

QUALIFICATIONS

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:

Bachelor's degree or above from an accredited college or university with major course work in business administration, communications, public relations, marketing, philanthropic management or related field.

Experience:

Three years of increasingly responsible foundation management experience involving managing budgets and effectively leading, managing and developing support staff, with demonstrated success in raising external resources from multiple channels. Five or more years of fund raising and donor services management experience preferred. Demonstrated track record for developing external resources at a college or university preferred.

Licenses and Other Certification:

A valid California driver's license.

Must hold a Certified Fund Raising Executives (CFRE) credential.

Completion of fundraising certificate program and/or National Society of Fundraising Executives accreditation preferred.

South Orange County Community College District
Page 3 - Director of Annual Giving and Development Services

QUALIFICATIONS

Knowledge of:

Budget preparation and administration.
Community and business relations, outreach and resources.
Correct English composition, grammar, spelling and vocabulary.
District and College organization, operations and objectives.
District and College policies and procedures.
Financial record-keeping skills.
Interpersonal skills including tact, patience and diplomacy.
Investment principles and procedures.
Knowledge of, and adherence to, the highest professional, ethical standards and practices as identified and agreed to by the National Society of Fund Raising Executives (NSFRE), the Partnership for Philanthropic Planning (PPP), and the National Council on Resource Development (NCRD).
Methods of donor development, solicitation, recognition and stewardship.
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized constituent software.
Oral and written communication skills.
Planning and organizational skills.
State and federal laws and regulations related to assigned program, such as nonprofit regulations, tax regulations, estate planning and fiduciary responsibilities.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
Collect, compile and analyze data.
Communicate clearly and concisely, both orally and in writing.
Demonstrate ability and interest in managing, developing, motivating and mentoring staff.
Demonstrate critical analytical skills regarding fund raising to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals.
Demonstrate excellent interpersonal skills, including the desire and ability to listen and be responsive to donors, professional advisors and other community partners.
Demonstrate openness to new ideas and their implementation.
Demonstrate proficiency in the use of technology, in particular database management and online marketing and fundraising programs.
Demonstrate strong managerial, leadership and supervisory skills.
Demonstrated organizational and communication skills.
Establish and maintain positive, effective and cooperative working relationships with those contacted in the course of work.
Initiate and build relationships with existing and prospective donors including individuals, business, industry, philanthropic and other organizations.
Interpret and apply complex and technical State and federal laws and regulations related to assigned
Listen carefully and attentively to and understand customers' needs, both internally and externally, and proactively respond to those needs in a consistent and timely manner.
Maintain a high level of poise and professionalism in all circumstances.
Maintain current knowledge of an effective annual giving and development services program, including legal gift receipts.
Maintain the security of confidential materials.
Manage multiple priorities simultaneously.

South Orange County Community College District
Page 4 - Director of Annual Giving and Development Services

QUALIFICATIONS

Ability to:

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Plan, organize, coordinate and direct a comprehensive annual giving and development services program.

Prepare and administer budgets for assigned program areas.

Prepare oral and written reports and recommendations.

Provide direction and motivation to others through communication, modeling appropriate behavior, optimism and high achievement.

React and adapt to changing situations easily and appropriately.

Recruit and train volunteers to serve on governing board.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Solve complex problems and meet deadlines and goals with limited supervision.

Support cooperation, collaboration and the sharing of information while providing the best quality product available and continuously upgrading standards to maintain quality in all areas of responsibility.

Train, supervise and evaluate the performance of assigned personnel.

Understand database management, gift processing and donor relations.

Work effectively and cooperatively to achieve common goals

Work effectively with and motivate other development professionals and volunteers.

Work independently and within a team environment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office and field setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation or in the community attending meetings. Incumbents are subject to contact with community leaders, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Must be willing and able to travel and to work nights and weekends, as required.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

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>

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>
1/30/13 7:00pm	A403	Antonia Castro Graham	ENVT 190	Denise Matson, City of Mission Viejo	Community Based Recycling in Mission Viejo
2/20/13 7:00pm	A403	Antonia Castro Graham	ENVT 190	Isabel Rios, County of Orange	Countywide Recycling Programs and Landfill Update

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 FY 1999–2000 actual Basic Aid receipts since the District became a Basic Aid District, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds.

