

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

# AGENDA

## Meeting of the Board of Trustees



**Monday, February 22, 2010**

**Call to order: 5:00 p.m.**

**[Followed by Public Comments/Closed Session]**

**Reconvene Open Session: 6:00 p.m.**

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

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

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

### **Board of Trustees**

Donald P. Wagner – President, Nancy M. Padberg - Vice President, Marcia Milchiker – Clerk  
Thomas A. Fuentes, William O. Jay, David B. Lang, John S. Williams, Bi'Anca Bailey – Student Trustee  
Raghu P. Mathur, Ed.D. - Chancellor



## Meeting of the Board of Trustees

February 22, 2010

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

#### **1.0 PROCEDURAL MATTERS**

##### **1.1 Call To Order**

##### **1.2 Public Comments**

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Discipline/Dismissal/Release (2)
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
    - b. Leave Request (1)
- C. Conference with Real Property Negotiators (GC Section 54956.8)
  - 1. Lease of Property by District: Portion of Saddleback College site at the southeast corner of Marguerite Parkway and College Drive; Agency Designated Representative – Dr. Raghu Mathur.
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1)  
Westphal v. Wagner
  - 2. Anticipated Litigation/Significant Exposure to Litigation (2)  
(GC Section 54956.9[b][1] and [b][3][A])

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

## **2.0 PROCEDURAL MATTERS**

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

### **2.2 Invocation**

Led by Trustee Marcia Milchiker

### **2.3 Pledge of Allegiance**

Led by Trustee Nancy Padberg

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

### **2.5 Public Comments**

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

## **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

C. Board Request(s) for Report(s)

- Request for Report on Nepotism in the District.

## **4.0 DISCUSSION ITEM**

### **4.1 SOCCCD: Emergency Preparedness and Disaster Recovery Plans**

Discussion on district and college Emergency Preparedness and Disaster Recovery Plans.

### **4.2 Saddleback College and Irvine Valley College: Curriculum Review**

A report from the academic senates on curriculum review.

## **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 January 25, 2010.

- 5.2 **Saddleback College: Western Psychological Association Annual Convention: Faculty and Student Travel**  
Approve the out-of-country travel request for up to eight students and one faculty advisor to attend the Western Psychological Association 90<sup>th</sup> Annual Convention in Cancun, Mexico, April 21–26, 2010, at a cost not to exceed \$12,015.
- 5.3 **Saddleback College: Study Abroad Program to Santander, Spain**  
Approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2010 and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.
- 5.4 **Saddleback College: Southwestern Anthropological Association (SWAA) Annual Conference**  
Approve out-of-state travel request for up to ten students and two faculty advisors to attend the Southwestern Anthropological Association (SWAA) Annual Conference, University of Nevada, Reno, April 29-May 2, 2010 at a cost not to exceed \$4,046.00.
- 5.5 **Saddleback College: Cosmetology Program Review**  
Approved \$3,400 for the completion of the Cosmetology Program Review.
- 5.6 **Saddleback College and Irvine Valley College: Grant Acceptance, Community Collaborative**  
Accept this award of \$319,000 from the California Community College Chancellor's Office for the Community Collaborative Grant RFA 09-140-890.
- 5.7 **Saddleback College: Loop Road Project: R2A Architecture, Consultant Services**  
Approve the agreement with R2A Architecture for the Loop Road Project in the amount of \$198,644.00.
- 5.8 **Saddleback College: Village Expansion Project: Portable Interior Improvements Change Order**  
Approve change order with Class Leasing Inc. in the amount of \$58,031.00.
- 5.9 **Irvine Valley College: Honors Geography 102, Out-of-State Travel Program**  
Approve the School of Social Sciences honors field study course in Hawaii from July 15-23, 2010 for up to twelve students at a cost not to exceed \$890.25 per student.
- 5.10 **Irvine Valley College: B200 Science Lab Annex and B239 Conversion: Amendment No. 1: Increase Amount for DSA Inspection Services**  
Approve Amendment No. 1 to the Architectural Services Agreement increasing the contract amount to Joyce Inspection by the amount of \$30,000.00. The total revised contract amount is \$245,064.00.

- 5.11 **Saddleback College and Irvine Valley College: Curriculum Revisions for 2010-2011**  
Approve proposed changes in curriculum for the 2010-2011 academic year.
- 5.12 **Saddleback College and Irvine Valley College: Community Education**  
Approve Community Education courses, presenters, and compensation for Summer 2010.
- 5.13 **Irvine Valley College: Speakers**  
Approve honoraria for speakers at Irvine Valley College.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P10-02891 through P10-03248 amounting to \$1,006,241.43. Approve confirming requisitions dated January 6, 2010 through February 4, 2010 totaling \$174,024.83.
- 5.15 **SOCCCD: Payment of Bills**  
Approve checks no. 088279 through 089072, processed through the Orange County Department of Education, totaling \$5,984,638.78; and checks no. 009755 through 009761, processed through Saddleback College Community Education, totaling \$288,598.75; and checks no. 008656 through 008665, processed through Irvine Valley College Community Education, totaling \$32,190.26.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**  
Ratify transfer of budget appropriations as shown.
- 5.17 **SOCCCD: Budget Amendment: Adopt Resolution No. 10-03 to Amend 2009-2010 Restricted General Fund and Child Development Fund**  
Adopt and amend as indicated.
- 5.18 **SOCCCD: Gifts to the District and Foundations**  
Approve gifts as presented.
- 5.19 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/ratify Trustees' requests for attending conferences.
- 5.20 **SOCCCD: January/February 2010 Contracts**  
Ratify contracts as listed.

## **6.0     GENERAL ACTION ITEMS**

- 6.1     **SOCCCD: Chancellor Recruitment**  
Discuss and take appropriate action on recruitment of new Chancellor.
- 6.2     **SOCCCD: District Educational and Facilities Master Plan**  
Direct development and update of the District Educational and Facilities Master Plan.
- 6.3     **Saddleback College and Irvine Valley College: Instructional Material/ Laboratory Fees**  
Approve revised instructional material and laboratory fees for 2010-2011.
- 6.4     **Saddleback College: Lease Agreement: Park Place Lexus**  
Approve lease agreement with Park Place Lexus.
- 6.5     **SOCCCD: Board Policy Revision: BP-5420: Nursing Program, BP-5510: Student Accident Insurance, BP-5515: Transfer Center, BP-5640: Service Animals, BP-5301: Course Repetition, BP-154: Conflict of Interest**  
Approve Board Policies.
- 6.6     **SOCCCD: OCSBA Marian Bergeson Award Nomination**  
Nomination of trustee for the Marian Bergeson Award.
- 6.7     **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking.
- 6.8     **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Change Organization Reporting Structure, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Short Term Hourly Employees, Volunteers.
- 6.9     **Irvine Valley College: California Community College Classified Employee of the Year Awards Program**  
Endorse nomination of Linda Renne, Sr. Administrative Assistant, for the Community College Classified Employee of the Year Awards Program sponsored by the California Community Colleges Chancellor's Office.

## **7.0    REPORTS**

- 7.1    **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback 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: List of Board Requested Reports**  
Reports requested by Trustees.
- 7.5    **SOCCCD: Monthly Financial Status Report**  
The reports are for transactions through December 31, 2009.
- 7.6    **SOCCCD: Quarterly Investment Report**  
This report is for the quarter ending on December 31, 2009.

## **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. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC
- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate
- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
  
- K. Irvine Valley College Classified Senate
- L. District Services Classified Senate
- 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 February 2, 2010

Trustee Name Tom Fuentes

### **Specific Request for Report:**

I would like to request a Board report on all cases of nepotism that currently exist among full-time and part-time faculty, classified staff and administrators/managers by each location in the District. Furthermore, I would like to know how well the District Board Policy on Nepotism is administered by the College Presidents, ATEP Provost and the Vice Chancellor of Human Resources in order to prevent nepotism.

**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):

Need information.

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### **FOR INTERNAL STAFF PURPOSES**

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Emergency Preparedness and Disaster Recovery Plans  
**ACTION:** Discussion

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**BACKGROUND**

At the direction of the Board of Trustees, each month an item specifically designed for discussion is placed on the Board Agenda. The topic for the February Board Meeting is Emergency Preparedness and Disaster Recovery Plans.

**STATUS**

In addition to Exhibit A, Dr. Robert Bramucci, Vice Chancellor for Technology and Learning Services, SOCCCD; Harry Parmer, Director of Safety and Security and Chief of Police, Saddleback College; and Will Glen, Director of Safety and Security and Chief of Police, Irvine Valley College; will present information on district and campus Emergency Preparedness and Disaster Recovery Plans.

*Item Submitted by: Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services*

## Emergency Preparedness and Disaster Recovery Plans

### ***District Services***

District IT has strengthened infrastructure in core network appliances, firewalls, storage area networks, the Student Information System (SIS), *Blackboard*, and other areas. District IT has also implemented monitoring systems that allow quick identification and notification of service problems or interruptions for the core network, SIS, Blackboard, and other mission-critical systems.

Should a disaster occur on the Saddleback College, Irvine Valley College, or ATEP campuses, some core systems such as CurricUNet for curriculum and Blackboard for technology-mediated instruction are implemented via a *Software as a Service* (SaaS) model, where processing is outsourced to other geographic areas. In addition, District IT has engaged *Blackboard Connect* to provide emergency messaging services.

District IT has contracted with U.S. Data Trust to ensure remote, secure nightly electronic backup of critical data. IT is in the process of evaluating cloud-based server virtualization services with the goal of being able to co-locate critical processing in the event of an extended disaster. In addition, we have contracted with Incentra Solutions and Neudesic LLC for rapid incident response services.

Finally, Vice Chancellor Bramucci chairs the Business Continuity Planning Council, which meets monthly to coordinate disaster recovery and business continuity processes throughout the district.

### ***Saddleback College***

The Federal Emergency Management Agency defines critical incidents for higher education institutions as those incidents that may occur on or significantly impact college and university campuses and their constituencies. Accordingly, Saddleback College promotes the philosophy that to successfully manage these incidents, all agencies must work together seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property.

Incident management at Saddleback College is thus a comprehensive system, which begins long before a disaster occurs and concludes with revising and exercising plans and procedures for future disasters. In accomplishing this, Saddleback College focuses its efforts in planning, implementing, and integrating best practice, policies, and guidance from California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Saddleback College incorporates an all-hazards, multi-discipline, team-based approach capable of responding to virtually any size incident. Therefore, emergency preparedness at Saddleback College includes all stakeholders within the District and all levels of government who have key roles in comprehensive emergency management planning and emergency operations plans.

### ***Irvine Valley College***

Last year, 2009, was an active year for emergency preparedness planning, equipment acquisition, improving response capability, and training at Irvine Valley College. In addition, campus emergency management conducted a number of exercises and participated in an operational event. The IVC approach to emergency preparedness is through the principles of risk avoidance and mitigation of identifiable hazards. Some of the highlights for the past year are listed below.

#### **EMERGENCY PLANNING**

- The IVC Emergency Operations Plan was completed and promulgated by President Roquemore. The plan meets all mandates, pursuant to SEMS/NIMS/ICS, as established by the California Emergency Management Agency and Homeland Security Presidential Directive 5.
- In addition, IVC is participating as part of the District Business Continuity Planning Council to develop a plan that identifies specific actions to be taken in the event of a disaster or emergency, such as the H1N1 epidemic.

#### **EMERGENCY RESPONSE CAPABILITY**

- In the area of emergency response capabilities, IVC constructed a Communications Center in the IVC police station to serve as a focal point for radio communications by emergency first responders, as well as to provide day-to-day police radio communications for IVC and ATEP. Furthermore, IVC created dispatch radio-operator positions to staff the facility. The dispatchers will be required to complete POST, 120-hour Public Safety Dispatcher courses to become trained as professional crisis communications operators. These individuals will also provide campus information operator services.
- In collaboration with the American Red Cross, and in line with the state emergency plan, care and shelter responsibility, IVC received a \$20,000 federal grant that was used to fund the purchase of a 20-foot storage container with cots, bedding, and other subsistence supplies to accommodate 300 persons if needed following a county emergency.
- IVC also initiated a Building Marshal Program to train and equip campus staff to evacuate campus buildings during or following a campus emergency. Approximately 25 staffs from IVC and ATEP have volunteered to be building marshals and have been issued personal emergency gear.

#### **EMERGENCY MANAGEMENT TRAINING**

- To carry out the provisions of the aforementioned Emergency Operations Plan, campus staff members are receiving mandated state and federal training. The Disaster Resistant California Community Colleges, a program sponsored by the California Community College Chancellor's Office, has created a training matrix outlining required emergency preparedness instruction for college employees. The training is designed for all District administrators and managers, public safety personnel, Facilities Management staff members, and other designated

District employees. It has been ongoing, but will be accelerated in coordination with District HR and the Saddleback College Police Department. Three classes were conducted at IVC during the past year, and additional classes are planned.

#### EMERGENCY PREPAREDNESS EXERCISES

- IVC participated in the Great California Shakeout, which simulated a 7.2 earthquake along the southern San Andreas Fault. At the initiation of the scenario, campus buildings were evacuated with the assistance of building marshals and the campus Emergency Operations Center was activated. The evacuation included participation by the ATEP campus. This event was carried out as a full-scale exercise, meaning a coordinated field and EOC operation.
- The Campus Police teamed with Irvine Police SWAT to practice response tactics for active shooter situations. The training took place in unoccupied campus buildings after hours.

#### EMERGENCY OPERATIONS

- During the past year, IVC was involved in an emergency operation in coordination with the Orange County Health Care Agency and the Irvine Police Department. This involved IVC hosting a point-of-dispensing clinic to vaccinate children with flu mist in response to the H1N1 swine flu pandemic.

#### MISCELLANEOUS EMERGENCY PREPAREDNESS

- In addition, Campus Police have been conducting monthly crime prevention presentations titled *Staying Safe at IVC*, at which the campus community is taught safety procedures for incidents such as workplace violence, active shooter situations, and earthquake preparedness.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and Irvine Valley College: Curriculum Review

**ACTION:** Discussion

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**BACKGROUND**

In accordance with the approved Board Agenda Planning Calendar, at the February meeting of the Board of Trustees the academic senates provide a report on curriculum review.

**STATUS**

Representatives of the Saddleback College and Irvine Valley College academic senates will present a report on curriculum review.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Minutes of the Board of Trustees Meeting  
**ACTION:** Approval

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Minutes from :

January 25, 2010 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

*Item Submitted by: Dr. Raghu P. Mathur, Chancellor*

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING  
January 25, 2010

PRESENT

Members of the Board of Trustees:

Donald P. Wagner, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

John S. Williams, Member

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Bi'Anca Bailey, Student Member

Administrative Officers:

Raghu P. Mathur, Chancellor

Gary Poertner, Deputy Chancellor

Robert Bramucci, Vice Chancellor, Technology and Learning Services

David Bugay, Vice Chancellor, Human Resources

Tod Burnett, President Saddleback College

Glenn Roquemore, President Irvine Valley College

Randy Peebles, Provost, ATEP

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

1.0 PROCEDURAL MATTERS

1.1 Call To Order

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Discipline/Dismissal/Release (1)
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
    - b. Leave Request (1)
- C. Conference with Real Property Negotiators (GC Section 54956.8)
  - 1. Lease of Property by District: Portion of Saddleback College site at the southeast corner of Marguerite Parkway and College Drive; Agency Designated Representative - Dr. Raghu Mathur.
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1) Westphal v. Wagner
  - 2. Anticipated Litigation/Significant Exposure to Litigation (1) (GC Section 54956.9[b][1] and [b][3][C]: Claim of Ryan Ponce against the District
  - 3. Anticipated Litigation/Significant Exposure to Litigation (2) (GC Section 54956.9[b][1] and [b][3][A])

**RECONVENE OPEN SESSION: 7:35 P.M.**

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

It was announced that the Board had approved an agreement with Dr. Mathur pursuant to which his service as the district chancellor shall end June 30, 2010 and his retirement will be effective June 30, 2011.



2.2 Invocation Led by Trustee David B. Lang

2.3 Pledge of Allegiance Led by Trustee Marcia Milchiker

2.4 Resolutions/Presentations/Introductions

Saddleback College President Tod Burnett introduced Stephen Crout, a Saddleback College student who is working on a documentary of the Veterans Memorial.

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  
Trustees Milchiker and Padberg gave reports.
- B. Chancellor's Report  
Chancellor Mathur gave a report.
- C. Board Requests for Report(s)

### 4.0 DISCUSSION ITEMS

4.1 SOCCCD: Accreditation Reports from Saddleback College and Irvine Valley College on Accreditation.

Saddleback College President Tod Burnett and Irvine Valley College President Glenn Roquemore reported on Accreditation at their respective colleges.

- 4.2 SOCCCD: How Districts are Planning and Adjusting to Accommodate State Budget Cuts Report on Statewide Community College Survey Results and SOCCCD Efficiency Measures.

Deputy Chancellor Gary Poertner reported on how other California community college districts are planning and adjusting to accommodate the state budget crisis.

- 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.

Trustee Wagner requested Item 5.1 be pulled; Trustee Milchiker requested items 5.7, 5.8, 5.9 and 5.10 be pulled; Trustee Padberg requested Item 5.14 be pulled, and Student Trustee Bailey requested Item 5.21 be pulled.

On a motion made by Trustee Lang and seconded by Trustee Milchiker the remaining items were approved on a 7-0 vote.

- 5.1 SOCCCD: Board of Trustees Meeting Minutes.  
Approve minutes of a Regular Meeting held on December 7, 2009.

It was noted that Item 6.1 in the minutes of the December 7, 2009 Board meeting should be amended to reflect a 7-0 vote instead of the 5-2 vote indicated. On a motion made by Trustee Fuentes and seconded by Trustee Milchiker this item was approved as amended on a 7-0 vote.

- 5.2 Irvine Valley College: 2010 International Debate Tour - People's Republic of China.

Approve the Irvine Valley College International Debate Team to travel to Shanghai, Beijing and Xi'an, China to participate in a debate tour from May 22-June 7, 2010. No District or student government funding is requested.

- 5.3 Irvine Valley College: Curriculum Revisions for the 2010-11 Academic Year.

Approve proposed curriculum changes from the Curriculum Committee and Academic Senate to the courses and programs set forth in Exhibit A.

- 5.4 Irvine Valley College: Landscaping Project, Architectural Services  
Approve agreement with RJM Design Group, Inc. for the Irvine Valley College landscape project in the amount of \$102,245.00.

- 5.5 Irvine Valley College: Donation of Surplus Equipment  
Approve the donation to Tustin Unified School District
- 5.6 Saddleback College: Student Nurse Organization: Faculty and Student Travel  
Approve NSNA Conference attendance in Lake Buena Vista, Florida for one to two Faculty Advisors and twenty nursing students for an amount not to exceed \$27,000.
- 5.7 Saddleback College: Village Expansion Project: Amendment to Increase Contract Services with R2A Architecture  
Approve amendment to architectural services agreement with R2A Architecture increasing the fee in the amount of \$19,938. The total revised contract amount is \$265,018.00.

See Item 5.10.

- 5.8 Saddleback College: Village Expansion Project: Amendment to Increase Contract Services with Sandy Pringle Associates, Inspection Consultants Inc.  
Approve purchase order increase with Sandy Pringle Associates in the amount of \$35,535.00. The total revised purchase order amount is \$118,535.00.

See Item 5.10.

- 5.9 Saddleback College: Village Expansion Project: Amendment to Increase Contract Services with gkkworks  
Approve amendment to construction management services agreement with gkkworks increasing the fee in the amount of \$78,090.00. The total revised contract amount is \$238,560.00.

On a motion made by Trustee Milchiker and seconded by Trustee Jay this item passed on a 6-0 vote with Trustee Lang abstaining.

- 5.10 Saddleback College: Change Order Requests: Village Expansion  
Approve change orders resulting in a decrease of \$48,857.57 in the project cost. The total revised contract amount is \$1,016,227.34.

On a motion made and seconded, Items 5.7, 5.8, and 5.10 were approved on a 7-0 vote.

- 5.11 Saddleback College: Speakers  
Approve honoraria for speakers at Saddleback College.

- 5.12 Saddleback College: Donation of Surplus Equipment  
Approve the donation to Rancho Santa Margarita Middle School.
- 5.13 Saddleback College: Acceptance of Highest bid for Leasing of Property and Delegation of Authority to Negotiate Final Lease Agreement  
Accept bid ranking and approve delegation of authority to the Chancellor, or his designee, to negotiate the final lease agreement.
- 5.14 ATEP: Pollution Legal Liability Select Policy  
Approve the purchase of a pollution legal liability select policy from American International Specialty Lines Insurance Company, a subsidiary of Chartis Specialty Insurance Company at a premium cost of \$138,000 for a ten year policy.
- On a motion made by Trustee Fuentes and seconded by Trustee Lang this item was approved on a 7-0 vote.
- 5.15 SOCCCD: Transfer of Budget Appropriations  
Ratify transfer of budget appropriations as shown.
- 5.16 SOCCCD: Agreement for Legal Services: Jones Day  
Ratify agreement for legal services relating to complaint.
- 5.17 SOCCCD: Authorization for Institutional Memberships 2009/2010  
Approve memberships and estimated dues for organizations as presented.
- 5.18 SOCCCD: Purchase Order/Confirming Requisitions  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P10-02487 through P10-02890 amounting to \$1,961,768.92 are submitted to the Board of Trustees for approval. Confirming requisitions dated November 16, 2009 through January 5, 2010 totaling \$82,952.02 are also submitted.
- 5.19 SOCCCD: Payment of Bills  
Approve Checks No. 087146 through 088278, processed through the Orange County Department of Education, totaling \$5,481,875.40; and Checks No. 009737 through 009754, processed through Saddleback College Community Education, totaling \$41,069.82; and Checks No. 008642 through 008655, processed through Irvine Valley College Community Education, totaling \$5,103.12.
- 5.20 SOCCCD: Budget Amendment: Adopt Resolution No. 10-02 to Amend 2009-10 Restricted General Fund and Child Development Fund  
Adopt and amend as indicated.

- 5.21 SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting  
Adopt Resolution 10-01 authorizing payment to Student Trustee absent from a regular Board Meeting.

On a motion made by Trustee Fuentes and seconded by Trustee Padberg this item was approved on a 7-0 vote. Student Trustee Bailey abstained from voting.

- 5.22 SOCCCD: November-December 2009/January 2010 Contracts  
Ratify contracts as listed.

- 5.23 Saddleback College: Instrumental Music Student Travel  
Approve four students and one faculty advisor to attend the Western-Northwestern College Band Directors National Association (CBDNA) Intercollegiate Band on March 10-13, 2010 in Reno, Nevada.

## 6.0 GENERAL ACTION ITEMS

- 6.1 Saddleback College: Communication Arts and the Film Program  
Approve the recommendation to broadcast television programs within the rating of PG.

At 8:50 p.m., on a motion made by Trustee Padberg and seconded by Trustee Lang the meeting was extended by thirty minutes.

Trustee Lang made a request to divide the item. A motion made by Trustee Padberg and seconded by Trustee Fuentes to table the first part of the item namely, to approve the recommendation to broadcast television programs within the rating of PG was approved on a 4-3 vote with Trustees Jay, Williams and Milchiker opposing.

On a motion made by Trustee Padberg and seconded by Trustee Jay to broaden representation on the committee was approved on a 7-0 vote.

- 6.2 Irvine Valley College: Barranca Road Project: Consultant Services  
Approve consultant agreement with RGP Planning and Development Services in the amount of \$66,750.00

On a motion made by Trustee Fuentes and seconded by Trustee Jay this item passed on a 7-0 vote.

- 6.3 SOCCCD: 2011-2012 Academic Year 2010/2011 Non-Resident Tuition Fees for Foreign & Out-of-State Students  
Approve non-resident tuition fee of \$183 per semester unit, keep the capital outlay fee at \$215 per semester unit and the application fee to remain at \$54 per semester in 2010/2011.

On a motion made by Trustee Fuentes and seconded by Trustee Padberg this item passed on a 7-0 vote.

- 6.4 SOCCCD: 2010-2011 Sabbatical Recommendations  
Approval of faculty sabbaticals for the 2010-2011 Academic year as recommended by the SOCCCD Sabbatical Committee.

On a motion made by Trustee Padberg and seconded by Trustee Jay this item passed on a 7-0 vote.

- 6.5 SOCCCD: CCCT Board of Directors Nominations  
Approve nomination(s) for membership on the California Community College Trustees (CCCT) Board of Directors.

No action was taken on this item. The Board requested information on the benefits of membership in CCLC and CCCT, what alternative organizations exist and which other districts are or are not members.

At 9:25 p.m. on a motion made by Trustee Padberg and seconded by Trustee Fuentes the meeting was extended to 9:45 p.m.

- 6.6 SOCCCD: Board Policy Revision: BP-4000.1-Nondiscrimination and Equal Opportunity, BP-3340-Cellular Telephone/Smartphone Allowance, BP-5210-Enrollment Priorities, BP-5230-Athletics  
Approve Board Policies.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker this item passed on a 7-0 vote.

- 6.7 SOCCCD: Board Policy Revision: BP-5420: Nursing Program, BP-5510: Student Accident Insurance, BP-5515: Transfer Center, BP-5640: Service Animals, BP-5301: Course Repetition, BP-154: Conflict of Interest  
Accept for review and study.

On a motion made by Trustee Fuentes and seconded by Trustee Padberg the Board Policies were accepted for review and study on a 7-0 vote.

- 6.8 SOCCCD: Academic Personnel Actions - Regular Items  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Reduced Workload Program with STRS Retirement, Resignation/Retirement/Conclusion of Employment.

Vice Chancellor Bugay noted that the date on item A.1.k in the Academic Personnel Actions should be amended to January 16 instead of January 15. On a motion made by Trustee Padberg and seconded by Trustee Lang this item passed on a 7-0 vote.

- 6.9 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, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

On a motion made by Trustee Padberg and seconded by Trustee Lang this item passed on a 7-0 vote.

- 6.10 SOCCCD: Claim Against the District: Ryan Patrick Ponce  
Approve rejection of claim by Ryan Patrick Ponce and refer to the District's insurance administrator for processing.

On a motion made by Trustee Lang and seconded by Trustee Padberg this item passed on a 7-0 vote.

## 7.0 INFORMATION ITEMS

- 7.1 SOCCCD, Saddleback College, and IVC: Speakers  
A listing of speakers for District events and Saddleback College and Irvine Valley College classes.
- 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: List of Board Requested Reports  
List of reports requested by members of the Board.

- 7.5 SOCCCD: Monthly Financial Status Report  
This report displays the adopted budget, revised budget and transactions through December 31, 2009.
- 7.6 SOCCCD: Quarterly Financial Status Report .  
Report is as of September 30, 2009 for the 2009/2010 fiscal year.
- 7.7 SOCCCD: Quarterly Financial Status Report  
Report is as of December 31, 2009 for the 2009/2010 fiscal year.
- 7.8 SOCCCD: Retiree (OPEB) Trust Fund  
This report is for the period ending December 31, 2009.
- 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

President Burnett, President Roquemore, Provost Peebles, IVC Academic Senate President Davis Allen, Saddleback College Academic Senate President Cosgrove and Faculty Association President Haggerty gave reports.

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

The meeting was adjourned at 9:45 in memory of community leader Ron Young and former SOCCCD Trustee Joan Hueter.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Western Psychological Association 90<sup>th</sup> Annual Convention

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level. Psi Beta National Honor Society has taken an active part in improving the community through volunteering and community service; last year the National Society recognized the chapter's involvement by honoring the chapter with the "Chapter Excellence Award".

### **STATUS**

Up to eight students and one faculty advisor are planning to attend the Western Psychological Association 90<sup>th</sup> Annual Convention in Cancun, Mexico from Wednesday, April 21, 2010 through Monday, April 26, 2010. The convention is going to feature Saddleback College's Psi Beta's Chapter President, Kinga Rutynowski. Kinga was given the honor to speak on the panel about student leadership and the importance of it. This is a great honor since she is the only student speaking on the panel and she was chosen out of all the Psi Beta and Psi Chi members in the nation. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget and Psi Beta Chapter account in an amount not to exceed \$12,015. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-country travel request for up to eight students and one faculty advisor to attend the Western Psychological Association 90<sup>th</sup> Annual Convention in Cancun, Mexico, April 21–26, 2010, at a cost not to exceed \$12,015.

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

Western Psychological Association 90<sup>th</sup> Annual Convention  
Cancun, Mexico  
April 21<sup>st</sup>-26<sup>th</sup> 2010  
Psi Beta National Honor Society  
**Budget**

For: Maximum 8 students and 1 advisor

<b>Airfare @ \$455.00 per person</b>
9 persons (8 students and one advisor)
Total: \$4,095.00
<b>Lodging @ \$150.00 per room per night x 5 nights = \$750.00 x 5 rooms</b>
(double student occupancy with privet room for the advisor)
Total: \$3,750.00
<b>Conference registration fees @ \$165.00 x 8 students = \$1,320.00</b>
+ 1 advisor @ \$230.00
Total: \$1,550.00
<b>Meals (based on financial code section IX—ASG bylaws spring/10 update)</b>
@ \$40.00 per person per day x 5 days = \$200.00 x 9 persons
(8 students and one advisor)
Total: \$1,800.00
<b>Shuttle service and miscellaneous (from and to the airport LA and Mexico)</b>
@ \$20.00 per trip @ 4 trips = \$80.00 x 9 persons
(8 students and one advisor) = \$720.00
+Miscellaneous @ \$100.00
Total: \$820.00
<b>Grand Total: \$12,015.00</b>

# U.S. department of States

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Friday January 29, 2010

## Current Travel Warnings

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

Haiti 01/14/2010  
Pakistan 01/07/2010  
Sudan 12/31/2009  
Somalia 12/31/2009  
Mauritania 12/02/2009  
Chad 11/23/2009  
Mali 11/19/2009  
Sri Lanka 11/19/2009  
Nepal 11/19/2009  
Algeria 11/16/2009  
Colombia 11/10/2009  
Guinea 10/17/2009  
Lebanon 09/29/2009  
Cote d'Ivoire 09/22/2009  
Philippines 09/17/2009  
Congo, Democratic Republic of the 09/01/2009  
Eritrea 08/28/2009  
Central African Republic 08/19/2009  
Israel, the West Bank and Gaza 08/14/2009  
Kenya 07/24/2009  
Afghanistan 07/23/2009  
Burundi 07/22/2009  
Nigeria 07/17/2009  
Haiti 07/17/2009  
Iran 07/01/2009  
Yemen 06/26/2009  
Saudi Arabia 06/26/2009  
Uzbekistan 06/16/2009

Iraq 06/15/2009  
Georgia 04/09/2009  
Syria 02/12/2009

This site is managed by the Bureau of Consular Affairs, U.S.  
Department of State. External links to other Internet sites should not  
be construed as an endorsement of the views contained therein.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Study Abroad Program to Santander, Spain

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during the summer semesters in Santander, Spain since 1994. Study abroad programs are authorized under Education Code 72640.

### **STATUS**

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Santander, Spain during the summer 2010 semester from July 2 to August 2, 2010. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$5,230 per student at a cost of \$163 per day for 20-24 students, \$4,924 per student at a cost of \$154 per day for 25-29 students, or \$4,844 at a cost of \$151 per day for 30 or more students. Saddleback College solicited four bids for this program. Although a competitive bid was received from CAPA at a cost of \$4799 per student it does not include airfare or medical insurance, making the bid received by T & E a less expensive, more inclusive bid. The details of the program are summarized in the Narrative in Exhibit A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in Exhibit D. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings issued by the U.S. Department of State in Exhibit E does not include Spain.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2010 as summarized in Exhibit B, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.

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

Study Abroad Narrative  
Santander, Spain, Summer 2010

Saddleback College has offered the Santander, Spain Study Abroad Program for over 17 consecutive years. In summer 2010, a group of 20 to 45 students and an on-site full-time faculty advisor will study Spanish language, culture, and history from July 2 through August 2. The faculty advisor will accompany the students on both their arrival and departure flights.

Students will enroll in a minimum of 8.25 units of Saddleback courses and will attend classes Monday through Saturday as well as six pre-departure lectures on culture, art, and civilization. Professors at Colegio Miguel de Unamuno will teach the courses, adhering to Saddleback's course outlines. The faculty advisor will teach one of the seven courses offered: Spanish 20B, Civilization of Spain, 1898-Present as well as supervise the required language labs. The faculty advisor will also be present at Colegio Miguel de Unamuno, Monday through Friday, from 8:00 a.m. to 2:00 p.m. to supervise the curriculum and advise students. The Program includes more than 40 weekly hours of instruction in addition to Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home stays, including meals. The faculty advisor will be provided a one bedroom apartment and is responsible for meals and the cost of utilities. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STUDY ABROAD PROGRAM INFORMATION SUMMARY**

<b>1. PROGRAM</b>									
Location/Destination:		<b>Santander, Spain</b>			First Trip:		Yes:	No:	<b>X</b>
Dates:		From:	<b>7/2/10</b>	To:	<b>8/2/10</b>	Total No. of Days:		<b>32</b>	
Partner Name (Academic Institution):		<b>Colegio Miguel de Unamuno</b>							
Address:		<b>Calle Cisneros 79D, Santander, Spain</b>							
Contact Person:		<b>Alfredo Miguel de Pablo</b>			Telephone No.:		<b>(011) 0034696-932973</b>		
Description of Institution:		<b>College</b>							
Includes:	Accredited Instruction	Yes:	<b>X</b>	No:					
	Transfer College Units	Yes:	<b>X</b>	No:					
	Orientation	Yes:	<b>X</b>	No:					
	Books/Supplies	Yes:	<b>X</b>	No:					
	Tutors	Yes:	<b>X</b>	No:					
	Weekend Study Activities	Yes:	<b>X</b>	No:					
	Food	Yes:	<b>X</b>	No:					
	Transportation	Yes:	<b>X</b>	No:					
	Lodging	Yes:	<b>X</b>	No:					
Other:	Medical and travel insurance, as well as \$5,000,000 liability coverage with SOCCCD, phone card with 200 minutes for calls to US, mobile phone which includes a local Spanish cell number, and \$80 for expenses in Madrid (tapas).								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude passport or visa fees, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty, fees and fuel charges (\$415-\$450) on airfare, \$125 refundable damage deposit, and anything not specified.							
Other:		Single supplement of \$200 for homestay accommodations in Santander.							
<b>2. FACULTY</b>									
Lead Faculty Name:		<b>Carmenmara Hernandez-Bravo (8 OSH)</b>							
Coordinates Trip:		Yes:	<b>X</b>	No:					
If No, Explain:									
Travels to Site:		Yes	<b>X</b>	No:					
Dates:		From:	<b>7/2/10</b>	To:	<b>8/2/10</b>				
Teaching Assignment at Program Site:		Yes	<b>X</b>	No:					
Dates:		From:	<b>7/5/10</b>	To:	<b>7/30/10</b>				
Requires Substitute at IVC and/or SC?		Yes		No:	<b>X</b>				
Unpaid Faculty Exchange:		Yes		No:	<b>X</b>				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:			Date(s)		Time(s)			
SPAN 20B	Civilization of Spain 1898 to Present			7/3/10 – 8/1/10		M – F, 6 – 10 p.m. & Sat, 9 a.m. – 1 p.m.			
Other:									

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
SPAN 1	Elementary Spanish						5
SPAN 2	Elementary Spanish						5
SPAN 3	Intermediate Spanish						5
SPAN 4	Intermediate Spanish						5
SPAN 6	Intermediate Spanish Grammar & Composition						3
SPAN 10	Intermediate Conversational Spanish						3
SPAN 20B	Civilization of Spain 1898 to Present						3
SPAN 999A	Spanish Language Lab						.25
SPAN 999B	Spanish Language Lab						.25
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						8.25	
Maximum number of units:						11.25	
If this is a repeat program site, what is the average number of units taken per student?						8.25	
Other							
5. COSTS							
Student:							
Contracted cost per student: \$4,924 25-29 students or \$4,844 30 or more students						\$	5,230.00
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$	163.44
College:							
Additional costs to the District?		Yes:		No:	X		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	N/A
Other Costs						\$	0
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Excursions, field trips, tours, and extra curricular activities							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization,	Excursions
10a.m.	Classes	Classes	Classes	Classes	Classes	Classes	
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization,	Civilization,	Civilization,	Civilization,	Civilization,		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		Optional extra curricular activities during non-instructional periods					
8. ATTACHMENTS							
1. Vendor Proposal 2. Travel Warnings 3. Consular Information Sheet							



9. REQUIRED SIGNATURES

C. M. Brown

Lead Faculty Member

Jan 7, 2010

Date

C. M. Brown

Department Chair

Jan 7, 2010

Date

[Signature]

Division/School Dean

1/7/10

Date

Vice President, Instruction

Date

College President

Date

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

***Spanish Language Studies in Santander, Spain, Summer 2010***

This Agreement is made this 22<sup>nd</sup> day of February, 2010 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Travel and Education (T&E) ("TRAVEL CONTRACTOR") located at 111 S. Independence Mall, East #860, Philadelphia, PA 19106 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**TRAVEL CONTRACTOR**

**DISTRICT**

**Travel and Education (T&E)**

**South Orange County Community  
College District**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
**Alfredo Miguel de Pablo**

By: \_\_\_\_\_  
**Gary L. Poertner**

Title: **President**

Title: **Deputy Chancellor, SOCCCD**

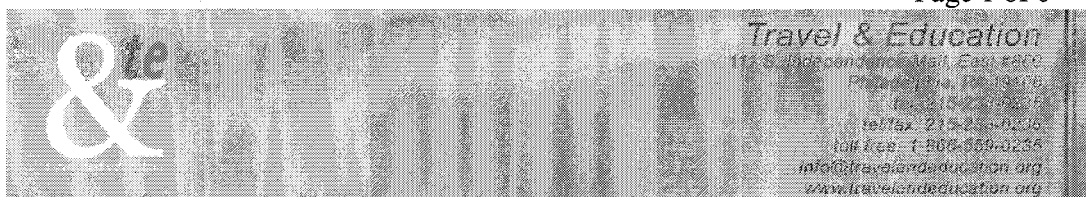
Address: **111 S. Independence, East #860**  
**Philadelphia, PA 19106**

Address: **28000 Marguerite Parkway**  
**Mission Viejo, CA 92692**

Phone No.: **(866) 559-0235**

Phone No.: **(949) 582-4347**



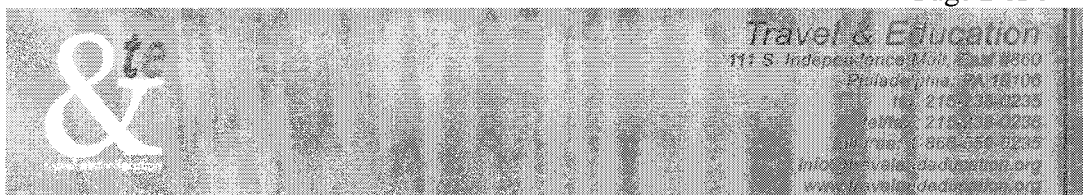


**TRAVEL & EDUCATION**  
**PROPOSAL 4 WEEK PROGRAM – SUMMER 2010**  
**SADDLEBACK COLLEGE - SOCCCD**

Departure from US:	Friday, July 2 <sup>nd</sup> , 2010
Arrive in Madrid:	Saturday, July 3 <sup>rd</sup> , 2010
Transfer to Santander:	Sunday, July 4 <sup>th</sup> , 2010
Transfer to Madrid:	Sunday, August 1 <sup>st</sup> , 2010
Departure from Madrid:	Monday, August 2 <sup>nd</sup> , 2010

**PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:**

- A transportation package consisting of international airfare (Santa Ana/John Wayne airport – Madrid – Santa Ana/John Wayne airport) with one stop and round-trip transfers overseas between the airport and the hotel in Madrid.
- 1 night in Madrid on arrival: hotel in Madrid (triple occupancy) with breakfast; Tapas tour
- Group transfers by private bus from Madrid to Santander.
- Welcome and Farewell Receptions.
- Accommodation in Santander in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, plus a weekly laundry service in the homestay (additional washes may be arranged with the homestay family for an extra cost).
- An orientation program in Santander consisting of an orientation meeting with a T&E representative, local area information.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for five hours per day, Monday through Friday (100 hours of coursework).
- All of the necessary class materials (textbooks, photocopies and classroom handouts as well as complementary folder).
- Guided visits of Santander with entrance fees included
- Excursions to Santillana del Mar and Comillas, Valle del Pas and Bilbao and Picos de Europa. All excursions will include the services of an English-speaking tour guide, all entrance fees to museums and a luxury tour bus (Viajes Altamira).
- Various cultural activities in the visited cities, guitar and cooking classes once a week
- Group transfer at the end of the program from Santander to Madrid and overnight in Madrid (triple occupancy) with breakfast included.
- Access to the student computer lab located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- \$50 non-refundable application fee.
- \$80 USD per student for expenses in Madrid (tapas)
- Medical insurance for up to \$1,000,000 Health Insurance Benefit per student.

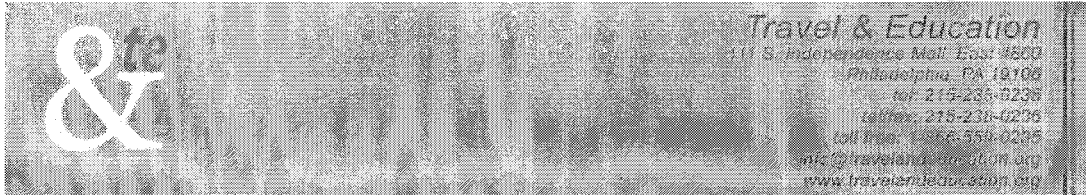


- Accident and Sickness Insurance Benefits
  - Emergency Medical Evacuation Benefit
  - Repatriation of Remains Benefit
  - Emergency Reunion Benefit
  - 24 hour International Emergency Assistance
- 
- Local medical insurance coverage with includes coverage for accidents while traveling between locations and during scheduled activities.
  - Travel insurance for each student includes trip cancellation and trip interruption.
  - \$5,000,000 liability coverage with SOCCCD named as co-insured for the duration of the program.
  - Phone card with 200 minutes for calls to the US for each student.
  - Mobile phones provided for each student which includes a local Spanish cell number with an initial credit of 5/10 € and free incoming local calls.
  - Accounting / billing services in the U.S.
  - Pre-departure information services and a toll-free contact number in the U.S.
  - Promotional materials including our full color comprehensive "T&E Acceptance and Orientation Packet".
  - Advance planning services offered by our T&E office in Philadelphia and in Spain (including tutoring services)

**FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:**

Faculty support services (target enrollment **20 students** with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation T&E will reimburse SOCCCD faculty the optional student airfare fee of **\$1200** once the minimum program enrollment has been reached.
- T&E can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by March 29<sup>th</sup> 2010, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- T&E will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and ONE bedroom apartment while in Santander.



- **A pay-as-you-go mobile phone will be provided for accompanying faculty with courtesy credit of 100 €**
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

Faculty benefits are paid in full for an enrollment of 20 paying students or more, or pro rata for a lower enrollment.