As of December 31, 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 which includes approximately \$16M to be committed to OPEB retiree medical liability.

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 December, 2012 report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
January 22, 2013**

<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
SC Pool Deck Replacement (2010)	1,500,000			23	1,276,844	189,784	33,349

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
January 22, 2013**

<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 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
January 22, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	1999/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Actual	Balance Remaining for 2012/13
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

	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 December 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
January 22, 2013

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$2,156,000	\$7,141,000

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 \$22,814,000. The state has reimbursed their match equal to \$13,673,000 and this amount was returned to the basic aid account. Equipment reimbursement of \$2,000,000 is pending 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 seventeen months behind schedule. The Division of Labor Standards Enforcement (DLSE) negotiation is on-going. Other reasons for contractor payment withholdings include stop notices filed by subcontractors and material suppliers. Claim issues have been combined and a Judge has been assigned.

In Progress: Project punch list, building systems commissioning with M&O, close out documents and warranties submittals, DSA close out. District counsel, staff and labor compliance consultant efforts continued with the contractor's mutual agreement. *A DLSE hearing was held with all parties on December 19, 2012, and an agreement is under review.*

Recently Completed: A strategy meeting, held on December 12, 2012, between District Counsel and staff addressed labor negotiations and claims issues. *The demolition and removal of the CC Building is complete.*

Focus: Complete final punch list. Legal issues and close out of outstanding change orders. *Warranty repair for flooring delamination at the third floor is scheduled for completion on January 15, 2013.*

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$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 on August 1, 2012 and also currently under review. DSA review comments were returned to the architect and document revision is underway.

In Progress: Review of the DSA construction documents is underway by the college and district. Weekly meetings continue with the contractor and user group to address cost reduction measures. *Meetings between staff, consultants and end users are underway to finalize cost reduction measures.*

Recently Completed: The Preconstruction Services Agreement is Board approved and cost reduction meetings began Friday, November 2, 2012. *The architects and District representatives met with DSA on January 8, 2013, and submitted the building plans for back check review.*

Focus: Staff is continuing efforts on constructability reviews and cost reduction measures.

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

3. SECONDARY EFFECTS - LOOP ROAD

	Original	Revision	Total
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	(\$2,699,417)	\$5,555,583
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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. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Priority order for secondary effects is under consideration in relationship to scheduled maintenance concerns.

Recently Completed: Focus on the Loop Road project is directed toward secondary effects. The College anticipates removal or a lowered priority of the primary Loop Road construction scope during the Education and Facilities Master Planning process scheduled for 2015.

Focus: District and College staff and administration identified the secondary effects for the Loop Road project, specific to parking lot/storm drainage improvements, as a high priority. The current budget assignment will combine with scheduled maintenance budget assignment for storm drainage to achieve economy of scale.

Project Start: Phase I-Feb 2010, Phase II-Feb 2011	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

4. TAS RENOVATION PROJECT

	Original	Revision	Total
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 with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: The Design Development phase is underway. (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: A supplemental geotechnical investigation at North Wing was conducted last month. Surveying and utilities location mapping is completed.

Focus: Design Development with end user participation.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: March 2015	DSA Close Out: Pending

5. TAS SWING SPACE PROJECT

	Original	Revision	Total
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: *The Design Development phase is underway.*

In Progress: Two design meetings were held *last* month with end users.

Recently Completed: *Schematic Design is complete.*

Focus: *Design Development with end user participation.*

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
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 17 remain in “ Pending” status and must be closed to arrive at DSA close out.

Recently Completed:

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

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
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.

Recently Completed: The Notice of Completion was filed on July 8, 2010. *Three* remaining change orders have 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
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$16,297,000	\$17,410,000

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 state has reimbursed the district \$6,797,891 resulting in no need for additional basic aid funding. Approximately half of the state's contribution for construction funding and all equipment funding is pending.