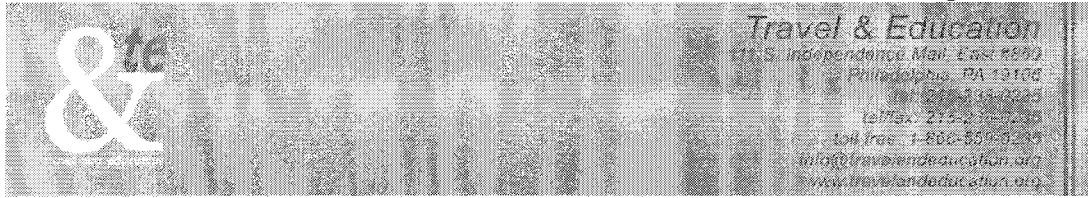
### **PROGRAM FEES**

- **\$5230** US Dollars per participant for an enrollment of 20 to 24 paying student participants with 1 faculty administrative visit.
- **\$4924** US Dollars per participant for an enrollment of 25 to 29 paying student participants with 1 faculty administrative visit.
- **\$4844** US Dollars per participant for an enrollment of **30 or more paying student participants with 1 faculty administrative visit.**

Should SOCCCD wish to run this program with an enrollment below 20 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. **T&E** would discuss these options with SOCCCD.

**This fee includes airfare**, but excludes fees and fuel surcharges which can range from \$415 to \$450, a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the \$/€ exchange rate. **T&E** will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. **T&E** charges a 3% handling fee for all payments made via credit card.

**The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option. Participants will be offered the optional return dates of August 9<sup>th</sup> and 16<sup>th</sup> 2010 however at least 10 participants must have the same return date of August 2<sup>nd</sup> 2010 (program end date).**



### OPTIONAL COMPONENTS

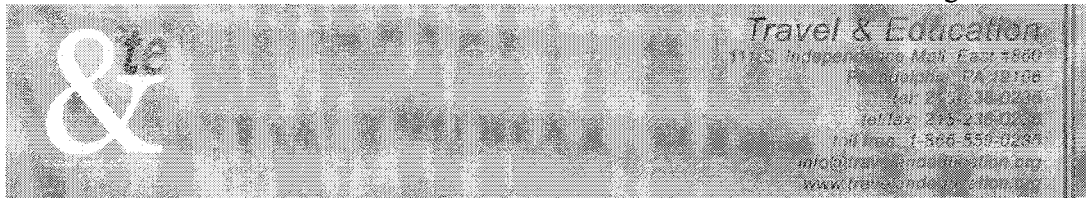
- Single Supplement for homestay accommodation in Santander is \$200.

### PROGRAM APPLICATION PROCEDURE AND BILLING

- We recommend the promotion of and initial receipt of deposits for this program as early as possible, latest by April 2<sup>nd</sup>, 2010. Penalties apply to changed program bookings after this date. Therefore **T&E** would require SOCCCD to collect application forms and \$450 non refundable deposits per student and to forward them to **T&E** by **March 26<sup>th</sup> 2010**. Rate for airfare, \$200, must be received by March 26<sup>th</sup> 2010 and the rest of the airfare, \$1000, must be received by April 15<sup>th</sup> 2010. Full payment and confirmation of final numbers must be received by April 24<sup>th</sup> 2010. Please note that these are not postmark dates, but the dates by which funds must arrive in the **T&E** Philadelphia office.
- **T&E** reserves the right to withdraw students who are not paid in full by the final payment deadline.
- **T&E** can accept applications after April 24<sup>th</sup>, 2010, but cannot guarantee program costs after this date. Students applying after the application deadline date of April 24<sup>th</sup>, 2010 can only be accepted on a space-available basis.
- **T&E** accepts payment in the form of personal check or money order and VISA, Mastercard or Discover (3% handling fees apply for all charges paid by credit card).

### AIRFARE CONDITIONS

- **T&E** will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.



- **T&E** cannot arrange airline tickets for students applying after April 24<sup>th</sup>, 2010. **T&E** is financially committed to any confirmed airline seats from April 2<sup>nd</sup> 2010 and therefore an airfare review will take place prior to this date. **T&E** requests that SOCCCD provide an indication of how many students intend to participate on the program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then **T&E** must be notified before April 2<sup>nd</sup> 2010 and will be able to provide a land only fee.

#### REFUND POLICY

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

#### **WITHDRAWAL**

#### **He/she receives....**

On or before April 24<sup>th</sup>, 2010

a refund of all fees paid less \$450 non-refundable application fee and any non-refundable deposits paid by the student or by **T&E** on behalf of the student

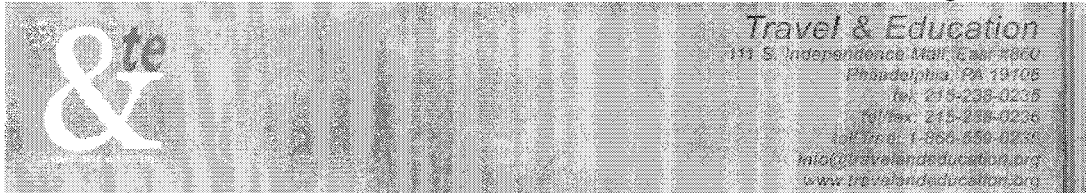
After April 24<sup>th</sup>, 2010 but before May 10<sup>th</sup>, 2010

a refund of all fees paid less \$450 non-refundable application fee plus any non-refundable deposits paid by the student or by **T&E** on behalf of the student plus \$200 penalty of airfare tickets.

After May 10<sup>th</sup>, 2010

no refund

- Once the program has begun students withdrawing receive no refund unless **T&E** suspends the program.
- It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by May 10<sup>th</sup>, 2010.



- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain, or if they are already in Spain, to leave it, **T&E** will:
  - If the If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
  - If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a prorated rebate of fees paid to **T&E** for the proportion of the program not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

#### ACCEPTANCE OF PROPOSAL

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

#### PROPOSAL ACCEPTED BY

\_\_\_\_\_  
South Orange County Community College District (Saddleback College)

DATE \_\_\_\_\_

# U.S. Department of State

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Tuesday, January 5, 2010

## Current Travel Warnings

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

Sudan 12/31/2009  
Somalia 12/31/2009  
Mauritania 12/02/2009  
Chad 11/23/2009  
Mali 11/19/2009  
Sri Lanka 11/19/2009  
Nepal 11/19/2009  
Algeria 11/16/2009  
Colombia 11/10/2009  
Guinea 10/17/2009  
Lebanon 09/29/2009  
Cote d'Ivoire 09/22/2009  
Philippines 09/17/2009  
Congo, Democratic Republic of the 09/01/2009  
Eritrea 08/28/2009  
Central African Republic 08/19/2009  
Israel, the West Bank and Gaza 08/14/2009  
Kenya 07/24/2009  
Afghanistan 07/23/2009  
Burundi 07/22/2009  
Nigeria 07/17/2009  
Haiti 07/17/2009  
Iran 07/01/2009  
Yemen 06/26/2009  
Saudi Arabia 06/26/2009  
Uzbekistan 06/16/2009  
Iraq 06/15/2009  
Pakistan 06/12/2009  
Georgia 04/09/2009  
Syria 02/12/2009

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# CAPA

## INTERNATIONAL EDUCATION

### Saddleback College Summer 2010 to Madrid Program Code: 100703CASDXMAD01

#### **DATES:**

Arrive: Saturday, July 3, 2011

Depart: Tuesday, August 3, 2011

#### **STANDARD INCLUSIONS:**

- 1,000 brochures and CAPA Recruitment Assistance
- Arrival orientation
- Arrival reception
- World Travel Insurance for Students and Faculty
- My Education Cultural Program
- Departure Ceremony
- CAPA International Program Services Staff

#### **ACADEMICS:**

- CAPA Classroom for 40 hours for teaching by Saddleback College faculty
- 4 weeks of intensive Spanish language classes at International House

#### **ACCOMODATION:**

- Twin homestay with full board

#### **TRANSPORTATION:**

- Metro pass for program duration
- Roundtrip transfer from airport to central Madrid

#### **FACULTY SERVICES:**

- Studio apartment for program duration
- Faculty flight stipend of \$1,200
- Metro pass for program duration
- All entrances and excursions outlined below

#### **EXCURSIONS / ENTRANCES:**

- Half-day Madrid Sightseeing Tour (includes coach, guide, and escort)
- Entrances to the Reina Sofia Art Museum, Prado Museum, and Palacio Real
- Flamenco Show and Dinner
- Full-day Excursion to Toledo (includes coach, escort, half-day guide, and entrances) - minimum of 15 students
- Full-day Excursion to Segovia and El Escorial (includes coach, escort, half-day guide, and entrances) - minimum of 15 students
- 3 day / 2 night Excursion to Santander (includes coach, escort, students in multi-bed hotel rooms, faculty in single room, and breakfast) - minimum of 20 students
- €100 per student cultural fund to be available to faculty in country



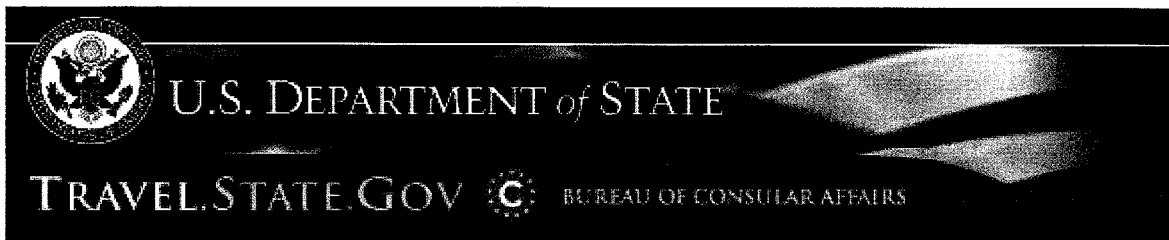
**PROGRAM FEES (Per Student Including All Services Listed Above)**

**Program Fees Without Airfare**

20-24 Students and 1 Faculty Member	\$4,799
25+ Students and 1 Faculty Member	\$4,499

\* Note: A \$150-per student and \$500-per faculty refundable damage deposit will be added to the program fees above.

Prices and availability are not guaranteed until after a program agreement is executed by both parties.



U.S. Department of State  
*Bureau of Consular Affairs*  
Washington, DC 20520

**September 02, 2009**

**COUNTRY DESCRIPTION:** Spain and Andorra are both advanced stable democracies and modern economies. Spain is a member of the North Atlantic Treaty Organization (NATO) and the European Union. Read the Department of State [Background Notes on Spain and Andorra](#) for additional information.

**REGISTRATION/ EMBASSY LOCATION:** U.S. citizens living or traveling in Spain or Andorra are encouraged to register with the nearest U.S. embassy or consulate at the [Department of State's travel registration page](#) in order to obtain updated information on local travel and security. U.S. citizens without Internet access may register directly with the nearest U.S. embassy or consulate. Registration is important; it allows the State Department to assist U.S. citizens in an emergency.

Local embassy information is available below and at the [Department of State's list of embassies and consulates](#).

The U.S. Embassy is located at Serrano 75; telephone (34) (91) 587-2200, and fax (34) (91) 587-2303. U.S. citizens who [register](#) with the Consular Section at the U.S. Embassy, Consulate General, or one of the Consular Agencies listed below can obtain updated information on travel and security within Spain or Andorra. Additional information and appointments for routine services are available through the [U.S. Embassy's webpage](#). Appointments are required for routine Consular Services. To make an appointment, please visit the [U.S. Embassy's on-line appointment system](#).

The U.S. Consulate in Barcelona is located at Paseo Reina Elisenda 23-25; telephone (34) (93) 280-2227 and fax (34) (93) 205-5206. Visitors to Barcelona can access additional information from the [Consulate General's webpage](#).

There are six consular agencies in Spain, which provide limited services to American citizens, but are not authorized to issue passports. Anyone requesting service at one of the consular agencies should call ahead to verify that the service requested will be available on the day you expect to visit the agency.

Fuengirola (in Malaga Province), at Avenida Juan Gomez Juanito #8, Edificio Lucia 1C, Fuengirola 29640 Spain. Telephone (34) (952) 474-891 and fax (34) (952) 465-189. Hours 10:00 a.m. to 2:00 p.m.

La Coruna, Calle Juana de Vega 8, 5º Piso, Oficina I, La Coruna 15003 Spain. Telephone (34) (981) 213-233 and fax (34) (981) 22 28 08. Hours 10:00 a.m. to 1:00 p.m.

Las Palmas, at Edificio Arca, Calle Los Martinez de Escobar 3, Oficina 7, Las Palmas, Gran Canaria 35007 Spain. Telephone (34)(928) 222-552 and fax (34)(928) 225-863. Hours 10:00 a.m. to 1:00 p.m.

Palma de Mallorca, Edificio Reina Constanza, Porto Pi, 8, 9-D, 07015 Palma de Mallorca 07015 Spain. Telephone (34) (971) 40-3707 or 40-3905 and fax (34) (971) 40-3971. Hours 10:30 a.m. to 1:30 p.m.

Seville, at Plaza Nueva 8-8 duplicado, 2nd Floor, Office E-2 No.4, Sevilla, 41101 Spain. Telephone: (34) (65) 422-8751 and fax (34) (91) 422-0791. Hours: 10:00 a.m. to 1:00 p.m.

Valencia, at Doctor Romagosa #1, 2-J, 46002, Valencia 46002 Spain. Telephone (34) (96)-351-6973 and fax (34) (96) 352-9565. Hours 10:00 a.m. to 2:00 p.m.

For assistance regarding Andorra, please contact the U.S. Consulate in Barcelona.

**ENTRY/EXIT REQUIREMENTS:** Spain is a party to the Schengen agreement. As such, U.S. citizens may enter Spain for up to 90 days for tourist or business purposes without a visa. The passport should be valid for at least three months beyond the period of stay. For further details about travel into and within Schengen countries, please see our [Schengen Fact Sheet](#).

The Spanish Government scrutinizes visitors who overstay their visas or their visa-free entry per the Schengen agreement. Immediate deportation after spending a number of days in jail is not uncommon. Visitors should take care to exit Spain promptly at the end of the 90-day visa-free travel period or at the end of the time stated on their visa.

In an effort to prevent international child abduction, many governments have initiated procedures at entry/exit points. These often include requiring documentary evidence of relationship and permission for the child's travel from the parent(s) or legal guardian not present. Having such documentation on hand, even if not required, may facilitate entry/departure.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of Spain and Andorra.

For further information concerning entry requirements for Spain, travelers should contact the Embassy of Spain at 2375 Pennsylvania Avenue NW, Washington, DC 20037, telephone (202) 452-0100, or the nearest Spanish Consulate in Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, San Francisco, or San Juan. Additional information can be found on the [Spanish government website](#). Additional information may be obtained from the [Tourist Office of Spain](#) in New York at (212) 265-8822.

For further information on entry requirements to Andorra, travelers should contact the [Andorran Mission to the UN](#), 2 U.N. Plaza, 25th floor, New York, NY 10018, telephone (212) 750-8064.

Information about [dual nationality](#) or the [prevention of international child abduction](#) can be found on our website. For further information about customs regulations, please read our [Customs Information page](#).

**THREATS TO SAFETY AND SECURITY:** Spain and Andorra share with the rest of the world an increased threat of international terrorist incidents. Like other countries in the Schengen area, Spain's open borders with its Western European neighbors allow the possibility of terrorist groups entering and exiting the country with anonymity. Spain's proximity to North Africa makes it vulnerable to attack from Al Qaeda terrorists in the Maghreb region. Americans are reminded to remain vigilant with regard to their personal security and to exercise caution.

In the deadliest terrorist attack in recent European history, in March 2004, Islamist extremists bombed four commuter trains entering Madrid, causing 191 deaths and over 1,400 injuries. Spanish authorities tried the suspected terrorists and their co-conspirators in February 2007 and convicted in October 2007.

The Basque Fatherland and Liberty (ETA) terrorist organization remains active in Spain. ETA has historically avoided targeting foreigners, directing their attacks against the police, military, local politicians, and Spanish government targets as well as towards disrupting transportation and daily life. However, foreigners have been killed or injured collaterally in ETA attacks. Two examples of this are the Barajas Airport bombing in December 2006, in which two Ecuadorian nationals were killed, and the bombing at the University of Navarre in October 2008, in which 17 students were injured including one American student. In addition, bombs have been used as part of criminal extortion of businesses, particularly in the Basque region. The risk of "being in the wrong place at the wrong time" in event of an ETA action is a concern for foreign visitors and tourists. U.S. tourists traveling to Spain should remain vigilant, exercise caution, monitor local developments, and avoid demonstrations and other potentially violent situations. The recent bombings in Burgos and Palma de Mallorca in August 2009 highlight this need.

We have received isolated reports that racial prejudice may have contributed to the arrest or detention of some African-Americans travelling in Spain. Recently, two African-American U.S. Government employees were questioned by police in Barcelona for no apparent reason. One was detained and suffered physical injuries in the process.

For the latest security information, U.S. citizens traveling abroad should regularly monitor the Department of State's Bureau of Consular Affairs' website, which contains current the Travel Warnings and Travel Alerts as well as the Worldwide Caution.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free within the U.S. and Canada, or by calling a regular toll line, 1-202-501-4444, from other countries. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State's extensive tips and advice on traveling safely abroad.

**CRIME:** Andorra has a low rate of crime. While most of Spain has a moderate rate of crime and most of the estimated one million American tourists have trouble-free visits to Spain each year, street crimes against tourists occur in the principal tourist areas. Madrid and Barcelona, in particular, report incidents of pick-pocketing, mugging and occasional violent attacks, some of which require the victim to seek medical attention. Although crimes occur at all times of day and night and to people of all ages, older tourists and Asian Americans seem to be particularly at risk. Criminals frequent tourist areas and major attractions such as museums, monuments, restaurants, outdoor cafes, Internet cafes, hotel lobbies, beach resorts, city buses, subways, trains, train stations, airports, and ATMs.

In Madrid, incidents have been reported in all major tourist areas, including the area near the Prado Museum, near Atocha train station, in Retiro Park, in areas of old Madrid including near the Royal Palace and in Plaza Mayor. There have been a number of passport and bag thefts reported at Madrid's Barajas Airport, local hotels, as well as in El Rastro (Madrid's flea market) and in the Metro.

In Barcelona, the largest number of incidents reported also occurred in major tourist areas, on Las Ramblas, Barcelona's El Prat airport, Sants train station, Metro stations, in the Sagrada Familia Area,

in the Gothic Quarter, in Parc Güell, in Plaza Real, and along Barcelona's beaches. There have been a number of thefts reported at the Port Olympic Area and nearby beaches.

Travelers should remain alert to their personal security and exercise caution. Travelers are encouraged to carry limited cash, only one credit card, and a copy of their passport; leaving extra cash, extra credit cards, passports and personal documents in a safe location. When carrying documents, credit cards or cash, you are encouraged to secure them in a hard-to-reach place and not to carry all valuables together in a purse or backpack.

In the unfortunate event a traveler loses or has their passport stolen, the Embassy or Consulate will only be able to issue a replacement during regular business hours, unless it is a life or death emergency. The Embassy and Consulate are unable to issue passports after hours and on weekend, except in true emergency situations.

Thieves often work in teams of two or more people. In many cases, one person distracts a victim while the accomplices perform the robbery. For example, someone might wave a map in your face and ask for directions, "inadvertently" spill something on you, or help you clean-up bird droppings thrown on you by a third unseen accomplice. While your attention is diverted, an accomplice makes off with the valuables. Thieves may drop coins or keys at your feet to distract you and try to take your belongings while you are trying to help. Attacks are sometimes initiated from behind, with the victim being grabbed around the neck and choked by one assailant while others rifle through or grab the belongings. A group of assailants may surround the victim in a crowded popular tourist area or on public transportation, and only after the group has departed does the person discover he/she has been robbed. Purse-snatchers may grab purses or wallets and run away, or immediately pass the stolen item to an accomplice. A passenger on a passing motorcycle sometimes robs pedestrians. There have been reports of thieves posing as plainclothes police officers, beckoning to pedestrians from cars and sometimes confronting them on the street asking for documents, or to inspect their cash for counterfeit bills, which they ultimately "confiscate" as evidence. The U.S. Embassy in Madrid has received reports of cars on limited access motorways being pulled over by supposed unmarked police cars. The Spanish police do not operate in this fashion. American citizens are encouraged to ask for a uniformed law enforcement officer if approached.

Theft from vehicles is also common. "Good Samaritan" scams are unfortunately common, where a passing car or helpful stranger will attempt to divert the driver's attention by indicating there is a flat tire or mechanical problem. When the driver stops to check the vehicle, the "good Samaritan" will appear to help the driver and passengers while the accomplice steals from the unlocked car. Drivers should be cautious about accepting help from anyone other than a uniformed Spanish police officer or Civil Guard. Items high in value like luggage, cameras, laptop computers, or briefcases are often stolen from cars. Travelers are advised not to leave valuables in parked cars, and to keep doors locked, windows rolled up, and valuables out of sight when driving.

While the incidence of sexual assault is statistically very low, attacks do occur. We recommend American citizens remain aware of their surroundings at all times, and travel with a companion if possible, especially at night. Spanish authorities warn of the availability of so-called "date-rape" drugs and other drugs, including "GBH" and liquid ecstasy. Americans should not lower their personal security awareness because they are on vacation.

A number of American citizens have been victims of lottery or advance fee scams in which a person is lured to Spain to finalize a financial transaction. Often the victims are initially contacted via Internet or fax and informed they have won the Spanish Lottery (El Gordo), inherited money from a distant relative, or are needed to assist in a major financial transaction from one country to another. For more information, please see the Bureau of Consular Affairs' webpage on [International Financial Scams](#).