Status: Surety take-over results in Work that is once again underway. *The completion contractor's schedule indicates a completion date beyond the Surety and District agreement. This extension results from challenges with casework procurement.*

In Progress: Staff and end users are developing furniture, fixture and equipment lists. Finalizing coordination and contract with Irvine Ranch Water District for Non-Potable water to toilets. *Exterior finishes include curtain wall, masonry, lathe and plaster installation. Interior installation focuses on second floor HVAC, drywall, insulation and ceramic tile.*

Recently Completed: *First of two phases for electrical switchgear upgrade and mainline electrical cable installation.* Initial review of repair to work in place-one step back, two steps forward. Negotiation with various subcontractors to resolve building membrane issues, heading toward building weather-tight condition. Finalize contract change issues: Purchase order, change order language, numbering convention for logs moving forward.

Focus: *Correction work continues. Negotiations between Surety and District are necessary to resolve added costs of schedule delay and minimize project impacts.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: April 2013	DSA Close Out: Pending

4. FINE ARTS BUILDING

	Original	Revision	Total
Project Budget:	\$31,451,000	\$3,541,000	\$34,992,000
Anticipated State Match:	\$28,305,000	(\$3,715,000)	\$24,590,000
Basic Aid Allocation:	\$3,200,000	\$5,697,115	\$8,897,115
Unallocated:	(\$54,000)	1,558,885	\$1,504,885

Budget Narrative: Budget reflects reporting as shown on State Chancellor's Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008 and 4/27/2009. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised 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. *The State Chancellor's office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project no longer qualifies for FPP approved status. If it is not funded in this fiscal year it will not be eligible in the following for funding consideration.*

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: *Determine best approach to obtaining FPP approval for IVC.*

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

5. BARRANCA ENTRANCE

	Original	Revision	Total
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: Plan coordination issues with the City of Irvine 98% complete. The City of Irvine has provided meeting minutes from a 1996 City Council meeting that, in the context of a land exchange between them and the Irvine Company, included a description of an SOCCCD agreement to provide a pedestrian bridge creek crossing in exchange for land use at the Barranca connection. District finds no evidence of participating in this understanding. *Coordination efforts for a phone conference between the District and the City of Irvine are underway.*

In Progress: Finalize minor planting designations at entrance. Set meeting to discuss pedestrian bridge question.

Recently Completed: A November meeting with the City of Irvine focused on plan and specification coordination. Division of the State Architect complete with accessibility review.

Focus: Resolve pedestrian bridge question with City of Irvine.

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
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: *Future Reports will not include this project.*

In Progress: After Civil Engineer is satisfied that the parking lot signage is complete, all Close Out documentation will be forwarded to DSA.

Recently Completed: *DSA Close Out Complete.*

Focus: DSA Close Out

Project Start: March 2009	Scheduled Finish: December 2011
Projected Finish: May 2012	DSA Close Out: December 2012

7. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
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 complete.

In Progress: The Request for Proposals have been received by the three selected firms and are under review by the selection committee. Site topographic and utility surveys are underway. Staff recommendation of chosen firm *are* anticipated for *this* January Board of Trustees meeting.

Recently Completed: Geotechnical Analysis and Draft Report complete. Selection committee has analyzed proposals and held interviews with three proposing firms.

Focus: 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
Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: Four demolition projects are complete with one identified as outstanding: ATEP Building Foundations and Infrastructure Demolition.

In Progress: Discussions are underway with City of Tustin and the Navy regarding a potential amendment to a previous agreement permitting construction and identifying conditions for same. Prequalification and bid document development is underway.

Recently Completed: Plan check by City of Tustin.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs. Obtain permission necessary to move forward with construction.

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	DSA Close Out: N/A

2. ATEP MONUMENT SIGNAGE

	Original	Revision	Total
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
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.

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

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	-	\$704,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012.