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products may be illegal under local law. In addition, bringing them back to the United States may result in forfeitures and/or fines. The Computer Crime and Intellectual Property Division in the U.S. Department of Justice has more information on this serious problem.

The Embassy's U.S. Commercial Service receives reports of a type of scam targeting U.S. businesses, utilizing the name of a legitimate Spanish concern and legitimate-appearing Spanish bank references. The scam usually involves a temptingly large order or business proposal. The U.S. Commercial Service in Spain stands ready to counsel any U.S. firm which would like to verify the legitimacy of an unsolicited business proposal purporting to come from a Spanish firm.

**VICTIMS OF CRIME:** If you are the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate (see end of this sheet or see the Department of State's list of embassies and consulates ). This includes the loss or theft of a U.S. passport. The embassy/consulate staff can, for example, help you find appropriate medical care, contact family members or friends and explain how funds may be transferred. Although the investigation and prosecution of the crime are solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

The local equivalent to the "911" emergency line in Spain is 112.

Please see our information on victims of crime, including possible victim compensation programs in the United States.

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States.

Persons violating the laws of Spain or Andorra, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possessing, using, or trafficking in illegal drugs in Spain and Andorra are severe, and convicted offenders can expect long jail sentences and heavy fines.

The cities of Madrid and Barcelona and the Balearic Islands regional government have banned the consumption of alcohol in the street, other than in registered street cafes and bars. Visitors to Madrid, Barcelona, Mallorca, Ibiza, and Menorca should be aware that failure to respect this law might result in the imposition of fines.

**MEDICAL FACILITIES AND HEALTH INFORMATION:** Good medical care is available in both Spain and Andorra. Regulations regarding medications may vary from those in the United States; Americans with need for specific medications are encouraged to bring a supply sufficient for their anticipated period of stay, as the medication may not be available and customs regulations may prohibit certain medications to be mailed from the United States to Spain or Andorra. The Department of State strongly urges Americans to consult with their medical insurance companies prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation. U.S. medical insurance plans may not cover health costs incurred outside the United States unless supplemental coverage is purchased. Further, U.S. Medicare and Medicaid programs do not provide payment for medical services outside the United States. You should contact your insurance provider before departure so appropriate arrangements can be made. Many travel agents and private companies offer insurance plans that will cover health care expenses incurred overseas, including emergency services such as medical evacuations.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's (CDC) hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the [CDC website](#). For information about outbreaks of infectious diseases abroad, consult the infectious diseases section of the [World Health Organization \(WHO\) website](#). The WHO website also contains additional health information for travelers, including [detailed country-specific health information](#).

**MEDICAL INSURANCE:** The Department of State strongly urges U.S. citizens to consult their medical insurance company prior to traveling abroad. Important questions are whether the policy applies overseas and whether it covers emergency expenses such as a medical evacuation. U.S. Medicare and Medicaid programs do not provide payment for medical services outside the United States. For more information, please see our [medical insurance overseas page](#).

When making a decision regarding health insurance, Americans should consider that many foreign doctors and hospitals require payment in cash prior to providing service and that a medical evacuation to the United States may cost well in excess of \$50,000. Uninsured travelers who require medical care overseas often face extreme difficulties, whereas travelers who have purchased overseas medical insurance have found it to be life saving when a medical emergency has occurred. When consulting with your insurer prior to your trip, please ascertain whether payment will be made to the overseas healthcare provider or if you will be reimbursed later for expenses that you incur. Some insurance policies also include coverage for psychiatric treatment and for disposition of remains in the event of death.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States.

Traffic in Madrid and Barcelona is faster-paced than in U.S. cities and can be unnerving due to unfamiliar signs or motorbikes weaving between traffic lanes. Drivers should always obey the closest traffic light, as there are separate pedestrian lights in the city. Drivers should be alert when driving at night in urban areas, due to the possibility of encountering drivers or pedestrians under the influence of alcohol. Night driving in isolated rural areas can be dangerous because of farm animals and poorly marked roads. Rural traffic is generally heavier in July and August as well as during the Christmas and Easter seasons.

Traffic regulations in effect in Spain include the prohibition on the use of a mobile phone without a hands-free device while driving a car. There is a fine of 300 euros for violation of this regulation and loss of driving privileges. In addition, all drivers and passengers are required to carry a reflective vest and put it on if they need to stop on the roadside. A reflective triangle warning sign for a vehicle stopped on the side of the road is also mandatory. Those renting vehicles are encouraged to check with the rental company about traffic regulations and safety equipment. U.S. citizens must obtain International Driving Permits prior to their arrival if they plan to drive in Spain as you are not allowed to drive on your American license. Pedestrians should use designated crossing areas when crossing streets and obey traffic lights.

One of the facets of Spanish traffic laws that Americans find perplexing is traffic stops by the Spanish National Police or the Guardia Civil. Unlike in the United States where drivers receive traffic tickets and then pay the court via mail or in person, Spanish police authorities may levy fines on the spot and issue a receipt for the payment. This is done to ensure the traffic fine is paid by foreigners who rarely come back to Spain to pay the fine.

Public transportation in large Spanish cities is generally excellent. All major cities have metered taxis, in which extra charges must be posted in the vehicle. Travelers are advised to use only clearly identified cabs and to ensure that taxi drivers always switch on the meter. A green light on the roof

indicates that the taxi is available. Rail service is comfortable and reliable, but varies in quality and speed. Intercity buses are usually comfortable and inexpensive.

Please refer to our Road Safety page for more information. For specific information concerning Spanish driving permits, vehicle inspection, road tax and mandatory insurance, please contact the Spanish National Tourist Organization offices in New York. For information about driving in Andorra, refer to Andorra's Office of Tourism.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the government of Spain's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Spain's air carrier operations. Further information may be found on the FAA's safety assessment page.

**CHILDREN'S ISSUES:** Please see our Office of Children's Issues web pages on intercountry adoption and international parental child abduction.

\* \* \*

This replaces the Country Specific Information for Spain and Andorra dated January 13, 2009, to update sections on Entry and Exit Requirements, Threats to Safety and Security, and Traffic Safety and Road Conditions.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Southwestern Anthropological Association  
(SWAA) Annual Conference

**ACTION:** Approval

---

### **BACKGROUND**

Our goal is to give our transferring students an occasion to be a part of the national community of anthropologists and to give them a greater sense of their major and the topics that are being discussed in today's environment. Students will also benefit in that they will be able to meet with students from schools they may consider attending themselves. Yet, by participating in this conference, Saddleback College students will have the opportunity to create dialogue with not only other students, but also with Anthropology faculty who represent numerous schools across the country.

### **STATUS**

Ten students and two faculty advisors are planning to attend the Southwestern Anthropological Association (SWAA) Annual Conference, April 29-May 2 at the University of Nevada, Reno. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget in an amount not to exceed \$4,046. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve travel to the University of Nevada, Reno, for up to ten students and two faculty advisors to attend the Southwestern Anthropological Association (SWAA) Annual Conference, April 29-May 2, at the at a cost not to exceed \$4,046.

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

Southwestern Anthropological Association (SWAA) annual conference from  
April 29-May 2  
University of Nevada, Reno  
**Budget**

For: 10 students and 2 advisors

<b>Transportation:</b> One district van will be used for the trip.
<b>Lodging</b> @ \$72.00 per room per night x 3 nights = \$216 x 6 rooms (double student and advisor occupancy)
Total: \$1296.00
<b>Conference registration fees</b> @ \$65.00 x 10 students= \$650 + 2advisor @ \$90.00
Total: \$830.00
<b>Meals</b> (based on financial code section IX—ASG bylaws spring/10 update) @ \$40.00 per person per day x 4 days = \$160.00 x 12 persons (10 students and two advisors)
Total: \$1,920.00
<b>Grand Total: \$4,046</b>

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Cosmetology Program Review  
**ACTION:** Approval

---

**BACKGROUND**

The last Cosmetology Program Review was completed in 2003. Cosmetology Program review is now due.

**STATUS**

Saddleback College Cosmetology Department currently contracts with Lake Forest Beauty College. The beauty college has recently had a change in ownership. The Program Review is b being completed by the new ownership.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the \$3,400 for the completion of the Cosmetology Program Review.

Item Submitted By: Tod A. Burnett, *Ed. D., President*

# INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 2nd day of February, 2010 between:

**South Orange County Community College District**  
28000 Marguerite Parkway  
Mission Viejo, California 92692-3635  
Telephone (949) 582-4664  
Requisition # RQ10-01336

hereinafter called DISTRICT, and

(Name of Consultant): Heidi Burman  
(Street Address): 23565 Moulton Parkway, Suite A & B  
(City, State, Zip Code): Laguna Hills, CA 92653  
(Telephone #): (949)951-8883

hereinafter called CONSULTANT.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONSULTANT is specially trained and experienced and competent to perform the special consultant services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be from 1/11/10 to 5/20/10, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
  1. Close review of Saddleback College's Cosmetology Program.
  2. Prep a report that summarizes key findings and provides recommendations as needed.
3. The DISTRICT shall pay the CONSULTANT \$85.00 an hour, not to exceed \$3,400.00 for services specified above, plus DISTRICT shall reimburse the following expenses (included) not to exceed \$3400.00 in accordance with the South Orange County Community College District guidelines. The total contract amount is \$3,400. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Dean Don E. Taylor, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

*Consultant*

*South Orange County Community College District*

Signature: see attached

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

By: \_\_\_\_\_  
Title: Consultant

By: Gary Poertner  
Title: Deputy Chancellor

Date: \_\_\_\_\_  
Contact Person: Heidi Burman

Date: \_\_\_\_\_  
College Contact Person: Dean Don E. Taylor

# Contract

## Saddleback College

Tod A. Burnett, Ed. D.

Rajen Vurdien, Ph.D., MBA, Vice President of Instruction

Don E. Taylor, Dean, Advanced Technology & Applied Science Division

Heidi Berman, Owner, Lake Forest Beauty School

Re: Cosmetology Program Review

## Scope

The Cosmetology/Cosmetician Program will be reviewed in order to find that it is in alignment with training standards. This is expected to improve preparation of students toward entry level jobs in the beauty and skin care industries. Other benefits will include increased community awareness of the professional approach to cosmetology and cosmetician training, a stronger image to the community that the Cosmetology/Cosmetician Program has the capability to provide quality training and lastly, a stronger position within the college environment towards enhanced curriculum development and the ability to provide excellent career and technical preparation.

This contract offers an opportunity for an experienced consultant through her business to provide a complete program review to the college.

## **The Consultant**

Heidi Berman, Owner, Lake Forest Beauty College

Heidi Berman

DBA: Forest Lake Education Management

*University of Phoenix: Master of Arts: Organizational Management*

*Fairmont State University: Bachelor of Science: Psychology / Industrial-Personnel*

- Owner/Executive Director of Lake Forest Beauty College
- 10 years of Director Level Experience in Private Postsecondary Education overseeing Associate and Diploma Granting programs, outcomes, and curriculum development as well as faculty and staff.
- 5 years of experience consulting salon and spa owners on business systems, outcomes and operational models.
- Extensive regulatory and accreditation experience including ISS development, Annual Reporting and Reaccreditation management (ACICS/ACCET).
- Leadership in several reaccreditation audits resulting in few to no limitations and maximum years granted
- Authorized by the state of California to serve as a(n) Director in a California private postsecondary educational institution approved under California Education Code Section 94915. COAFS – 04 - 376107

## **Services Provided and Deliverables**

**Lake Forest Beauty College will deliver the following:**

### **Section I: Program Overview**

- **The Mission of the Program and its Link to the College's Mission, Vision, and Strategic Directions**
- **Historical Background and Unique Characteristics of the Program**
- **Progress Since the Last Program Review**

- **Discussion of How Student Learning Outcomes Have Been Utilized by the Program**
- **Current Strengths, Opportunities, and Challenges**

## **Section II: Review Report**

- **Faculty and Staff**
- **Curriculum and Instruction**
- **Student Success**
- **Facilities, Technical Infrastructure, and Resources**
- **Service, Community Outreach, and Economic Development (optional)**

## **Section III: Needs Assessment and Annual Update**

**Statement of Program's Current Situation (maximum of 3-4 sentences)**

- **Human Resource Needs**
- **Instructional/Service Needs**
- **Research Needs**
- **Technical, Equipment and Other Resource Needs**
- **Facilities Needs**
- **Marketing and Outreach Needs**

The **Needs Assessment** is a brief (2-3 page) summary of the needs of the program *as outlined in the Review Report above*. The Needs Assessment should include the following subsections:

The **Review Report** provides a detailed assessment of the program. The Review Report will include the following subsections:

- Faculty and Staff
- Curriculum and Instruction
- Student Success
- Facilities, Technical Infrastructure, and Resources
- Service, Community Outreach, and Economic Development (optional)

Each of the subsections will include a narrative self-assessment *based on the supporting data* such as the SLO Assessment Forms, which are completed annually by the program, and Data Sets, which are received at the end of each semester from the College Research Specialist.

### Fee for Services

A fee of \$3,400 is required which would cover an estimated 40 hours at \$85.00 per hour of involvement of Lake Forest Beauty College staff on this project.

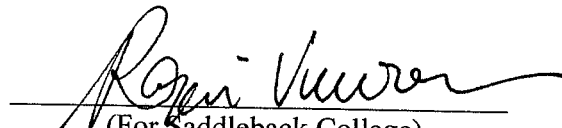
### Timeline for Services

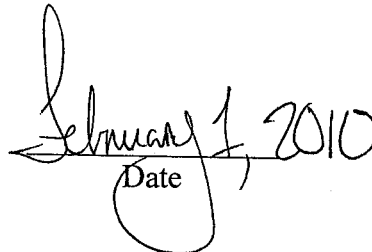
The complete Program Review for Cosmetology and Cosmetician program will be completed and turned in to the Advanced Technology and Applied Science Division by March 1, 2010 both in print and electronic copy.

### Contact

Lake Forest Beauty College  
23565 Moulton Parkway, Suite A & B  
Laguna Hills, CA 92653  
(949)951-8883  
heidi.htc@gmail.com

  
Heidi Berman

  
(For Saddleback College)  
Rajen Vurdien, Vice President of Instruction

  
Date

  
Date



#### **Section IV: Appendices and Attachments**

- **Data Sets such as State Pass Rates on Licensure exam**
- **Accreditation Status**
- **Others**

**VENDOR**

Fiscal Year 2009/10

Requisition Number **RQ10-01336**Requisition Date **02/02/2010****Summary**

Created by	EDUBOIS, 2/2/2010	Non Taxable	3,400.00
Department	PURCH	Taxable	.00
Status	Open	Tax (8.75)	.00
On Hold	No	Shipping (0.00)	.00
		Adjustment	.00
Requisitioner	Elle Dubois		
Order Site	STAS - SC Tech & Applied Science Bldg	Requisition Total	<b>3,400.00</b>
Delivery Site	STAS - SC Tech & Applied Science Bldg		
Delivery Date	Room		
Project			
Info	Payment for Cosmetology Program Review		

**Requisition Vendor Information**

010699/1 LAKE FOREST BEAUTY COLLEGE  
23565 MOULTON PKWY. SUITE A & B, LAGUNA HILLS, CA 92653-1980

**Line Items**

Change Level 0

Description	Stores	Item #	Unit	Order Qty	Rcvd Qty	Unit Price	Extended
1 Payment for Cosmetology Program Review			EACH	1	0	3,400.000	3,400.00

**Accounts**

	Amount	Encumbered	Expensed	Outstanding
01- 5811- 0- 000- 1- 052- 018- 3007 (2010) CONTR SERV,Cosmetolog,Undefined	3,400.00			3,400.00

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and Irvine Valley College: Grant Acceptance, Community Collaborative

**ACTION:** Approval

---

**BACKGROUND**

In December, 2009, Saddleback College submitted a proposal in response to the Governor's Career Technical Education Initiative Community Collaborative grant RFA No. 09-140-890 issued by the California Community Colleges Chancellor's Office (CCCCO). The proposal supports a third year of the Community Collaborative Grant, which has been working to establish career exploration programs for middle school and high school students; meet critical professional development and capacity building needs, and provide externships for faculty and counselors. Additional aspects of the project have enabled the Saddleback College Child Development Program to create a lab facility at the Child Development Center to provide observational opportunities in infant/toddler care and allowed the TV, Video, Film Production department and its feeder high schools to enhance training in High Definition film production.

**STATUS**

On January 13, 2010, the CCCCCO notified the College of its intent to award \$319,000 for the period February 1, 2010, through March 31, 2012, to fund the consortium efforts as presented in Exhibit A. Saddleback College will provide project direction and fiscal oversight of this grant. Consortium partners include Irvine Valley College, the five feeder high school districts, the two Regional Occupational Programs and Vital Link. Activities will include continuation of a 7<sup>th</sup> and 8<sup>th</sup> grade career development program; continued expansion of the infant-toddler Child Development Center program at Saddleback College; enhancement of the Human Development Program at Irvine Valley College and the Child Development Program at Saddleback College; a full day in-service workshop for film production instructors, continuation of a bi-annual high school film festival, and the provision of staff development and externship opportunities to faculty at all partner institutions.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this award of \$319,000 from the California Community College Chancellor's Office for the Community Collaborative Grant RFA 09-140-890.

## EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ 29,155	10,000	College
2000 Classified Salaries	\$ 163,154		
3000 Benefits	\$ 44,126		
4000 Supplies	\$ 2,850		
5000 Contracted Services and Other Expenses	\$ 58,793	21,000	College
6000 Capital Outlay	\$ 0		
Other Charges (e.g.: Indirect Costs)	\$ 11,922		
<b>TOTALS</b>	<b>\$ 310,000</b>	<b>31,000</b>	

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

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

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Overall Project Director	[ ]	[x]	[ ]	[x]
2. Child Dev Project Dir	[ ]	[x]	[ ]	[x]
3. Clerical support	[x]	[ ]	[ ]	[x]
4. Outreach office support	[x]	[ ]	[ ]	[x]
5. Counseling intern	[ ]	[x]	[ ]	[x]
6. Infant/Toddler teacher	[ ]	[x]	[ ]	[x]

### PARTNERSHIPS (if applicable)

**Partnership Name/Location** Saddleback Valley, Capistrano, Laguna Beach, Tustin, Irvine USD

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

**Partnership Name/Location** Capo Laguna and Coastline ROPs; Vital Link

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

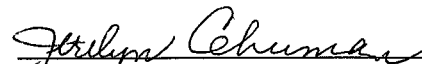
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
UNIT APPLYING: SADDLEBACK COLLEGE**

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

1. **PROJECT TITLE:** Career Technical Education Community Collaborative
2. **PROJECT DIRECTOR:** Penny Skaff
3. **PROJECT ADMINISTRATOR:** Jerilyn Chuman
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** California Community College Chancellor's Office, SB 70/SB 1133
6. **STARTING AND ENDING DATES OF THE PROJECT:** February 1, 2010—March 31, 2012.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**  
Saddleback College (SC), Irvine Valley College (IVC), Saddleback Valley (SVUSD), Capistrano (CUSD), Laguna Beach (LBUSD), Irvine (IUSD), and Tustin (TUSD) Unified School Districts; Coastline (CROP) and Capo-Laguna (CLROP) Regional Occupational Programs; and business partner Vital Link have formed a consortium to address the need for seamless, non-redundant education and training in California that corresponds to economic demand; strengthen existing CTE sectors; establish career exploration programs for middle school and high school students; and meet critical professional development needs and capacity building needs. The approach includes continuation of the existing 7<sup>th</sup> & 8<sup>th</sup> Grade Career Development project; continuation of the Child Development Center program at Saddleback College to include children from 1-1/2 to 2 years of age; enhancement of the Human Development Program at Irvine Valley College and the Child Development Program at Saddleback College including stronger linkages to the local high school and ROP feeder programs; continued development of the HD film production pathway; and the provision of staff development and externship opportunities to faculty at all partner institutions.
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$310,000	31,000	11,923	\$341,000

9. **APPROVALS**

  
\_\_\_\_\_  
Division/School Dean

  
\_\_\_\_\_  
Vice President of Instruction/Students

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Chancellor

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Loop Road Project: R2A Architecture, Consultant Services

**ACTION:** Approval

---

### **BACKGROUND**

On April 27, 2009, the Board of Trustees approved an additional \$1,342,000 in basic aid for Saddleback College Loop Road Project for a total basic aid allocation of \$3,550,000. The project is currently estimated at \$5,650,000 with a confirmation of the estimated project costs anticipated during Phase I of the design phase.

### **STATUS**

District staff included the Loop Road project in the Request for Proposals which were received October 14, 2008. Nine firms were selected from that submittal for an interview held on September 2, 2009. Three firms were advanced for a second round of interviews held on November 6, 2009.

Staff recommends R2A Architecture to perform design services for Phase I of two for the Saddleback College Loop Road project equal to \$188,644 with a reimbursable allowance of \$10,000 for a total contract amount of \$198,644.

Funds for these services are available in the project budget which is \$3,550,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the consultant agreement, EXHIBIT A, with R2A Architecture for the Saddleback College Loop Road Project equal to \$188,644 with reimbursable allowance of \$10,000 for a total contract amount of \$198,644.

**ARCHITECTURAL SERVICES AGREEMENT-SADDLEBACK COLLEGE LOOP ROAD PHASE I**

This AGREEMENT is made and entered into this 23rd day of February in the year 2010 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **R<sup>2</sup>A Architecture**, 2900 Bristol Street, Suite E-205, Costa Mesa, CA 92626, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for the Loop Road PROJECT, hereinafter referred to as "PROJECT" located at Saddleback College in the DISTRICT; and

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

NOW, THEREFORE, the parties hereto agree as follows:

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

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

2. The ARCHITECT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. The ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The services covered by this AGREEMENT shall be completed within six months of the date of this AGREEMENT.