Status: Progress meetings held monthly. Pilot efforts complete.

In Progress: Data download for report development and review. Data reporting and compatibility tests between SchoolDude software and State Chancellor FUSION data base. IVC space dimensioning and synchronizing with FUSION. (Previous “Be Safe” efforts remove need for this at Saddleback College). Consultants performing condition assessments for remainder of both campuses.

Recently Completed: Condition Assessments for IVC and Saddleback Student Services complete for pilot assessment.

Focus: Continued progress on condition assessment completion.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: June 2013	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://soccdd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. 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 identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

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 November 30, 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 November 30, 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	2,873,900	269,015	9.36%
State Sources	8600-8699	12,696,260	13,597,819	5,297,290	38.96%
Local Sources	8800-8899	180,176,013	180,418,772	45,278,671	25.10%
Other Financing Sources	8900-8912			1,192	
Total Revenue		195,575,715	196,890,491	50,846,168	25.82%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 224,034,947	225,349,723	79,305,400	35.19%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 65,200,365	65,519,425	25,268,187	38.57%
Other Staff Salaries	2000-2999	40,587,109	40,911,242	13,088,347	31.99%
Employee Benefits	3000-3999	35,985,299	36,095,347	14,203,167	39.35%
Supplies & Materials	4000-4999	5,228,645	5,392,245	1,066,477	19.78%
Services & Other Operating	5000-5999	20,879,241	20,988,881	6,997,456	33.34%
Capital Outlay	6000-6999	5,261,092	5,439,206	975,587	17.94%
Payments to Students	7500-7699	258,595	368,775	136,732	37.08%
Total Expenditures		\$ 173,400,346	174,715,121	61,735,953	35.34%
OTHER FINANCING USES:					
Debt Service	7100-7199	435,000	435,000	115,920	26.65%
Inter Fund Transfers Out	7300-7399	\$ 1,379,296	1,379,296	763,996	55.39%
Basic Aid Transfers Out	7300-7399	20,235,661	20,235,661	2,600,000	12.85%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Sources (Uses)		22,049,957	22,049,957	3,479,916	15.78%
TOTAL USES OF FUNDS		195,450,303	196,765,078	65,215,869	33.14%
ENDING FUND BALANCE		\$ 28,584,644	28,584,645	14,089,531	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,639,088	17,639,088		
Reserve for Economic Uncertainties		10,345,556	10,345,556		
College Reserves for Economic Uncertainties		600,000	600,000		
TOTAL RESERVES		\$ 28,584,644	28,584,644		

NOTE: As of November 30, 2011, actual revenues to date were **29.55%** and actual expenditures to date were **30.20%** of the revised budget to date.

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of November 30, 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	19,166,197	23.95%
Restricted Budget Allocation		9,595,863	10,381,879	3,933,068	37.88%
Total Revenue		89,608,938	90,394,954	23,099,265	25.55%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 102,255,740	103,041,756	35,746,067	34.69%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 42,644,862	42,938,704	16,564,351	38.58%
Other Staff Salaries	2000-2999	20,520,147	20,623,685	6,622,380	32.11%
Employee Benefits	3000-3999	20,971,457	21,036,085	8,121,108	38.61%
Supplies & Materials	4000-4999	4,105,529	4,247,126	657,494	15.48%
Services & Other Operating	5000-5999	9,325,821	9,311,360	2,697,127	28.97%
Capital Outlay	6000-6999	3,703,458	3,770,857	680,898	18.06%
Payments to Students	7500-7699	84,466	213,939	41,394	19.35%
Total Expenditures		\$ 101,355,740	102,141,756	35,384,752	34.64%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 400,000	400,000	255,100	63.78%
Other Transfers	7400-7499	0	0	0	
Total Other Sources (Uses)		400,000	400,000	255,100	63.78%
TOTAL USES OF FUNDS		101,755,740	102,541,756	35,639,852	34.76%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	106,215	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of November 30, 2011, actual revenues to date were **29.14%** and actual expenditures to date were **35.24%** of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of November 30, 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	11,168,923	24.97%
Restricted Budget Allocation		5,930,680	6,459,440	2,967,891	45.95%
Total Revenue		50,668,326	51,197,086	14,136,814	27.61%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		53,538,491	54,067,251	17,006,979	31.46%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	20,833,232	20,858,450	8,191,361	39.27%
Other Staff Salaries	2000-2999	12,705,378	12,925,973	4,136,625	32.00%
Employee Benefits	3000-3999	11,155,591	11,201,011	4,730,653	42.23%
Supplies & Materials	4000-4999	976,455	999,317	358,531	35.88%
Services & Other Operating	5000-5999	5,243,953	5,391,347	1,674,500	31.06%
Capital Outlay	6000-6999	1,185,457	1,272,021	231,586	18.21%
Payments to Students	7500-7699	174,129	154,836	95,338	61.57%
Total Expenditures		52,274,195	52,802,955	19,418,594	36.78%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	435,000	435,000	115,920	26.65%
Transfers Out	7300-7399	729,296	729,296	258,896	35.50%
Other Transfers	7400-7499	0	0	0	
Total Other Sources (Uses)		1,164,296	1,164,296	374,816	32.19%
TOTAL USES OF FUNDS		53,438,491	53,967,251	19,793,410	36.68%
LOCATION OPERATING BALANCE		100,000	100,000	(2,786,431)	
RESERVES					
Reserve for Economic Uncertainties		100,000	100,000		

NOTE: As of November 30, 2011, actual revenues to date were **25.84%** and actual expenditures to date were **36.20%** 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

November information was not available in time for the December board meeting, consequently both November and December reports are included on this agenda.

The report for the period ending November 30, 2012 is included in Exhibit A. The portfolio is comprised of 53.0% Fixed Funds (Bonds) and 47.0% Common Stocks (Domestic and International). The fair market value at November 30, 2012 is \$68,138,640. Since inception, the trust has earned a 5.10% annualized return, which is down .02% from the prior month's annualized amount.

The report for the period ending December 31, 2012 is included in Exhibit A. The portfolio is comprised of 52.4% Fixed Funds (Bonds) and 47.6% Common Stocks (Domestic and International). The fair market value at December 31, 2012 is \$69,357,729. Since inception, the trust has earned a 5.43% annualized return, which is up .33% from the prior month's annualized amount. The annualized return is consistent with the market.

December 6, 2012

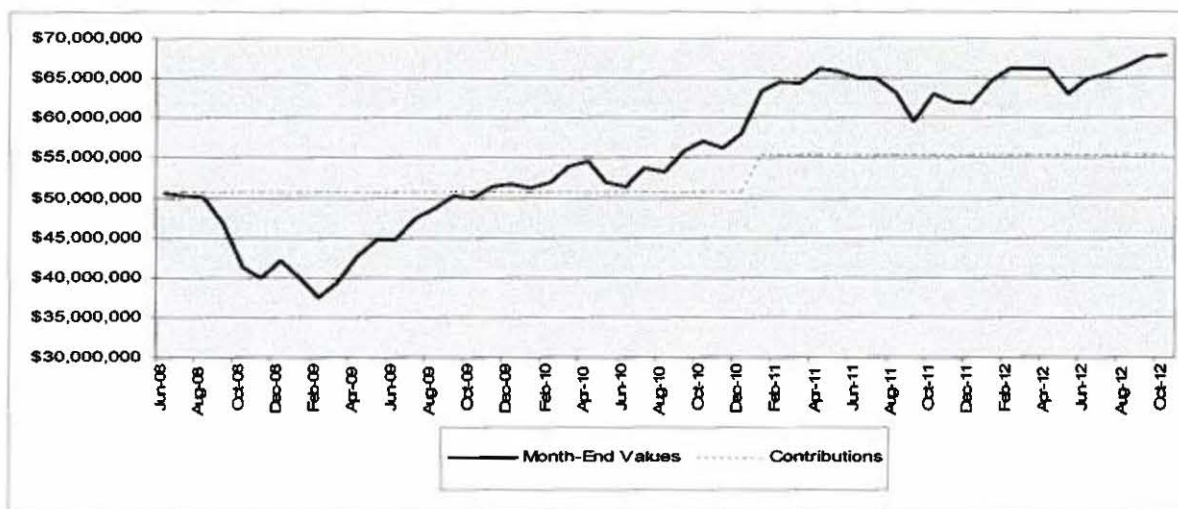
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on November 30th of \$68,138,640.12 your portfolio was up 0.30% for the month and up 5.10% 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 (53.0%), and common stock funds (47.0%). 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>November 2012</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.30%	9.70%	5.10% annualized return
S&P 500	0.58%	14.94%	4.63% (Domestic Stocks)
MSCI EAFE	2.42%	13.68%	-2.31% (International stocks)
Barclays Aggregate	0.16%	4.38%	6.53% (Domestic Bonds)