4. The general scope of the PROJECT includes a new two or more lane road with bicycle and pedestrian circulation extending from the existing perimeter road along the eastern edge of the campus. The PROJECT includes due diligence, feasibility analysis, conceptual road design, final design, bid, construction and close out.

#### ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

1. The ARCHITECT's services consist of those described in Article II and further delineated in Exhibit A, and include normal architectural, civil, structural, electrical, environmental, traffic and landscape engineering services necessary to produce a reasonably complete and accurate set of construction documents as described herein, except those engineering services provided by the DISTRICT.

2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Etienne Runge as PROJECT Architect from programming to close out. So long as the performance continues to be acceptable to the DISTRICT, this named individual shall remain in charge of the PROJECT. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT's firm that will be associated with the PROJECT.

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

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

4. The ARCHITECT shall obtain a legal description of the site.

5. The ARCHITECT shall investigate existing conditions or facilities and use the site survey provided by the District to make measured drawings of such conditions or facilities.



6. The ARCHITECT, shall during the programming phase, provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall be based on the selected approach to design and construction of the PROJECT.

7. The ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement.

8. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT with the DISTRICT's assistance. Included in this filing shall be any required energy modeling document for submittal to the State. The DISTRICT shall pay all fees required by such governmental authorities.

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

10. The ARCHITECT shall have access to the site at all times.

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

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

### ARTICLE III - ADDITIONAL ARCHITECT'S SERVICES

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

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

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the DISTRICT acceptance of one of the three options provided.
- b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required herein.
- c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
- d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- e. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- f. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
- g. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

- h. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in close out requirements.
- i. Providing services of consultants for other than those specifically included in this contract.
- j. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

#### ARTICLE IV – DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
2. Estimated costs for this project are currently unknown. After receipt of the ARCHITECT's Preliminary phase cost estimate, the DISTRICT shall prepare a current overall budget for the PROJECT, including the construction cost.
3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT.
4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

#### ARTICLE V – STATEMENT OF PROBABLE COST OF CONSTRUCTION

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

2. During the Programming phase, the statement of probable construction cost shall be determined by the DISTRICT's budget for the PROJECT established during the programming phase.

3. The statement of probable construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.

4. The ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary statement of probable construction cost, represent the ARCHITECT's best judgment as a professional familiar with the construction industry.

#### ARTICLE VI – ARCHITECTS DRAWINGS AND SPECIFICATIONS

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

The ARCHITECT shall perform the work under this agreement using software previously approved by the DISTRICT and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon acceptance of one of the three alternatives presented. If work is terminated prior to acceptance, a copy of the work completed to date shall be provided to the DISTRICT.

ARTICLE VII – TERMINATION

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

2. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT's services.

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

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

5. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within 7 days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

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

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

#### ARTICLE VIII - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. For ARCHITECT services described herein compensation shall be computed as follows:

Compensation is based on a fixed fee of 198,644 and a reimbursable allowance of \$10,000 for a total amount of \$198,644. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Preliminary Phase	\$188,644
Deliverable Allowance	\$ 10,000
Total Compensation:	\$198,644

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

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

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

5. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed at standard hourly rates as shown in Exhibit B.

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

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

b. Reimbursable expenses shall be expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the PROJECT. ARCHITECT's normal travel expense including PROJECT site visits and meals are excluded.

c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants or identified specifically as a deliverable including postage and handling of Drawings, Specifications and other documents, are reimbursable upon DISTRICT's prior written approval.

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

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

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

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

#### ARTICLE IX – INDEMNITY AND INSURANCE

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

- a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT including a waiver of subrogation; and
  - i. any and all claims for damages costs and/or charges caused by ARCHITECT's negligent acts, errors and/or omissions, recklessness or willful misconduct in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants, employees or agents in the performance of their obligations under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as any matter covered by such indemnity is barred by the applicable statute of limitations.
  - ii. Regarding the defense of any claim embraced by Architect's indemnity, each indemnitee shall control its own defense and at the time of claim resolution Architect will reimburse the indemnitees for all costs reasonable and appropriately incurred in this regard to the extent of any fault by or attributable to Architect's negligence and to the extent covered by Architect's liability insurance.



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

a. Statutory workers' compensation and employers' liability.

b. Comprehensive general and auto liability insurance with limits of not less than 1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:

1. owned, non-owned and hired vehicles;
2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

c. Professional liability insurance, including contractual liability, with limits of 1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.

d. Each policy of insurance required in (b) above shall name DISTRICT and its officers, agents and employees as additional insureds and shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any

insurance carried by DISTRICT is excess and non-contributory with such primary insurance. Each policy of insurance stated in (a) and (b) above shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

#### ARTICLE X - MISCELLANEOUS

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

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

3. Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT's consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site,

including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

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

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

6. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. Neither DISTRICT nor ARCHITECT shall assign this AGREEMENT without the written consent of the other.

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

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

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

10. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid.

Service shall be considered given when received if personally served, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

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

12. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions hereof will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

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

DISTRICT

South Orange County Community  
College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Walt Rice

ARCHITECT

R2A Architecture  
2900 Bristol Street E-205  
Costa Mesa, CA 92626  
Attn: Etienne Runge

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

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

DISTRICT

South Orange County Community  
College District

ARCHITECT

R2A Architecture

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

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

Gary Poertney

(Printed name)

Etienne Runge

(Printed name)

Deputy Chancellor

(Title)

Principal

(Title)

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

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

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

**EXHIBIT A**

**RESPONSIBILITIES AND SERVICES OF ARCHITECT**

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

**A. BASIC SERVICES**

ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over the PROJECT and coordinate with and implement the requirements of the regulatory agencies, i.e.: DSA, State Fire Marshal, City of Mission Viejo, California Department of Fish and Game, U.S. Fish and Wildlife Service, Moulton Niguel Irrigation Water District, etc.
2. Prepare a list of contacts associated with the project.
3. Prior to meeting with other agencies, prepare a brief project summary booklet that describes the proposed project, the DISTRICT design requirements and illustrates the concept road cross section and aerial for the purpose of presenting a framework for PROJECT discussions.
4. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the PROJECT including: architectural, civil, structural, electrical, environmental, traffic and landscape engineering services licensed as such by the State of California. The names of said sub-consultants shall be as submitted to the DISTRICT during the interview. Any modifications will require approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.
5. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.

6. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the PROJECT.

7. Chair, conduct and take minutes of coordination meetings as stipulated in each of the phases during the entire design phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings.

8. Obtain easements and ownership information at project area and adjacent properties.

9. Review existing subsoil data, chemical, mechanical and other data logs of borings, etc., pursuant to this Agreement and provide the DISTRICT with appropriate design proposals to address the existing conditions. Advise DISTRICT if additional testing is necessary to arrive at Programming level design.

10. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by ARCHITECT under this Agreement. ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other services.

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

12. Provide services required to obtain federal, state and local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the PROJECT.

13. Develop a grading and drainage plan and a site plan from architectural information showing a preliminary development of the site, this drawing will also include a horizontal and vertical control plan and a conceptual utility infrastructure plan. The services

described in this Subparagraph shall be provided by a professional civil engineer who is to subcontract with the ARCHITECT.

14. ARCHITECT to document the location of existing over and underground utility lines, telephone, water and sewage, etc., within the limits of this PROJECT. This information shall be provided by the ARCHITECT with the help of DISTRICT as-built documentation and DISTRICT provided site survey.

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

16. ARCHITECT is not responsible for:

- a. Ground contamination or hazardous material analysis
- b. Any asbestos testing, design or abatement
- c. Environmental impact report
- d. Historical significance report
- e. Topographic and Aerial Survey

17. Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this Agreement.

18. Providing services required for or in connection with color coordination including furnishing. ARCHITECT is required to establish a palette of signage, fixtures and exterior furnishings to complement the PROJECT design. The DISTRICT shall procure furnishing and moveable equipment.



**B. DESIGN SERVICES - TASK I**

**PROJECT INITIATION AND DISCOVERY PHASE**

Upon final execution of the Contract with the DISTRICT, the ARCHITECT shall perform pre-design investigations to establish appropriate guidelines around which and within which the PROJECT is to be designed:

1. Within the first week following execution of the contract, prepare a detailed task analysis and work plan for documentation in a computer generated PROJECT schedule.
  - a. This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, conceptual feasibility analysis, report preparation, planning, architectural programming, conceptual design, and estimating that are part of the work of the PROJECT. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.
  - b. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
2. Participate in a general project kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.
  - a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the PROJECT.
  - b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the PROJECT.

c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the PROJECT including but not limited to:

- i. Separation of pedestrian and bicycle circulation
- ii. Determine if there is to be a trail/walkway along slope edge
- iii. Address existing drainage system and potential solutions with new roadway
- iv. Roadway alignment alternatives
- v. City property interface
- vi. Biological and Engineering considerations
- vii. Determine environmental impact report approach
- viii. Meeting coordination (In house and external)
- ix. Investigation coordination
  1. Property Ownership at adjacent parcels
  2. Biological constraints survey
  3. Circulation and parking and potential usage levels
  4. Drainage for new and improvement of existing
  5. Geotechnical and Geological including bluff top coordination
  6. Road construction impacts on campus use
- x. Conceptual Design and programming
  1. Practice field impact and proposed solutions
  2. Existing and Master Planned future use coordination
    - a. Traffic
    - b. Concurrent utility infrastructure considerations
  3. Traffic study; not to include a digital counter analysis
  4. Current drainage and proposed alternatives
  5. Traffic, bicycle and pedestrian: circulation, safety and security
    - a. Safe circulation
    - b. Lighting
    - c. Jogging/Hiking consideration
    - d. Traffic calming devices
    - e. Emergency vehicle access
  6. Bluff setback
  7. Protecting environmentally sensitive areas
- xi. Cost benefit analysis of the selected PROJECT alternative and various PROJECT aspects

- d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
  - e. Review documentation of the project kick-off meeting prepared by the ARCHITECT and comment prior to distribution.
3. Participate in an initial meeting to include the City of Mission Viejo, the ARCHITECT and sub-consultants and DISTRICT staff to discuss roadway alignment alternatives and potential acquisition of City property. This may include modifications to City governing documents (general plan/zoning). Discuss City support of the PROJECT, processing requirements including required documentation/permits anticipated-if any, evaluation of potential environmental impacts and drainage issues associated with the City property and potential concerns regarding adjacency to the Mission Viejo Animal Services Center.
  4. Participate in an initial meeting to include the California Department of Fish and Game and the U.S. Fish and Wildlife Service, the ARCHITECT and appropriate sub-consultants and DISTRICT staff to discuss need, if any, to mitigate impacts of special-status species found in or around the vicinity of the PROJECT site, i.e. the gnatcatcher.
  5. Conduct a preliminary biological constraint survey to determine if there are sensitive species, identify potential design features that will avoid impacts to sensitive areas and to determine potential jurisdictional areas if any. Notify the DISTRICT if there is a need for a second survey which is not a part of the scope of this contract.
  6. In coordination with traffic engineer, examine current and future land uses, roads, bicycle routes and walkways to determine levels of usage and conflicts between circulation and modes of transportation. Consider impact on campus parking needs. Review construction impact on campus functions
  7. Assist the DISTRICT with selecting a surveyor using DISTRICT template for survey RFP. Develop PROJECT specific language, obtain proposals, make written recommendation to DISTRICT for survey group including spreadsheet comparison of proposals for no less than three firms considered. Coordinate resultant site survey work and incorporate findings into design considerations.

8. Perform a preliminary drainage study. Review existing drainage studies, if any and/or existing conditions.

9. Review existing geotechnical reports to gain a general understanding of soil conditions. Review existing conditions and determine if there are any geotechnical considerations that would impact the three design alternatives. Evaluate setback considerations from the slope or other remediation necessary. Provide recommendation for future investigations.

## DEVELOPMENT OF ARCHITECTURAL PROGRAM

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### DESIGN ISSUES

Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.

1. Complete information check list (Exhibit C) identifying critical issues affecting PROJECT completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; natural gas availability and requirements; and irrigation and fire water service requirements.

2. Conduct three architectural programming meetings with the DISTRICT selected project committee to 1) Discuss three Site Plan configuration alternatives, 2) Demonstrate incorporation of comments from meeting #1 3) Demonstrate incorporation of comments from meeting #2 and select final Site Plan configuration for estimating project cost and duration and proceeding to Phase II work.

3. Perform conceptual feasibility analysis for each of the three alternatives and associated/adjacent work. Describe the anticipated pros and cons of each of the design alternatives including an analysis related to cost, time and overall quality of project. Provide an comparative analysis of environmental impacts between the three alternatives.

---

SITE PLANNING

Prepare three Site Plan configurations for the proposed improvements. The development of these Site Plans should incorporate or be based upon completion of the tasks 1-4. Item 5 to be completed after choosing one of the alternatives:

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, ARCHITECT shall design the PROJECT in accordance with recommendations of the soil consultant.
2. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.
3. Review proposed plans and confer as necessary with the federal, state and local jurisdictions to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.
4. Detail the elements of the proposed facility including road dimensions, right of way lines, curbs, sidewalks, curb returns, traffic lanes, ramps and railings and its supporting elements of site development, including the appropriate accommodations of projected parking, resolution of access and on-site circulation, and existing or proposed commitments of land to other uses.
5. Connections to existing campus circulation, grading and drainage concepts, locations of gutters, catch basins and storm drains including all readily visible potential utility points of connection.

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PROJECT CONSTRUCTION COST

1. Develop probable construction cost for the selected PROJECT alternative presented during the Site Planning portion of this work and as requested

in the deliverables portion of this contract. Probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT.

Probable costs prepared by the ARCHITECT:

- a. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be as approved by the DISTRICT.
- b. Contingencies for design, bidding or construction, if included in the probable costs, are to be included as individual line items, with the percentage and base of calculation clearly identified.
- c. All construction probable costs developed per the above should additionally be presented in and summarized by the Construction Specification Institute (CSI) category.
- d. One week prior to the submittal of documents, the ARCHITECT'S proposed cost format must be submitted to the DISTRICT for review and approval.
- e. Electrical, civil, landscaping and estimating sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

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## MEETINGS

During the Preliminary Design Phase it is anticipated that three total meetings will be convened between the DISTRICT and the ARCHITECT. These meetings will not exceed four hours in duration and will be held on the PROJECT's campus location.

Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the scope of services of the ARCHITECT.

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DELIVERABLES

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

15 copies of 8 ½ x 11 Program Report\* with three alternative designs including comparative analysis and feasibility analysis

15 copies of 8 ½ x 11 Program Report\* with meeting #1 comments incorporated. Update comparative and feasibility analysis as appropriate.

15 copies of 8 ½ x 11 Program Report\* with meeting #2 comments incorporated. Update comparative and feasibility analysis as appropriate.

3 copies of 8 ½ x 11 Program Report\* with final design option and full size Site Plan

3 copies of PROJECT Probable Cost for final Program Report\*

1 copy of Information Checklist

2. ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of Task I work upon submittal of final Program Report\*.

\*Program Report shall contain information sufficient to convey appropriate and necessary information for each of the three DISTRICT selected project

team meetings. All accumulated information shall be included in the final Program Report including a summary of the process for selecting the chosen alternative and an appendix item including meeting minutes from the first three meetings. Include a separate appendix conveying the cost analysis portion via the Probable Cost.

## EXHIBIT "B"

### CRITERIA AND BILLING FOR EXTRA WORK

- A. The following extra services to this Agreement shall be performed by ARCHITECT if needed and requested by the DISTRICT.
1. Making revisions in drawings, specifications or other documents when such revisions are:
    - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
    - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
    - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the ARCHITECT within a reasonable time, as requested by ARCHITECT.
  2. Providing services required because of significant documented changes in the PROJECT initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule, or method of bidding or negotiating and contracting for construction.
  3. Prepare drawings, specifications and other documentation and supporting data, evaluating contractor's proposals, and providing other services in connection with change orders and construction change directives. ARCHITECT shall not be due



any fee for extra services due to change orders resulting from ARCHITECT'S design errors and omissions.

4. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.

5. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the contractor for Payment, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of substantial completion of work.

6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the contractor failed to follow the ARCHITECT'S specified specification of the PROJECT.

B. The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The sub-consultant hourly rates as shown below include a 10% administration fee/mark-up fee. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the ARCHITECT and each sub-consultant involved in the PROJECT.

<u>Architectural Services</u>	<u>Fee Per Hour</u>
Principal Architects	\$180
Associate Architect	\$150
Project Architect	\$140
Draftsperson	\$105

Construction Administrator	\$150
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Special Services: CEO/Principal Consultant	\$180
--	-------

Clerical	\$ 55
----------	-------

Civil Engineers \*\*

Principal	\$180
-----------	-------

Senior Engineer	\$150
-----------------	-------

Registered Civil Engineer	\$150
---------------------------	-------

Assistant Civil Engineer	\$125
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Draftsman	\$ 90
-----------	-------

Clerical	\$ 75
----------	-------

Landscape Architects \*\*

Principal	\$180
-----------	-------

Associate Planner	\$165
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Technical Assistant	\$130
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Draftsman	\$ 95
-----------	-------

Clerical	\$ 45
----------	-------

Estimator \*\*

Principal	\$ 90
-----------	-------

Electrical Engineers \*\*

Principal Engineer	\$150
--------------------	-------

Designer	\$140
----------	-------

Draftsman/Clerical	\$ 70
--------------------	-------

Traffic Engineers \*\*

Principal Engineer	\$180
--------------------	-------

Designer	\$130
----------	-------

Draftsman/Clerical	\$115
--------------------	-------

\*\* Indicates 10% administrative mark-up has been applied

## EXHIBIT C-SITE CHECK LIST

### 1. LIST OF EASEMENTS

Type of Easement:

Holder of Easement:

Recording Reference:

Location: Prepare Exhibit

Impact on proposed area:

### 2. BOUNDARY INFORMATION

Review boundary information

Setbacks:

Street Yard:

Front:

Side:

Yard:

Height Limit:

Maximum site coverage:

Parking requirements:

Apparent conflicts:

3. EXISTING CONDITIONS AND PLAN REVIEW CHECK LIST

SOURCE OF PLANS

List of plans including; source, preparer, origination date, as-built date:

ON-SITE WATER

Size and material of water service to site:

Backflow prevention device: (Y/N) Size:

Age of water system elements:

Location of any existing functional water facilities:

Location and size of connection to agency facilities:

Adequacy of system for proposed improvements:

Notes:

ON-SITE SEWER

Size and material of sewer service to site:

Size of sewer laterals:

Age of sewer system elements:

Adequacy of system for proposed improvements:

Notes: \_\_\_\_\_

OFF SITE WATER INFORMATION

Source of information:

Date of plan preparation:

Agency responsible for water facilities:

Location of off-site water facilities:

Size and material of water mains:

Size and location of water main to site:

Adequacy of system for proposed improvements:

If water mains stop short of site, the distance to expansion area:

Notes:

4. SOURCE OF SEWER PLAN INFORMATION

Source of information:

Date of plan preparation:

Agency responsible for sewer facilities:

Location of off-site sewer main at connection point:

Size and material of sewer main:

Slope of sewer main:

Adequacy of system for proposed improvements:

If sewer mains fall short of site, give distance to site:

Notes:

5 FIRE FLOW DATE AND SYSTEM REVIEW CHECK LIST – By Owner

Jurisdiction:

Size of water main:

Backflow Device (Y/N) Size:                      Material:

Location of fire hydrants on/off site: (Provide information for each)

Fire hydrant no.

Fire hydrant location:

Static pressure:

Flow rate:

Residual pressure:

GPM at 20 PSI residual pressure:

Adequacy of system for proposed improvements:

Notes:

6. FLOOD PLAIN ANALYSIS CHECK LIST

Source of flood plain data:

Date of flood plain data:

Panel Number:

Description of flood zone:

Zone:

Depth of Elevation:

Source of Flooding:

Location of flood zone:

Impact to site by flood zone:

Solution to impacts:

Notes:

7. FIELD OBSERVATION

Review existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion.

a) East of site



West of site

North of site

South of site

- b) Traffic Generation
- c) On-site vehicular traffic patterns
- d) Parking adequacy
- e) Off-site traffic generation
- f) Street lighting
- g) Site topography and drainage
- h) Site fill
- i) Existing vegetation
- j) On-site utilities (power poles, hydrants, utility services)
- k) Options for attaching to existing utilities
- l) Noise and Odor issues
- m) Site expansion obstructions (e.g. existing utilities, building adjacencies, etc. )
- n) Obstructions to construction access.
- o) Off-site and on-site drainage patterns

p) Emergency access limitations

8. ELECTRIC, POWER AND GAS REVIEW CHECK LIST

- a Name and position of contact person:
- b Adequacy of existing facilities serving the site:
- c Anticipated improvements/ upgrades to serve the proposed expansion:

Notes:

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Village Expansion Project: Portable Interior Improvements Change Order

**ACTION:** Approval

---

### **BACKGROUND**

On January 20, 2009, and April 27, 2009, the Board approved a combined total of \$3,942,000 funding from basic aid for the Saddleback College Village Expansion Project. The Board has since awarded three primary contracts for completion of this work: 1) a contract to Class Leasing Inc. to purchase the unimproved portable units in the amount of \$1,400,000, 2) a contract to MJ Contractors for site improvements at the Village Expansion area in the amount of \$1,050,000, and; 3) a contract to Class Leasing Inc. for interior improvements to provide a configuration that will meet the program needs.