Very truly yours,

Scott W. Rankin
Scott W. Rankin
Senior Vice President

January 7, 2013

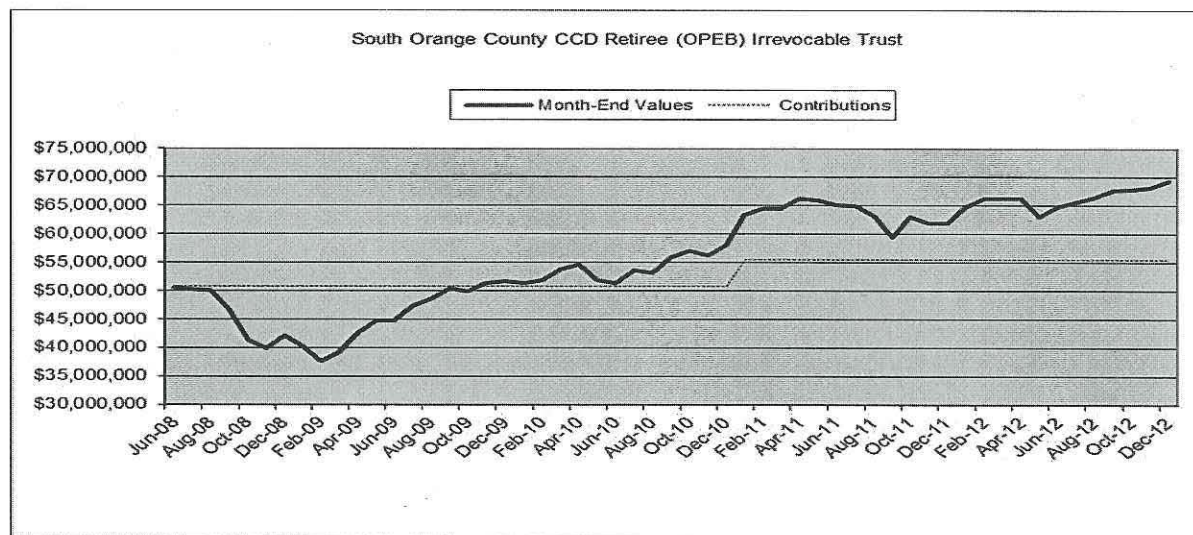
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust


With a fair market value on December 31st of \$69,357,729.42 your portfolio was up 1.79% for the month and up 5.43% 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 (52.4%), and common stock funds (47.6%). 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>December 2012</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.79%	11.74%	5.43% annualized return
S&P 500	0.91%	15.98%	4.75% (Domestic Stocks)
MSCI EAFE	3.20%	17.32%	-1.58% (International stocks)
Barclays Aggregate	-0.14%	4.23%	6.37% (Domestic Bonds)



Very truly yours,


Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 3 of 3

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
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. *Speakers are limited up to two minutes each.*

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
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: Chancellor Gary Poertner
Members of the Board of Trustees
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor
DATE: January 9, 2013
RE: ATEP Report for the January 22, 2013 Board of Trustees Meeting

City of Tustin

Negotiations and meetings continue with the City of Tustin for possible land exchanges and a development agreement. The required CEQA process has begun to support these efforts.