### **STATUS**

In order to assure timely acquisition of the buildings, Class Leasing provided their interior improvement proposal prior to the District receiving the approved Division of the State Architect drawings with final improvements. Class Leasing has provided the attached proposal (Exhibit A) to address the difference in the scope of these improvements in the amount of \$58,031 and in accordance with the Wilsona School District piggyback agreement previously approved for the portable units.

Funds are available within the approved budget of \$3,942,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve this change order to the interior improvement contract with Class Leasing Inc. for changes to the portable interior improvements in the amount of \$58,031 utilizing the Wilsona School District piggyback agreement.

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

Saddleback College Village Expansion  
Class Leasing  
Interior Improvements Change Order #1

Exhibit A

Type	Quantity	Improvements	Improvements Added or Changed	NEW Total 8/26/09	Comments
12x40 Restroom Model B	2	\$0	\$0	\$0	
12x40 Restroom Model A	6	\$0	\$0	\$0	
24x40 Village 20	2	\$1,073	\$317	\$1,390	Exterior Lighting
24x40 Village 21	2	\$1,073	-\$380	\$693	Exterior Lighting
24x40 Village 22	2	\$1,073	\$1,014	\$2,087	Exterior Lighting
24x40 Village 23	2	\$30,175	\$2,991	\$33,166	Additional Offices
24x40 Village 24	2	\$1,073	-\$380	\$693	Exterior Lighting
24x40 Village 25	2	\$1,073	\$317	\$1,390	Exterior Lighting
24x40 Village 26	2	\$1,073	-\$380	\$693	Exterior Lighting
24x40 Village 27	2	\$20,241	\$9,761	\$30,002	Additional Offices
48x40 Village 28	1	\$27,443	\$22,009	\$49,452	Additional Offices
24x40 Village 29	2	\$110,907	\$2,688	\$113,595	Additional Offices
24x40 Village 30	2	\$1,073	\$317	\$1,390	Exterior Lighting
24x40 Village 31	2	\$1,073	\$1,014	\$2,087	Exterior Lighting
24x40 Village 32	2	\$25,038	\$676	\$25,714	Ext. Lighting/HVAC
48x40 Village 33	1	\$41,137	\$18,067	\$59,204	Additional Offices
<b>Improvement Total</b>		<b>\$263,527</b>			
<b>Added or Changed Improvements</b>			<b>\$58,031.00</b>		
<b>New Total</b>				<b>\$321,558</b>	

	Quantity
12x40	8
24x40	24
48x40	2

EXHIBIT A  
Page 1 of 1

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

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

**ACTION:** Approval

---

**BACKGROUND**

Irvine Valley College is committed to providing high-quality education and a full range of scientific and cultural activities for students. For many years, the College has offered courses in many areas of the world and expert talented faculty to provide a quality academic experience combined with cultural travel.

As part of offering high quality education to students, Irvine Valley College is offering an opportunity for students to study the geology and geography of the Big Island of Hawaii. This island includes Kilauea Volcano, which has been erupting continuously since 1983, and four other volcanoes, each rich with geologic and cultural sites. The island contains a rich heritage of field artifacts and monuments from ancient Hawaiians. Field studies will include visits to study these many of these sites.

**STATUS**

The Irvine Valley College School of Social Sciences proposes to offer an honors course, from 7/15/10 to 7/23/10, a field study in Hawaii as an out-of-state travel program. A minimum enrollment of 12 students is required and a maximum of 22 students can be accommodated. The Out-of-State Travel Program Information Summary is presented in Exhibit A. The individual cost breakdown summary is presented in Exhibit B.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel honors field study program in geology and geography as described above.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

<b>1. PROGRAM</b>										
Location/Destination:		Hawaii, USA			First Trip: Yes:		No:		X	
Dates: From:		7/15/10		To:	7/23/10		Total No. of Days:		8	
Partner Name (Academic Institution):		N/A								
Address:		N/A								
Contact Person:		N/A			Telephone No.:		N/A			
Description of Institution:		N/A								
Includes:	Accredited Instruction			Yes:	X	No:				
	Transfer College Units			Yes:	X	No:				
	Orientation			Yes:	X	No:				
	Books/Supplies			Yes:		No:	X			
	Tutors			Yes:		No:	X			
	Weekend Study Activities			Yes:	X	No:				
	Food			Yes:		No:	X			
	Transportation LOCAL ONLY			Yes:	X	No:				
	Lodging			Yes:	X	No:				
Other:		All instruction by IVC faculty. Dates shown are for class meetings in Hawaii only, meetings at IVC are in Exhibit B. Local transportation during field study will be in rented vans.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals; student travel to and from Hawaii.								
Other:		Irvine Valley College tuition/administrative fees, extra protection insurance coverage for increased medical and/or personal effects.								
<b>2. FACULTY</b>										
Lead Faculty Name:		George Brogan (2 OSH); Jodi Titus (2 OSH)								
Coordinates Trip:				Yes:	X	No:				
If No, Explain:										
Travels to Site:				Yes	X	No:				
Dates: From:		7/15/10			To:	7/23/10				
Teaching Assignment at Program Site:				Yes	X	No:				
Dates: From:		7/15/10			To:	7/23/10				
Requires Substitute at IVC and/or SC?				Yes		No:	X			
Unpaid Faculty Exchange:				Yes		No:	X			
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Other:										
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>										
Course No.:	Course Title:							No. of Units		

<b>GEOG 102</b>	<b>Geography Field Studies</b>	<b>2.0 Units</b>

#### 4. STUDENTS

Minimum number of students required to make program:	<b>12</b>
Minimum number of units:	<b>2.0</b>
Maximum number of units:	<b>2.0</b>
If this is a repeat program site, what is the average number of units taken per student?	<b>N/A</b>
Other – Maximum number of students	<b>22</b>

#### 5. COSTS

Student:	
Contracted cost per student:	<b>\$ 890.25</b>
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)	<b>\$ 98.92</b>
College:	
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If Yes Explain: <input type="text"/>	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	<b>\$ N/A</b>
Other Costs	<b>\$ 0</b>

#### 6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)

N/A

#### 7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>
<b>8 a.m.</b>							
<b>9 a.m.</b>							
<b>10a.m.</b>							
<b>11a.m.</b>							
<b>12 Noon</b>							
<b>1 p.m.</b>							
<b>2 p.m.</b>							
<b>3 p.m.</b>							
<b>4 p.m.</b>							
<b>5 p.m.</b>							
<b>6 p.m.</b>							
<b>7 p.m.</b>							
<b>8 p.m.</b>							
<b>9 p.m.</b>							
<b>10 p.m.</b>							

Exceptions to weekly schedule: N/A

#### 8. ATTACHMENTS

EXHIBIT B – Individual Cost Breakdown Summary and Program Description.

<b>9. REQUIRED SIGNATURES</b>
-------------------------------

\_\_\_\_\_  
Lead Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division/School Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Instruction

\_\_\_\_\_  
Date

\_\_\_\_\_  
College President

\_\_\_\_\_  
Date



**Exhibit B****INDIVIDUAL COST BREAKDOWN SUMMARY  
AND PROGRAM DESCRIPTION**

IRVINE VALLEY COLLEGE  
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

HONORS GEOGRAPHY 102  
OUT-OF-STATE TRAVEL CLASS  
GEOGRAPHY FIELD STUDIES

**COMBINED COSTS OF FIELD STUDY FOR BOTH CLASSES**

<b>COSTS TO BE PAID BY STUDENTS</b>	
Instructor Airfare (2 instructors, round trip@ \$1,100.00 ea)	\$2,200.00
Instructor food (2 instructors, 9 days, \$34/day)	612.00
Vehicle rental (3ea, 7-passenger vans, 8 days, \$865.63/vehichle)	2,593.89
Vehicle rental (2ea, 4-W-D 11-pass vans, 1 day @ \$185.86/day)	373.72
Fuel for Vehicles (estimated)	1,200.00
Dorm Rooms, (24 beds @ \$17/bed/day, 9 days)	3,264.00
Contingency (\$10/student x 22 students)	220.00
City of Refugee Historical Site (\$10/student x 22 students)	220.00
<b>TOTAL COST</b>	<b>\$10,683.61</b>
<b>COST PER STUDENT (12 Students)*</b>	<b>Up to \$890.25</b>
<b>APPROXIMATE COSTS NOT INCLUDED</b>	
Student Airfare to and from Hawaii	\$1,100.00
Student food (9 days @ \$34/day)	306.00
Misc. personal costs (souvenirs, film, notebook, etc)	50.00
IVC fees (2.0 units @ \$26/unit)	52.00
IVC Health Fee	17.00
<b>TOTAL COSTS NOT INCLUDED</b>	<b>\$1,525.00</b>
<b>GRAND TOTAL**</b>	<b>\$2,415.25</b>

\*The cost per student will be charged as a class fee to each student. If more than 10 students enroll, or if for any other reason there are unexpended funds at the end of the field study, each student will be refunded an amount as appropriate. The class can accommodate as many as 22 students, as the dorm room limit is 24, including the two IVC instructors.

\*\*This is the estimated cost for each student enrolled, which includes IVC fees, student travel, food, and personal expenses.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: B200 Science Lab Annex and B239 Conversion:  
Amendment No. 1: Increase Amount for DSA Inspection Services

**ACTION:** Approval

---

### **BACKGROUND**

The Board approved funding from basic aid for the B200 Science Lab Annex and B239 Remodel on May 26, 2006 and on February 20, 2008. On October 23, 2008, the Board of Trustees approved entering into an agreement with Joyce Inspection for DSA inspection services for both the A300 and the B200 Science Lab Annex and B239 Conversion project on an hourly basis and authorized issuing a purchase order in an amount not to exceed \$215,064.

### **STATUS**

Construction of the Irvine Valley College B200 Science Lab Annex and B239 Conversion is wrapping up and there is a need to continue providing inspection services beyond the approved amount. Services will continue to be billed at the agreed rate.

Staff recommends increasing the not-to-exceed amount by \$30,000 for a revised total of \$245,064 per the attached amendment, EXHIBIT A.

Funds are available within the approved project budget which is \$22,817,000

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 to the Architectural Services Agreement and increase the not-to-exceed amount of the contract to Joyce Inspection for the B200 Science Lab Annex and B239 Conversion project by \$30,000.00 for a revised total of \$245,064.

**AMENDMENT NO. 1  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR B200 SCIENCE LAB ANNEX AND B239 CONVERSION PROJECT  
AT  
IRVINE VALLEY COLLEGE**

**February 22, 2010**

**THIS AMENDMENT** shall modify the original agreement dated October 28, 2008, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Joyce Inspection & Testing, Inc., 371 Magnolia Street, Costa Mesa, CA, 92627, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 16 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, the construction duration has been increased to include three additional months for project completion; and

**WHEREAS**, this additional scope requires increased services by the "CONSULTANT"; and

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

1. Article 2 of the agreement shall be modified as follows: "CONSULTANT shall commence providing services...as required until completion of the project which is anticipated to be finished by March 10, 2010:

**FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:**

1. Additional services due to increase in construction duration	\$30,000
Total this Amendment	\$30,000

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

"DISTRICT"  
South Orange County Community College District

"CONSULTANT"  
Joyce Inspection

By: \_\_\_\_\_  
Gary Poertner

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

Title: Deputy Chancellor

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and IVC: Curriculum Revisions for the 2010-2011 Academic Year

**ACTION:** Approval

---

**BACKGROUND**

The Saddleback College and Irvine Valley College Curriculum Committees and Academic Senates review and approve curriculum for each academic year.

**STATUS**

Saddleback College and Irvine Valley College propose revisions to the curriculum as outlined in Exhibits A and B. The exhibits include new, revised, and deleted courses recommended by the Curriculum Committees and the Academic Senates of Saddleback College and Irvine Valley College for the 2010-2011 Academic Year.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum as listed in Exhibits A and B.

**SADDLEBACK CURRICULUM  
2010-2011**

**Exhibit A  
Page 1 of 57**

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ARCH 166	198140.00	CONTRACTOR LIC. LAW	dc
ATAS	ARCH 214	430352.00	CODE ENFORCEMENT	dc
ATAS	ART 142	90040.05	PACKAGE DESIGN	moe, txt
ATAS	ART 144	90050.05	TYPOGRAPHY	dc
ATAS	ART 145	90070.05	GRAPHIC ILLUSTRATION	moe, txt
ATAS	ART 240	90020.05	INTERM GRAPHIC DESIGN	rec fr none to <u>GD 140</u> , tps, txt, val
ATAS	BUS 145	162320.10	INTERNSHIP	obj, assign, moe, txt
ATAS	COS 400B	224020.00	COMP.COSMETOLOGY 2	moe, tps, val
ATAS	COS 400C	224030.00	COMP.COSMETOLOGY 3	moe, tps
ATAS	COS 400D	224040.00	COMP.COSMETOLOGY 4	moe, tps
ATAS	COS 420	224060.00	MANICURING	dc
ATAS	COS 400A	224010.00	COMP.COSMETOLOGY 1	moe, tps
ATAS	COS 440	431988.00	COSMETICIAN	tps
ATAS	ECOL 201	429950.00	ECOLOGICAL RESTORATION	assign, obj, moe, tps, txt
ATAS	ECOL 202	429951.00	ADV. ECO. RESTORATION	assign, obj, moe, tps, txt
ATAS	ENV 6	429463.10	SCARCITY AND ENVIRONM	assign, moe, tps

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ENV 25	144210.10	ENV HAZARDS TO HEALTH	moe, tps, txt
ATAS	ENV 120	150100.10	CHEM OF EVERYDAY LIFE	dc
ATAS	ENV 123	432592.00	WATER AND SOIL CONSER	C/L fr HORT 123 to <b>none</b> , moe
ATAS	ENV 601	450023.00	ENVIRONMENTAL ETHICS	nc, 3 un/3 lec/0 lab
ATAS	ET 114	266070.00	DIGITAL ELEC CIRCUITS	assign, obj, moe, tps, txt, val
ATAS	ET 135	431638.00	SEMICONDUCTOR DEVICES	obj, moe, tps, txt, val
ATAS	ET 200	433737.00	DIG SIG PROCS/MICROCO	desc, assign, moe, tps, txt, val
ATAS	ET 133	431637.00	DC/AC FUNDAMENTALS	assign, tps, txt
ATAS	ET 201	433938.00	ROBOTICS FUNDAMENTALS	tps, txt
ATAS	ET 600	992271.00	INTERMEDIATE ROBOTICS	nc, 2 un/1.3 lec/1.5 lab, rec ET 201
ATAS	FASH 31	162240.05	TEXTILES	moe, tps, txt
ATAS	FASH 101	429545.00	INTRO TO FASH CAREERS	moe, tps, txt
ATAS	FASH 110	162020.05	CLOTHING CONSTRUCTION	moe, txt
ATAS	FASH 124	162210.00	WEARABLE ART	moe, txt
ATAS	FASH 130	162220.00	FLAT PATTERN DESIGN	tps, txt
ATAS	FASH 132	162250.00	DRAPING FASHION DESIG	moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
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				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	FASH 136	162260.00	APPAREL DESIGN	moe, tps, txt
ATAS	FASH 140	162270.00	FASHION IMAGE	desc, sch desc, obj, moe, tps, txt
ATAS	FASH 141	429273.00	APPAREL SELECTION	desc, assign, obj, moe, tps, txt
ATAS	FASH 143	162300.05	BUYING/MERCHANDISING	moe, txt
ATAS	FASH 144	162310.00	FASHION TRENDS	moe, txt
ATAS	FASH 145	162320.05	INTERNSHIP	obj, assign, moe, txt
ATAS	FASH 147	162330.05	SPECIAL EVENTS	moe, txt
ATAS	FASH 148	428948.00	VISUAL MERCHANDISING	moe, tps, txt
ATAS	FASH 150	162340.00	FASHION APPAREL & TEC	obj, moe, tps, txt
ATAS	FASH 154	162350.00	FASHION ILLUSTRATION	obj, moe, tps, txt
ATAS	FASH 160	162370.10	FASHION FIELD WORK	dc
ATAS	FASH 209	162460.00	CHILDREN'S CLOTHING	obj, moe, tps, txt, val
ATAS	FASH 210	429859.00	CONSTRUCTION STUDIO	moe, tps
ATAS	FASH 221	162510.00	CONTEMP TAILORNG	moe, tps, txt
ATAS	FASH 230	162550.00	ALTERATIONS & FITTING	txt, val
ATAS	FASH 234	162560.00	ADV.PATRN DESIGN TECH	txt, val

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	FASH 235	162580.00	DESIGN FASHION INDUST	assign, moe, tps, txt
ATAS	FASH 238	428455.00	ADV. DRAPING & DESIGN	assign, moe, tps, txt
ATAS	FASH 240	162625.00	DYE PROCESSES FABRICS	tps, val
ATAS	FASH 247	428943.00	SPECIAL EVENTS PARTIC	txt
ATAS	FASH 254	162630.00	FASHION IN SO. CA	assign, moe, tps, txt
ATAS	FASH 260	429857.10	COMPUTER APPS-FASHION	moe, tps, txt
ATAS	FASH 600	xxxxx	KNITWEAR CON	nc, 3 un/2 lec/2 lab, rec FASH 100
ATAS	FASH 605	xxxxx	DESIGN CAUSE/SUSTAIN	nc, 3 un/ 2 lec/ 3 lab, rec FASH 100, 130 and 154
ATAS	FASH 606	xxxxx	ECO FASHION	nc, 1 un/.5 lec/ 1.5 lab
ATAS	FASH 607	xxxxx	TREND FORCAST	nc, 1.5 un/1 lec/ 1.5 lab
ATAS	FASH 608	xxxxx	SEWING VINTAGE	nc, 3 un/2 lec/2 lab, rec FASH 100 and 111
ATAS	FCS 142A	431654.00	LIFE MANAGEMENT	dc
ATAS	FCS 142B	431654.05	LIFE MANAGEMENT	dc
ATAS	FCS 142C	431654.10	LIFE MANAGEMENT	dc
ATAS	FN 172	338130.00	CATERING	dc
ATAS	GC 63	90100.10	INTRO SCREEN PRINTING	moe, txt



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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	GC 101	374010.00	INTRO TO GRAPHIC COMM	moe, txt
ATAS	GC 195	374250.05	GRAPHICS STUDIO	rec fr <del>GC 101</del> to <u>GC/ART 63 and GC 101</u> , moe, txt
ATAS	GD 140	90010.10	BEG GRAPHIC DESIGN	assign, moe, txt
ATAS	GD 141	90030.10	GRAPHIC RENDERING TEC	tps, txt
ATAS	GD 142	90040.10	PACKAGE DESIGN	moe, txt
ATAS	GD 144	90050.10	TYPOGRAPHY	C/L fr <del>ART 144</del> to <u>none</u> , moe
ATAS	GD 145	90070.10	GRAPHIC ILLUSTRATION	moe, txt
ATAS	GD 147	374100.00	COMPUTER GRAPHICS	sch desc, moe, txt
ATAS	GD 147	374100.15	COMPUTER GRAPHICS	sch desc, moe, txt
ATAS	GD 148	429121.00	DIGITAL GRAPHIC DESIGN	assign, moe, txt
ATAS	GD 149	429122.00	DIGITAL ILLUSTRATION	desc, rec fr <del>GD or ART 141, 145, GD 147</del> to <u>none</u> , assign, moe, tps, txt, val
ATAS	GD 150	429123.00	DIGITAL ANIMATION	desc, obj, txt
ATAS	GD 150	429123.15	DIGITAL ANIMATION	desc, obj, txt
ATAS	GD 151	374270.00	DIGITAL LAYOUT/DESGN	obj, moe, txt
ATAS	GD 154	429130.00	DIGITAL PRE-PRESS	rec fr <del>GD 147, 151, 163</del> to <u>GD 147 and 151</u> , obj, moe, txt
ATAS	GD 200	433670.00	PHOTOSHOP GRAPH DESGN	moe, tps, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				un=units
				val=validation
ATAS	GD 200	433670.15	PHOTOSHOP GRAPH DESGN	moe, tps, txt
ATAS	GD 240	90020.10	INTERM GRAPHIC DESIGN	rec fr none to <u>GD 140</u> , tps, txt, val
ATAS	GD 241	429127.00	AIRBRUSH TECHNIQUES	dc
ATAS	HORT 7	18150.00	INTRO LANDSCAPE DESGN	tps, txt
ATAS	HORT 11	18020.00	PLNT MTLs-TREES &SHRB	sr
ATAS	HORT 20	18060.00	INTRO TO HORT SCIENCE	tps, txt
ATAS	HORT 29	18080.00	ORN NATIVE PLANTS	crs id fr <del>HORT 29</del> to <u>HORT 166</u> , un fr 3 to <u>1.5</u> , lec fr 2 to <u>1</u> , lab fr 3 to <u>1.5</u> , desc, sch desc, tps
ATAS	HORT 106	430837.00	LANDSCAPE CADD	tps, txt
ATAS	HORT 109	429443.00	INTRO TO PLANT DESIGN	sr, txt
ATAS	HORT 11	18020.15	PLNT MTLs-TREES &SHRB	sr
ATAS	HORT 112	18170.00	PLANT PROPAGATION	tps
ATAS	HORT 112	18170.15	PLANT PROPAGATION	tps
ATAS	HORT 113	18030.00	SOILS AND FERTILIZERS	tps, txt
ATAS	HORT 113	18030.15	SOILS AND FERTILIZERS	tps, txt
ATAS	HORT 115	429488.00	HISTORY OF LAND. DSGN	txt
ATAS	HORT 115	429488.15	HISTORY OF LAND. DSGN	txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	HORT 120	428772.00	PEST MANAGEMENT	tps, txt
ATAS	HORT 123	432592.05	WATER AND SOIL CONSER	dc
ATAS	HORT 130	428773.00	HARDSCAPE/CONSTR. MTL	tps, txt
ATAS	HORT 131	18260.00	WEED IDENTIFICATION	dc
ATAS	HORT 160	18370.05	NATIVE ORNAMENT PLANT	dc
ATAS	HORT 161	18390.05	GRAND CANYON	tps
ATAS	HORT 162	18410.05	YOSEMITE	tps, txt
ATAS	HORT 163	18430.05	SEQUOIA NATIONAL PARK	dc
ATAS	HORT 164	432299.00	ZION NATIONAL PARK	tps, txt
ATAS	HORT 165	432300.00	PARKS OF SOUTHWEST	dc
ATAS	HORT 208	18470.00	BEG FLORAL DESIGN	tps, txt
ATAS	HORT 209	18490.00	ADV FLORAL DESIGN	tps, txt
ATAS	ID 110	446010.00	INTERIOR DESIGN	desc (remove ID regional Program statement), txt
ATAS	ID 111	429868.00	INT DESIGN STUDIO 1	desc (remove ID regional Program statement), un fr 2 to 3, lec fr 1 to 2, tps, txt
ATAS	ID 112	429806.00	BEG DRAFTING FOR ID	desc (remove ID regional Program statement), sch desc, tps, txt
ATAS	ID 113	429807.00	INT DES CAREERS	desc (remove ID regional Program statement), txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ID 114	429808.00	APPLIED COLOR/DESIGN	desc (remove ID regional Program statement), sch desc, tps, txt
ATAS	ID 115	429809.00	CAD FOR INT DES	desc (remove ID regional Program statement), tps, txt
ATAS	ID 116	429810.00	ID PRODUCTS/MATERIALS	desc (remove ID regional Program statement), un fr 4 to <u>3</u> , lec fr 4 to <u>3</u> , tps, txt
ATAS	ID 121	429811.00	SPACE PLANNING	desc (remove ID regional Program statement), sch desc, tps, txt
ATAS	ID 122	429812.00	HIST INT ARCH/FURN I	desc (remove ID regional Program statement), sch desc, tps, txt
ATAS	ID 123	429814.00	INT DES ILLUSTRATION	desc (remove ID regional Program statement),sch desc, un fr 2 to <u>3</u> , lec fr 1 to <u>2</u> , txt
ATAS	ID 125	429813.00	HIST INT ARCH/FURN II	desc (remove ID regional Program statement),sch desc, txt
ATAS	ID 126	429869.00	INT DESIGN STUDIO II	desc (remove ID regional Program statement),sch desc, un fr 2 to <u>3</u> , lec fr 1 to <u>2</u> , tps, txt
ATAS	ID 127	429885.00	FUNDAMENTALS OF LIGHT	desc (remove ID regional Program statement),sch desc, tps, txt
ATAS	ID 128	429835.00	ID BUS/PROF PRACTICE	desc (remove ID regional Program statement), sch desc, tps, txt
ATAS	ID 129	429816.00	INT. DES. INTERNSHIP	desc (remove ID regional Program statement), sch desc, txt
ATAS	ID 133	429874.00	ID RENDER/RAPID VIZ	desc (remove ID regional Program statement), sch desc, un fr 2 to <u>3</u> , lec fr 1 to <u>2</u> , tps, txt
ATAS	ID 210	429870.00	INT DESIGN STUDIO III	desc (remove ID regional Program statement), ti to <u>HOSPITALITY DESIGN</u> , un fr 2 to <u>3</u> , lec fr 1 to <u>2</u> , txt
ATAS	ID 211	429872.00	INT DES CODES & SPECS	desc (remove ID regional Program statement),sch desc, un fr 2 to <u>3</u> , lec fr 2 to <u>3</u> , tps
ATAS	ID 212	429815.00	ADV CAD FOR INT DES	desc (remove ID regional Program statement),sch desc, txt
ATAS	ID 213	429871.00	INT DESIGN STUDIO IV	desc (remove ID regional Program statement), ti to <u>HEALTHCARE DESIGN</u> , un fr 2 to <u>3</u> , lec fr 1 to <u>2</u> , txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
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				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ID 600	xxxxx	KITCHEN DESIGN	nc, 3 un/2 lec/ 3 lab, rec ID 126 and 133
ATAS	ID 601	xxxxx	BATH DESIGN	nc, 3 un/2 lec/3 lab, rec ID 126 and 133
ATAS	MFG 200	433650.00	INTRO TO RAPID-PROTO	desc, obj, moe, tps, txt
ATAS	MFG 201	433766.00	ADV CAD MODEL TOOLING	tps
ATAS	MFG 202	433716.00	INDUSTRIAL MATERIALS	obj, txt
ATAS	MFG 203	433717.00	INTRO MANUFACTNG PROC	tps, txt
ATAS	MFG 204	433722.00	3D CAD SOLIDWK	tps
ATAS	MST 100	431969.00	AQUARIUM SYSTEMS	obj, tps, moe
ATAS	MST 100	431969.15	AQUARIUM SYSTEMS	obj, tps, moe
ATAS	MST 101	431970.00	AQUARIUM MANAGEMENT	assign, moe
ATAS	MST 201	512280.00	MARLIN SPIKE SEAMNSHIP	moe, tps, txt
ATAS	MST 202	512290.00	MARINE WEATHER	obj, moe, txt
ATAS	MST 203	432573.00	CAPTIVE FISH/INVERT	obj, tps, moe, txt
ATAS	MST 203	432573.15	CAPTIVE FISH/INVERT	obj, tps, moe, txt
ATAS	MST 204	432572.00	AQUATIC ANIMAL HEALTH	obj, tps, moe, txt
ATAS	MST 205	432574.00	AQUA SYS WATER QUAL	obj, tps, moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	MST 206	432557.00	AQUATIC SYSTEM DESIGN	obj, moe, tps, txt
ATAS	MST 207	432575.00	INTERNSHIP AQUARIUM	moe, tps
ATAS	MST 210	512300.00	COASTAL NAVIGATION	obj, moe, tps, moe, txt
ATAS	MST 211	512310.00	CELESTIAL NAVIGATION	moe, tps, moe, txt
ATAS	MST 212	512372.00	SAIL,SEAMAN,BOAT SFTY	obj, tps, moe, txt
ATAS	MST 214A	433059.00	INTER OCEAN SAILING	obj, tps, moe, txt
ATAS	MST 214B	512410.05	ADV CRUISING	obj, moe, tps, txt
ATAS	MST 215	428952.00	VESSEL COMMAND & ORGN	moe, tps, txt
ATAS	MST 216	430431.00	USCG LICENSE PREP	assign, moe, tps, txt
ATAS	MST 217	433058.00	SUB SEA ROV	un fr 2 to 3, lec fr 1-5 to 2.5, assign, moe, tps
ATAS	MST 218	433424.00	ELECT AIDS NAVIGATION	assign, moe, tps, val
ATAS	MST 207	432575.15	INTERNSHIP AQUARIUM	moe, tps
ATAS	TOUR 250	842010.00	INTRO TO TRAVEL/TOUR	txt
ATAS	TOUR 252	842040.00	WRLD DEST.WEST.HEMIS.	txt
ATAS	TOUR 253	842050.00	WRLD DES-EUROPE	txt
ATAS	TOUR 254	842060.00	WRLD DES-PAC,AS,AF,ME	txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	TOUR 255	842070.00	TRAVEL SALES & MKTG.	txt
ATAS	TOUR 257	842082.00	TOURS AND CRUISES	txt
ATAS	TOUR 259	842086.00	AIRLINE COMPUT TRNG	tps
ATAS	TOUR 260	432577.00	ADV AIRLINE COMP TRN	tps
BS	ACCT 1A	601000.05	FINANCIAL ACCOUNTING	dv
BS	ACCT 120	428465.00	INTRO FINANCIAL PLAN	moe, txt
BS	ACCT 120	428465.10	INTRO FINANCIAL PLAN	dv
BS	ACCT 120	428465.15	INTRO FINANCIAL PLAN	moe, txt
BS	ACCT 214	603000.05	BUS ANALYSIS & CALC	moe, txt
BS	ACCT 214	603000.20	BUS ANALYSIS & CALC	moe, txt
BS	ACCT 215	613000.05	GENERAL ACCOUNTING	dc
BS	BUS 120	500090.05	ESSENTIALS OF BUS MGT	ti to <b>BUSINESS MANAGEMENT</b> , assign, moe, txt
BS	BUS 120	500090.10	ESSENTIALS OF BUS MGT	dv - M63
BS	BUS 120	500090.15	ESSENTIALS OF BUS MGT	ti to <b>BUSINESS MANAGEMENT</b> , assign, moe, txt
BS	BUS 137	500190.00	PROF SELLING FUND	desc, obj, moe, txt, assign
BS	BUS 137	500190.10	PROF SELLING FUND	dv - M63

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	BUS 150	428228.00	SURVEY OF INT'L BUS	ti to <u>International Business</u> , desc, tps, obj, moe, assign
BS	BUS 150	428228.15	SURVEY OF INT'L BUS	ti to <u>International Business</u> , desc, tps, obj, moe, assign
BS	BUS 195	429188.00	INTERNSHIP	tps, moe, assign
BS	BUS 195	429188.15	INTERNSHIP	tps, moe, assign
BS	BUS 260	431663.00	EXPORTING & IMPORTING	ti to <u>SURVEY OF EXPORTING AND IMPORTING</u> , desc, tps, obj, moe, assign
BS	BUS 260	431663.15	EXPORTING & IMPORTING	ti to <u>SURVEY OF EXPORTING AND IMPORTING</u> , desc, tps, obj, moe, assign
BS	BUS 290	500390.05	DYNAMICS OF JOB SRCH	desc, moe, assign
BS	BUS 31	162240.15	TEXTILES	moe, tps, txt
BS	BUS 138	500200.00	ADVERTISING	desc, moe, txt
BS	BUS 138	500200.15	ADVERTISING	desc, moe, txt
BS	BUS 143	162300.10	FASHION BUYING AND MERCHANDISING	assign, txt
BS	BUS 147	162330.10	SPECIAL EVENTS COORDINATION AND PROMOTION	assign, moe, txt
BS	BUS 148	428948.10	VISUAL MERCHANDISING	tps, obj, moe, assign, txt
BS	CIM 1	192010.05	INTRO COMPTR INF SYST	txt
BS	CIM 1	192010.20	INTRO COMPTR INF SYST	txt
BS	CIM 2A	192280.05	BUS PROG I: VIS BASIC	txt



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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 2A	192280.20	BUS PROG I: VIS BASIC	txt
BS	CIM 2B	192280.25	BUS PROG II:VIS BASIC	txt
BS	CIM 2B	192280.30	BUS PROG II:VIS BASIC	txt
BS	CIM 6A	429336.00	BUSN PROGRAM I: C++	txt
BS	CIM 6A	429336.10	BUSN PROGRAM I: C++	dv
BS	CIM 7A	430488.00	BUSN PROGRAM:JAVA-BEG	moe, txt
BS	CIM 7A	430488.15	BUSN PROGRAM:JAVA-BEG	moe , txt
BS	CIM 7B	430488.05	BUSN PROGRAM:JAVA-ADV	moe
BS	CIM 10	500260.25	INTRO TO INFO SYSTEMS	txt
BS	CIM 10	500260.45	INTRO TO INFO SYSTEMS	txt
BS	CIM 112	192300.05	MICROSOFT OFFICE	txt
BS	CIM 112	192300.20	MICROSOFT OFFICE	txt
BS	CIM 120	192265.00	COMPUTER LITERACY	moe, txt
BS	CIM 120	192265.10	COMPUTER LITERACY	moe, txt
BS	CIM 121A	192290.05	KEYBDG FOR COMP: BEG	obj, txt
BS	CIM 121A	192290.55	KEYBDG FOR COMP: BEG	obj, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
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				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 121B	192290.40	KEYBDG FOR COMP:INTER	assign, txt
BS	CIM 121B	192290.50	KEYBDG FOR COMP:INTER	assign, txt
BS	CIM 121C	192290.45	KEYBDG FOR COMP: ADV	moe, assign, txt
BS	CIM 174	431692.15	COMPT OPER SYS: WINDOWS	tps, obj, moe, assign, txt
BS	CIM 174	431692.00	COMPT OPER SYS: WINDOWS	tps, obj, moe, assign, txt
BS	CIM 174A	429849.00	COMPT OPER SYS: Win--Beg	desc, obj, moe, assign
BS	CIM 171	431690.00	WINDOWS COMMAND LINE	ti to <b>COMPUTER OPERATING SYSTEMS: WINDOWS ADMIN AT THE COMMAND LINE</b> , desc, tps, obj, moe, txt, assign
BS	CIM 171	431690.10	WINDOWS COMMAND LINE	ti to <b>COMPUTER OPERATING SYSTEMS: WINDOWS ADMIN AT THE COMMAND LINE</b> , desc, tps, obj, moe, txt, assign
BS	CIM 172	431691.00	UNIX/LINUX	txt
BS	CIM 172	431691.10	UNIX/LINUX	txt
BS	CIM 174B	429849.05	COMPT OPER SYS: WINDOWS-INTER	desc, tps, obj, moe, assign
BS	CIM 205A	429892.00	INTRO SQL AND MySQL	ti to <b>WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL</b> , rpt fr RE-1 to <b>RE 3</b> , txt
BS	CIM 205A	429892.10	INTRO SQL AND MySQL	ti to <b>WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL</b> , rpt fr RE-1 to <b>RE 3</b> , txt
BS	CIM 205B	433416.00	WEB 2.0 APPLICATIONS	ti to <b>WEB 2.0:LAMP PHP/MYSQL--WEB SITE APPLICATION INTEGRATION</b> , rec fr CIM-205A to <b>none</b> , tps, moe, assign, valid
BS	CIM 213A	431069.00	OFF SKILLS--OFF PROC	sch desc, tps, moe
BS	CIM 213A	431069.15	OFF SKILLS--OFF PROC	sch desc, tps, moe

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 213B	431070.00	OFF SKILLS--KEYBRDING	moe
BS	CIM 213B	431070.15	OFF SKILLS--KEYBRDING	moe
BS	CIM 213D	431072.00	OFF SKILLS--WINDOWS	moe
BS	CIM 213D	431072.15	OFF SKILLS--WINDOWS	moe
BS	CIM 213E	431073.00	OFF SKILLS--WORD PROC	moe, txt
BS	CIM 213E	431073.15	OFF SKILLS--WORD PROC	moe, txt
BS	CIM 213F	431074.00	OFF SKILLS--SPREADSHT	moe
BS	CIM 213F	431074.15	OFF SKILLS--SPREADSHT	moe
BS	CIM 213G	431998.00	OFF SKILL--DSKTP PRES	moe, txt
BS	CIM 213G	431998.15	OFF SKILL--DSKTP PRES	moe, txt
BS	CIM 213H	431999.00	OFF SKILLS--DATABASE	moe, txt
BS	CIM 213H	431999.15	OFF SKILLS--DATABASE	moe, txt
BS	CIM 213J	432591.00	OFF SKLS--DSKTP PUBL	moe, txt
BS	CIM 213J	432591.15	OFF SKLS--DSKTP PUBL	moe, txt
BS	CIM 214	431695.00	WORD PROCESSING: WORD	rec fr CIM 121A to <u>none</u> , tps, moe, txt
BS	CIM 214	431695.10	WORD PROCESSING: WORD	rec fr CIM 121A to <u>none</u> , tps, moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prreq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 214A	192360.05	WORD PROC: WORD--BEG	rec fr CIM 121A to <u>none</u> , tps, moe, txt
BS	CIM 214A	192360.55	WORD PROC: WORD--BEG	rec fr CIM 121A to <u>none</u> , tps, moe, txt
BS	CIM 214B	192360.35	WORD PROC: WORD--ADV	rec fr CIM 214A to <u>none</u> , txt
BS	CIM 214B	192360.60	WORD PROC: WORD--ADV	rec fr CIM 214A to <u>none</u> , txt
BS	CIM 216	431697.00	SPREADSHEETS: EXCEL	rec fr CIM 174A or 174 to <u>none</u> , tps, obj, txt
BS	CIM 216	431697.15	SPREADSHEETS: EXCEL	rec fr CIM 174A or 174 to <u>none</u> , tps, obj, txt
BS	CIM 216A	612000.20	SPREADSHTS:EXCEL--BEG	rec fr CIM 174A or 174 to <u>none</u> , tps, txt
BS	CIM 216A	612000.45	SPREADSHTS:EXCEL--BEG	rec fr CIM 174A or 174 to <u>none</u> , tps, txt
BS	CIM 216B	612000.35	SPREADSHTS:EXCEL--INT	tps, obj, moe, txt
BS	CIM 216B	612000.50	SPREADSHTS:EXCEL--INT	tps, obj, moe, txt
BS	CIM 216C	612000.40	SPREADSHTS:EXCEL--ADV	tps, obj, moe, txt
BS	CIM 218	431698.00	DATABASE: ACCESS	rec fr CIM 174 or 174B to <u>none</u> , tps, moe, txt
BS	CIM 218	431698.10	DATABASE: ACCESS	rec fr CIM 174 or 174B to <u>none</u> , tps, moe, txt
BS	CIM 221	433078.00	MS PROJECT	moe, txt
BS	CIM 223A	430472.00	QUICKBOOKS--BEGINNING	tps, obj, assign, txt
BS	CIM 223A	430472.15	QUICKBOOKS--BEGINNING	tps, obj, assign, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 223B	430472.05	QUICKBOOKS--ADVANCED	tps, obj, assign, txt
BS	CIM 225	432603.00	WEB DEVELOPMENT: PHP	rpt fr <del>RE-1</del> to <b>RE-3</b> , rec fr <del>none</del> to <b>CIM 271A</b> , tps, txt, assign
BS	CIM 225	432603.15	WEB DEVELOPMENT: PHP	rpt fr <del>RE-1</del> to <b>RE-3</b> , rec fr <del>none</del> to <b>CIM 271A</b> , tps, txt, assign
BS	CIM 227	429605.00	INTERNET & WEB ESSNTL	tps, moe, assign
BS	CIM 229A	430750.00	BUS GRAPHICS--BEG	moe, txt
BS	CIM 229B	430750.10	BUS GRAPHICS--ADV	txt
BS	CIM 230	192402.10	BUS PRES: POWERPOINT	rec fr <del>CIM-174 or 174A</del> to <b>none</b> , tps, obj, txt
BS	CIM 230	192402.15	BUS PRES: POWERPOINT	rec fr <del>CIM-174 or 174A</del> to <b>none</b> , tps, obj, txt
BS	CIM 246	430460.00	VB FOR APPLIC--EXCEL	txt
BS	CIM 248	430486.00	VB FOR APPLIC--ACCESS	rpt fr <del>RE-3</del> to <b>none</b> , txt
BS	CIM 251	192398.00	INTRO TO NETWORKING	moe, txt
BS	CIM 251	192398.10	INTRO TO NETWORKING	moe, txt
BS	CIM 252	429296.00	NETWK ESSENTIALS/TECH	moe, assign, txt
BS	CIM 253	430435.00	SUPPORTING WIN SERVER	txt
BS	CIM 254	430434.00	WIN SERVER ACTIVE DIR	ti to <b>WINDOWS SERVER ACTIVE DIRECTORY</b> , desc, rec fr <del>CIM-249 and 253</del> to <b>none</b> , tps, obj, txt, val
BS	CIM 256	432334.00	UNIX/LINUX SYS ADMIN	txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 256	432334.15	UNIX/LINUX SYS ADMIN	txt
BS	CIM 257	432335.00	NETWK SECURITY ADMIN	sr
BS	CIM 257	432335.15	NETWK SECURITY ADMIN	sr
BS	CIM 258	432336.00	ADV NTWK/SEC ADMIN	sr
BS	CIM 259	430469.00	WINDOWS INFRASTRUCTUR	ti to <b>WINDOWS SERVER NETWORK INFRASTRUCTURE</b> , desc, rec fr CIM 249 and 252 to <b>none</b> , tps, obj, val
BS	CIM 260A	432589.00	MS ASP.NET--BEG	txt
BS	CIM 260B	432589.05	MS ASP.NET--ADV	txt
BS	CIM 264A	432007.00	WEB ANIMATN:FLASH BEG	desc, sch desc, tps, obj, txt, assign
BS	CIM 264A	432007.15	WEB ANIMATN:FLASH BEG	desc, sch desc, tps, obj, txt, assign
BS	CIM 264B	432007.05	WEB ANIMATN:FLASH-INT	desc, tps, moe, txt, assign
BS	CIM 264B	432007.25	WEB ANIMATN:FLASH-INT	desc, tps, moe, txt, assign
BS	CIM 264C	432776.00	WEB ANIMATN: FLASH/ACTIONSCRPT-BEG	desc, sch desc, tps, assign
BS	CIM 264C	432776.15	WEB ANIMATN: FLASH/ACTIONSCRPT-BEG	desc, sch desc, tps, assign
BS	CIM 264D	432776.20	WEB ANIMATN: ADV. FLASH SITES	sch desc, moe
BS	CIM 264D	432776.25	WEB ANIMATN: ADV. FLASH SITES	sch desc, moe
BS	CIM 268	432023.00	WEB ADV MEDIA INTEGR	moe