County of Orange

An agreement for the exchange of land with the County of Orange is being held in escrow and is scheduled to close simultaneously with the City of Tustin's proposed land exchange. The timeline for this concurrent close is approximately twelve months.

Demolition

With all of the above ground building structures demolished and debris removed from the ATEP site, the next step is to complete the demolition of the in-ground structures, which include building basements, floors, roads, and sidewalks. While plans for this demo work are complete, the District is now waiting for the required approval from the Department of the Navy before proceeding.

Lease in Furtherance of Conveyance (LIFOC)

Of the total 68.37 acres of land at ATEP, a sub-parcel of 30.7 acres is held on a lease agreement until the Department of the Navy can transfer the title of the property to the District. The transfer could occur this year, pending the Department of the Navy and the California Department of Toxic Substance Control come to an agreement on the transfer criteria related to potential institutional environmental controls on the land.

Funding

The District has been pursuing potential construction funding through the federal New Markets Tax Credit (NMTC) program. Recently, the 2010 US census information changed the status of the ATEP Tustin property so that it no longer qualifies for this special funding program. The District is now working to influence the initiation of federal tax law legislation that would include closed military bases, such as our ATEP site, to allow them to qualify for NMTC funding. This will be an ongoing legislative lobbying effort for this year.



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | www.ivc.edu

TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President *GR*

DATE: January 10, 2013

SUBJECT: **President's Report for the January 22, 2013 Board of Trustees Meeting**

26th Annual Astounding Inventions Set for January 26

Young inventors from kindergarten through eighth grade will compete on Saturday, January 26, in the 26th Annual Irvine Valley College (IVC) "Astounding Inventions" competition, presented by the Orange County office of Greenberg Traurig, LLP and the Irvine Valley College Foundation. More than 500 students from South Orange County will present inventions which they have conceived and crafted on their own. The students will compete for \$9,000 in cash prizes; certificates of achievement; and ribbons from the IVC Foundation. The inventions will be grouped by grade level and will be judged on their originality, usefulness, and a written description and illustration submitted by the student. More than 60 judges representing the scientific, education, civic and business communities will determine the winners at the event. In addition, as part of its title sponsorship, Greenberg Traurig selects two students' inventions from the event (one from Irvine Unified School District and one from Tustin Unified School District), based on their perceived patentability, and offers to conduct a pro bono prior art search and write a provisional patent application on the invention. During the fall of 2012, nearly 4,000 students representing 40 schools in the Irvine and Tustin Unified School Districts submitted their inventions for judging at their schools. From this, approximately 450 finalists were chosen to compete in the 2013 Astounding Inventions Competition. Past inventions have run from the whimsical to the remarkable and have included dozens of clever pet grooming devices, remote control gizmos, and relief from everyday challenges for children and their parents. The event was conceived by Irvine Valley College in 1987 to promote creativity and interest in Science, Technology, Engineering and Math (STEM) education in our community. Award winners may go on to compete at different levels of state and national math and science invention competitions.

Counselor Conference

Irvine Valley College is again hosting its annual High School Counselor Conference on Thursday, February 8, in the Performing Arts Center and throughout the campus. Anne Akers, Outreach Specialist, and Dr. Elizabeth Cipres, Dean of Guidance and Counseling, are co-chairing the event and organizing speakers and activities. The program agenda will include details on degrees with a transfer guarantee to a California State University campus; up-to-date information on financial aid and scholarship opportunities; student testimonials from their high schools; college curriculum that meets current labor market trends; counselor tips; tools; reports; resources; and much more. More than 100 district high school counselors, career center coordinators/specialists, guidance technicians and principals are invited from 40+ Orange County high schools.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: William O. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast III, James R. Wright
Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

Student Completion Seminars

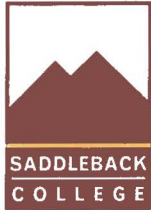
On Wednesday, January 30, IVC will host two seminars where Dr. Robert Johnstone will discuss how to translate the design principles and findings from recent research into action. The focus will be on increasing student success and student completion, in particular. This practitioner-oriented talk will provide resources and techniques for developing dialogue around evidence-based inquiry, and for using evidence to promote a culture of inquiry. The morning session will be held at 9 a.m. in Library 213 and will be recorded. The afternoon session will be held in A213 at 2 p.m. Dr. Johnstone is a Senior Researcher with the Research & Planning Group (RP Group) where he leads the RP Group's national programs and provides technical assistance to California community colleges. He is coming to IVC to help support the college's strategic objective to increase student completion.

Host Benefit Concert

IVC Professor Stan Breckenridge will hold a benefit concert to raise funds for IVC music scholarships on Saturday, February 2 at 7:30 p.m. Professor Breckenridge, a singer and pianist, will be accompanied by his 11-piece ensemble and will perform original material selected from his CDs: "Expositions", "Meditations", "Solo", "Live in Poland", and "This is My Song."

Adopt-A-Family

On Wednesday, December 19, the Supportive Services Programs hosted the 27th annual Adopt-A-Family event. Every year, IVC faculty and staff invest time, energy and funds to make the holiday season a little brighter for the low-income student population. In addition to the campus donations, public and private contributions were generously given from Toys-For-Tots, Bowers Museum, Los Angeles Dodgers, In-And-Out and Legoland. This collaborative effort made it possible to provide over 275 families with holiday food assistance and toys for their children. This year the volunteers included over 30 of the IVC Lasers Baseball team who assisted with the decorating, serving food and helping Santa distribute books and toys. IVC's youngest students in the Child Development Center were also treated to a visit with Santa (Darryl Cox, Director of Financial Aid) and his elf (Dr. Elizabeth Cipres, Dean of Counseling Services) assisted by singing and distributing stuffed animals to each child in the Center. It was a great success and a wonderful example of the IVC campus community giving back and helping students and their families.



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for January 22, 2013 Board of Trustees Meeting

Faculty In-Service was held January 15th through 18th. President Burnett hosted a breakfast for faculty, dinner for associate faculty, and lunch for classified staff, where he and Vice Presidents Don Busche, Juan Avalos and Carol Hilton presented information on the budget analysis process. Thank you to the Academic Senate, faculty, staff, and administrators that hosted workshops and presentations on a multitude of subjects, including but not limited to student success, accreditation, and technological tools and techniques, and special thanks goes to Professor Jane Horlings, the in-service coordinator.

During in-service week Dr. Burnett presented the President's Award for Innovation and Leadership to deserving members of our full-time faculty, associate faculty, management team, and full-time and part-time classified staff.

On January 30th Saddleback College and Irvine Valley College together will host Dr. Robert Johnstone, Senior Researcher with the RP Group, who will offer a presentation student completion and using evidence to promote a culture of inquiry.

Office of Instruction

Fine Arts and Media Technology

On January 12th, audiences were treated to our Professional Guest Artist Series of An Evening of Comedy & Magic in the McKinney Theatre. The Professional Guest Artist Series also hosted the Minneapolis Guitar Quartet on Saturday, January 26th at 7:30 pm in the McKinney Theatre. Saddleback students received a special discount to see this world-renowned quartet perform. On January 27th, Reflections of the Ocean Classical Keyboard Series (ROCKS) presented a Chamber Music Duet with Grace Fong, piano, and Jacob Braun, cello, in the McKinney Theatre. On January 28th at 7 pm in the McKinney Theatre the Saddleback Jazz Faculty, which now includes Popular Music faculty Ariel Alexander, played original music by student composers. Our Concert Hour free music series presented a free concert of new music by Joey Sellers and Norman Weston in FA 101. Theatre Arts auditions were held on January 29-30 to cast students for our upcoming spring productions of *The Women of Lockerbie*, *Legally Blonde* and *AutoBahn*.