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				lrng obj=learning objectives
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				nc=new course
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				prreq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 269A	432013.00	JAVASCRIPT--BEGINNING	obj
BS	CIM 269A	432013.15	JAVASCRIPT--BEGINNING	obj
BS	CIM 269B	432013.05	JAVASCRIPT/XML/AJAX	rec fr CIM-271A to <u>background in XHTML equivalent to CIM 271A</u> , tps obj, moe, txt, assign, valid
BS	CIM 269B	432013.25	JAVASCRIPT/XML/AJAX	rec fr CIM-271A to <u>background in XHTML equivalent to CIM 271A</u> , tps obj, moe, txt, assign, valid
BS	CIM 271A	433032.00	WEB DEV: XHTML--BEG	desc, tps, obj, moe, assign
BS	CIM 271A	433032.15	WEB DEV: XHTML--BEG	desc, tps, obj, moe, assign
BS	CIM 271B	433032.20	WEB DEV: XHTML--ADV	desc, tps, moe, txt
BS	CIM 271B	433032.25	WEB DEV: XHTML--ADV	desc, tps, moe, txt
BS	CIM 272A	430446.00	WEB 2.0 DESGN:CSS-BEG	desc, sch desc, fr <u>1.5 un/1.5 lec/ 1.5 lrn ctr</u> to <u>3 un/ 3 lec/ 3 lrn ctr</u> , rec fr CIM-278A to <u>CIM 271A and 278A</u> , tps, obj, moe, assign
BS	CIM 272A	430446.10	WEB 2.0 DESGN:CSS-BEG	desc, sch desc, fr <u>1.5 un/1.5 lec/ 1.5 lrn ctr</u> to <u>3 un/ 3 lec/ 3 lrn ctr</u> , rec fr CIM-278A to <u>CIM 271A and 278A</u> , tps, obj, moe, assign
BS	CIM 272B	430446.20	WEB DESIGN--INTERMED	dc
BS	CIM 272B	430446.25	WEB DESIGN--INTERMED	dv
BS	CIM 274A	431658.00	PHOTOSHOP--BEG	moe, txt
BS	CIM 274A	431658.15	PHOTOSHOP--BEG	moe, txt
BS	CIM 274B	431658.20	PHOTOSHOP--ADV	moe, txt
BS	CIM 274B	431658.25	PHOTOSHOP--ADV	moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
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				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 277	431702.00	E-COMM/WEB SITE DESIG	moe, txt
BS	CIM 278A	431703.00	DREAMWEAVER--BEG	ti to <u>CREATING WEB PAGES: DREAMWEAVER--BEGINNING</u> , desc, rec fr none to <u>CIM 271A</u> , tps, obj, moe, txt, assign
BS	CIM 278A	431703.15	DREAMWEAVER--BEG	ti to <u>CREATING WEB PAGES: DREAMWEAVER--BEGINNING</u> , desc, rec fr none to <u>CIM 271A</u> , tps, obj, moe, txt, assign
BS	CIM 278B	431703.20	DREAMWEAVER--ADV	ti <u>CREATING WEB PAGES: DREAMWEAVER--ADVANCED</u> , sch desc, tps, obj, moe, txt, assign
BS	CIM 278B	431703.25	DREAMWEAVER--ADV	ti <u>CREATING WEB PAGES: DREAMWEAVER--ADVANCED</u> , sch desc, tps, obj, moe, txt, assign
BS	CIM 279	431704.00	INFO SECURITY FUND	txt
BS	CIM 279	431704.15	INFO SECURITY FUND	txt
BS	CIM 281	432596.00	MACROMEDIA FIREWORKS	ti to <u>WEB DEVELOPMENT: ADOBE FIREWORKS</u> , tps, moe
BS	CIM 281	432596.15	MACROMEDIA FIREWORKS	ti to <u>WEB DEVELOPMENT: ADOBE FIREWORKS</u> , tps, moe
BS	CIM 282	433075.00	NETWK DEFNS/CNTRMSRS	moe, assign, txt
BS	CIM 282	433075.15	NETWK DEFNS/CNTRMSRS	moe, assign, txt
BS	CIM 283	433076.00	INFO SECURITY MGMT	moe, assign, txt
BS	CIM 283	433076.15	INFO SECURITY MGMT	moe, assign, txt
BS	CIM 284	433077.00	SECURITY+	moe, assign, txt
BS	CIM 284	433077.15	SECURITY+	moe, assign, txt
BS	CIM 286	433418.00	INTRO COMPUTER GAMES	rpt fr <u>RE 1</u> to <u>RE 3</u> , moe



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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 286	433418.15	INTRO COMPUTER GAMES	rpt fr RE-1 to <b>RE 3</b> , moe
BS	CIM 288	433988.00	BUS INTELLIGENCE DATA	ti to <b>DATABASE REPORTING</b> , txt
BS	CIM 291A	432327.00	MCSE EXAM PREP IX	dc
BS	CIM 291A	432327.15	MCSE EXAM PREP IX	dv
BS	CIM 291B	432339.00	MCSE EXAM PREP X	dc
BS	CIM 291B	432339.15	MCSE EXAM PREP X	dv
BS	CIM 291C	432329.00	MCSE EXAM PREP XI	dc
BS	CIM 291C	432329.15	MCSE EXAM PREP XI	dv
BS	CIM 291D	432330.00	MCSE EXAM PREP XII	dc
BS	CIM 291D	432330.15	MCSE EXAM PREP XII	dv
BS	CIM 291E	432331.00	MCSE EXAM PREP XIII	dc
BS	CIM 291E	432331.15	MCSE EXAM PREP XIII	dv
BS	CIM 291F	432332.00	MCSE EXAM PREP XIV	dc
BS	CIM 291F	432332.15	MCSE EXAM PREP XIV	dv
BS	CIM 294	450172.00	CYBERLAW	moe, assign
BS	CIM 294	450172.15	CYBERLAW	moe, assign

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prreq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 297	433756.00	INTR CISCO NTRK DEV	moe, assign, txt
BS	CIM 298	432597.00	CAPSTONE PORTFOLIO	tps, obj, txt
BS	CIM 298	432597.15	CAPSTONE PORTFOLIO	tps, obj, txt
BS	CIM 600	992295.00	MCITP Certification EXAM PREP I	nc, 3 un/3 lec/3 lrn ctr
BS	CIM 601	992296.00	MCITP Certification EXAM PREP II	nc, 3 un/3 lec/3 lrn ctr
BS	CIM 602	992297.00	MCITP Certification EXAM PREP III	nc, 3 un/3 lec/3 lrn ctr
BS	CIM 603	992298.00	MCITP Certification EXAM PREP IV	nc, 3 un/3 lec/3 lrn ctr
BS	CIM 604	992299.00	MCITP Certification EXAM PREP V	nc, 3 un/3 lec/3 lrn ctr
BS	CIM 605	992269.00	AJAX-ADV. JAVASCRIPT WITH XML	nc, 3 un/3 lec/3 lrn ctr, rec CIM 269A
BS	CIM 606	992302.00	MS SQL SERVER BUSINESS INTELLIGENCE DEV/T-SQL	nc, 3 un/3 lec/3 lrn ctr
BS	CIM 607	992301.00	INTRO TO CISCO NETWORKING TECHNOLOGIES	nc, 4 un/3 lec/3 lrn ctr
BS	CIM 608	992300.00	INTRODUCTORY COMPUTER FORENSICS	nc, 4 un/3 lec/3 lrn ctr
BS	RE 170	740020.05	REAL ESTATE PRINC	moe, txt
BS	RE 170	740020.15	REAL ESTATE PRINC	moe, txt
BS	RE 172	740040.00	REAL ESTATE PRACTICE	moe, txt
BS	RE 172	740040.15	REAL ESTATE PRACTICE	moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatibility
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	RE 174	740050.00	LEGAL ASPECTS OF REAL ESTATE	moe, txt
BS	RE 174	740050.15	LEGAL ASPECTS OF REAL ESTATE	moe, txt
BS	RE 175	740070.00	REAL ESTATE FINANCE	moe
BS	RE 175	740070.15	REAL ESTATE FINANCE	moe
BS	RE 176A	740080.00	RE APPRAISAL I	moe
BS	RE 176A	740080.15	RE APPRAISAL I	moe
BS	RE 176B	740090.00	REAL ESTATE APPRAISAL II	moe, txt
BS	RE 178	740100.00	REAL ESTATE ECONOMICS	moe, txt
BS	RE 178	740100.15	REAL ESTATE ECONOMICS	moe, txt
BS	RE 190	740160.00	ESCROW	moe
BS	RE 195	740190.00	PROPERTY MANAGEMENT	assign, txt
BS	RE 195	740190.15	PROPERTY MANAGEMENT	assign, txt
BS	RE 200	429604.00	UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)	moe, txt
BS	RE 202	433673.00	CMPTR APPLICATION RE	desc, moe, txt, assign
BS	RE 202	433673.15	CMPTR APPLICATION RE	desc, moe, txt, assign
BS	RE 250	740220.00	REAL ESTATE LIC PREP	desc, rec fr RE-170 to <b>For Sales License: RE 170, 172 and one Real Estate elective. For Broker License: The eight broker courses. See <a href="http://www.dre.ca.gov">www.dre.ca.gov</a></b> , moe, obj, txt, assign

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				nv=new version of existing course
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				rec=recommended prep
				rpt=repeatibility
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	RE 250	740220.10	REAL ESTATE LIC PREP	desc, rec fr RE 170 to <b>For Sales License: RE 170, 172 and one Real Estate elective. For Broker License: The eight broker courses. See <a href="http://www.dre.ca.gov">www.dre.ca.gov</a></b> , moe, obj, txt, assign
BS	RE 280	431685.00	MORT LOAN BROKER/LEND	moe, txt
BS	RE 280	431685.15	MORT LOAN BROKER/LEND	moe, txt
CS	KNEA 603	434094.00	ADAPTED OUTDOOR EDUCATION AND RECREATION	nc, 1.5/1/.5
CS	KNEA 604	992140.00	ADAPTED CONDTIONING	nc, 1.5/1/.5
CS	SPS 115	800067.00	ALTERNATIVE LEARNING STRATEGIES	assign, moe, val, grading mthd fr CR to <b>PN</b>
CS	SPS 205	800010.10	PERSONAL AWARENESS AND SUCCESS STRATEGIES	fr RE-3 to <b>none</b> , moe txt
CS	SPS 310	432205.00	MEMORY AND ATTENTION SKILLS	fr RE-3 to <b>none</b>
CS	SPS 315	800070.00	LEARNING DEVELOPMENT PRACTICUM	fr RE-3 to <b>none</b> , assign, obj, moe, rec fr none to <b>Verification of disability and/or diagnostic assessment</b> , grading mthd fr CR to <b>PN</b>
CS	SPS 320A	800080.10	INTRODUCTORY COMPUTATIONAL SKILLS	fr RE-4 to <b>none</b>
CS	SPS 320B	800080.50	ADVANCED COMPUTATIONAL SKILLS	fr RE-4 to <b>none</b>
CS	SPS 330	800090.00	WRITING DEVELOPMENT PRACTICUM	fr RE-4 to <b>none</b>
CS	SPS 340	800094.15	PHONETIC STRUCTURE FOR READING AND SPELLING	fr RE-3 to <b>none</b> , assign, moe, rec fr none to <b>Verification of disability and/or diagnostic assessment</b>
CS	SPS 342	433371.00	SPEECH, LANGUAGE & CONVERSATION	fr RE-3 to <b>none</b>
CS	SPS 345	800030.00	LIPREADING AND HEARING CONSERVATION	fr RE-4 to <b>none</b>
CS	SPS 347	428980.00	BEGINNING LIPREADING AND HEARING CONSERVATION	fr R99 to <b>none</b>

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
CS	SPS 350	428410.00	BEGINNING COMPUTER TECHNOLOGY FOR STUDENTS WITH DISABILITIES	dc
CS	SPS 351	430291.00	COMPUTER TECHNOLOGY FOR STUDENTS WITH DISABILITIES	fr RE-3 to <u>none</u>
CS	SPS 360	430294.10	ADAPTED COMPUTER ACCESS LAB	fr RE-3 to <u>none</u>
EI	ART 13X	971004.10	ADVANCED CERAMICS-EI	obj, moe, txt
EI	ART 13X	971004.20	ADVANCED CERAMICS-EI	obj, moe, txt
EI	ART 14XA	970501.00	BEGINNING, CERAMICS-SLIPCASTING - EI	desc, obj, moe, txt, assign
EI	ART 14XA	970501.10	BEGINNING, CERAMICS-SLIPCASTING - EI	desc, obj, moe, txt, assign
EI	ART 14XB	970502.00	INT-CERAMICS-SLIPCASTING-EI	tps, moe, assign
EI	ART 14XC	970503.00	ADV-CERAMICS-SLIPCASTING-EI	desc, rec fr <u>ART 14XA</u> to <u>ART 14XA and ART 14XB</u> , sch desc, tps, obj, moe, assign, val
EI	ART 15X	970510.00	FABRIC DRAPING POR-EI	dc
EI	ART 28X	970566.00	CONT ART/CULTURE-EI	sch desc, tps, obj, moe,
EI	ART 31XA	970577.00	BEG INTARSIA-EI	desc, sch desc, tps, obj
EI	ART 34XA	970612.00	CHINA PAINT DESIGN-EI	dc
EI	ART 41X	433866.00	ART MEDIA STUDIES -EI	desc, sch desc, tps, obj, moe, txt, assign
EI	ART 51X	971007.10	INT OIL/ACRYL PTNG-EI	moe, obj
EI	ART 51X	971007.20	INT OIL/ACRYL PTNG-EI	moe, obj

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
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				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	ART 52X	971009.10	ADV OIL/ACRYL PTNG-EI	moe, obj
EI	ART 52X	971009.20	ADV OIL/ACRYL PTNG-EI	moe, obj
EI	ART 55XA	970701.00	BEG CHINESE BRUSH-EI	tps, obj, moe
EI	ART 82X	971025.10	ADV SKETCHING-EI	dc
EI	BIO 224X	428145.00	NATURAL HIST SO CA-EI	dc
EI	FASH 110XA	971101.00	BEG CLOTH CONS-EI	tps, obj, moe, txt
EI	FASH 110XB	971110.00	INT CLOTH CONS-EI	tps, obj, moe, txt, val
EI	FASH 110XB	971110.05	INT CLOTH CONS-EI	tps, obj, moe, txt, val
EI	FASH 110XC	971112.00	ADV CLOTH CONS-EI	desc, sch desc, tps, obj, moe, txt, assign
EI	FASH 124X	433663.00	WEARABLE ART (EI)	tps, txt
EI	FASH 124X	433663.10	WEARABLE ART (EI)	tps, txt
EI	FASH 125X	433664.00	RIBBON WORK (EI)	txt
EI	FASH 130X	971180.00	BSC.PATRN CUST-EI	obj, moe, txt
EI	FASH 230X	971230.00	ALTER AND FITTINGS-EI	rec fr FASH 230X to <b>FASH 110XB</b> , obj, moe, txt
EI	FASH 234X	971225.00	PATTERN DRAFTING-EI	tps, obj, moe, txt
EI	FASH 234X	971225.20	PATTERN DRAFTING-EI	tps, obj, moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				hrs=hours
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				lrng obj=learning objectives
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				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	FASH 282XB	971290.00	INT CROCHETING-EI	tps, obj, moe, txt
EI	FASH 283XA	971083.10	BEG KNITTING-EI	tps, obj, moe, txt
EI	FASH 283XA	971083.20	BEG KNITTING-EI	tps, obj, moe, txt
EI	FASH 283XB	971294.00	INT KNITTING-EI	desc, tps, obj, moe
EI	FASH 283XB	971294.05	INT KNITTING-EI	desc, tps, obj, moe
EI	GERO 120X	971085.10	WEIGHT RISK FACTOR-EI	ti to <u>Weight Related Health Risk Factors</u> , desc, sch desc, tps, obj, moe, assign
EI	GERO 120X	971085.20	WEIGHT RISK FACTOR-EI	ti to <u>Weight Related Health Risk Factors</u> , desc, sch desc, tps, obj, moe, assign
EI	GERO 150X	971089.10	WEIGHT MAINTENANCE-EI	desc, sch desc, obj, moe
EI	GERO 150X	971089.20	WEIGHT MAINTENANCE-EI	desc, sch desc, obj, moe
EI	HIST 270	973122.00	HIST/CULTURE/ASIA-EI	dc
EI	KNEA 101X	971118.10	PHYS FITNESS BACK-EI	ti to <u>Physical Fitness for the Back</u> , obj
EI	KNEA 101X	971118.20	PHYS FITNESS BACK-EI	ti to <u>Physical Fitness for the Back</u> , obj
EI	KNES 1X	971091.30	WERO FIT MAT ADULT-EI	dv
EI	KNES 14X	974655.00	BODY RHYTHMICS-EI	dv
EI	KNES 14X	974655.20	BODY RHYTHMICS-EI	dv
EI	KNES 14XA	974656.00	EXERCISE TO MUSIC-EI	tps, obj, moe, txt, assign

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	KNES 14XA	974656.10	EXERCISE TO MUSIC-EI	tps, obj, moe, txt, assign
EI	KNES 14XA	974656.30	EXERCISE TO MUSIC-EI	tps, obj, moe, txt, assign
EI	KNES 29XB	432306.00	ADV TAI CHI CH'UAN-EI	moe, txt
EI	KNES 29XB	432306.10	ADV TAI CHI CH'UAN-EI	moe, txt
EI	KNES 29XB	432306.20	ADV TAI CHI CH'UAN-EI	moe, txt
EI	KNES 3X	971095.30	PERSONAL AERO FIT-EI	dv
EI	KNES 6X	971099.10	PHYSICAL FITNESS-EI	dv
EI	KNES 84X	974845.10	PHYS FIT YOGA-EI	dv
EI	MUS 29X	430811.00	WOMEN,MUSIC & SOC-EI	dc
EI	MUS 34X	971061.10	CHORAL: BARBERSHOP-EI	moe
EI	MUS 34X	971061.20	CHORAL: BARBERSHOP-EI	moe
EI	MUS 80X	973768.00	VOICE AND RHYTHMS-EI	tps, obj, moe, assign
EI	MUS 80X	973768.10	VOICE AND RHYTHMS-EI	tps, obj, moe, assign
EI	PHOT 40X	971035.10	BEG SLIDE SHOW PRE-EI	moe, assign
EI	PHOT 40X	971035.20	BEG SLIDE SHOW PRE-EI	moe, assign
EI	PHOT 41X	433691.00	DIGITAL SHOW INTER-EI	desc, tps, obj, moe, txt, assign



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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	PHOT 50XA	971037.10	BEG DIGITAL PHOTO-EI	desc, sch desc, tps, obj, moe
EI	PHOT 50XA	971037.20	BEG DIGITAL PHOTO-EI	desc, sch desc, tps, obj, moe
EI	PHOT 50XB	971039.10	INT DIGITAL PHOTO-EI	desc, obj, moe
EI	PHOT 50XB	971039.20	INT DIGITAL PHOTO-EI	desc, obj, moe
EI	PHOT 59XA	971043.10	BEG COLOR PRINTING-EI	moe, txt
EI	PHOT 59XB	971045.10	ADV COLOR PRINTING-EI	desc, rec from PHOT 50XA and 59XA to <u>PHOT 59XA</u> , tps, obj, moe, txt, val
EI	SPAN 232	975677.00	ADV PRAC SPANISH (EI)	dc
EI	SPAN 232X	433748.00	ADV PRAC SPANISH (EI)	desc
FA	ART 63	90010.05	INTRO SCREEN PRINTING	moe, txt
FA	ART 10	432745.00	Ceramics-Handbuilding I	rpt fr RA-3 to <u>RE-3</u>
FA	ART 100	78010.05	Art Gallery/Display and Exhibition	open entry fr Y to <u>N</u>
FA	ART 11	60010.00	Ceramics-Handbuilding II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 12	60010.15	Ceramics-Handbuilding III	rpt fr RA-3 to <u>RE-3</u>
FA	ART 13	60010.20	Ceramics-Wheel III	rpt fr RA-3 to <u>RE-3</u>
FA	ART 133	66100.05	Jewelry II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 134	66100.10	Jewelry II	rpt fr RA-3 to <u>RE-3</u>

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	ART 140	90010.05	BEG GRAPHIC DESIGN	assign, moe, txt
FA	ART 141	90030.05	GRAPHIC RENDERING TEC	tps, txt
FA	ART 216	432745.05	Ceramics-Handbuilding II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 217	432745.10	Ceramics-Handbuilding III	rpt fr RA-3 to <u>RE-3</u>
FA	ART 22	96080.00	Survey of Asian Art (India, China, Japan & Korea	moe, txt
FA	ART 23	96090.00	African & Oceanic Art	moe, txt
FA	ART 24	429472.00	Indigenous Arts of the Americas	moe, txt
FA	ART 25	96140.00	Survey of Art History: Ancient Worlds to Gothic	moe, txt
FA	ART 250	432764.00	Plein Air Landscape Painting	moe, txt
FA	ART 4	54040.00	Fundamentals of Art	moe, txt
FA	ART 50	102010.05	Painting I	rpt fr RA-3 to <u>RE-3</u> , txt
FA	ART 51	102010.10	Painting II	rpt fr RA-3 to <u>RE-3</u> , txt
FA	ART 52	102010.15	Painting III	rpt fr RA-3 to <u>RE-3</u> , txt
FA	ART 53	102070.05	Painting from the Live Model I	rpt fr RA-3 to <u>RE-3</u>
FA	ART 54	102070.10	Painting from the Live Model II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 57	102160.05	Watercolor I	rpt fr RA-3 to <u>RE-3</u>

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				moe=methods of eval
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				nv=new version of existing course
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				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	ART 58	102160.06	Watercolor II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 59	102160.10	Watercolor III	rpt fr RA-3 to <u>RE-3</u>
FA	ART 60	105010.05	Intaglio (Etching) and Relief I	rpt fr RA-3 to <u>RE-3</u>
FA	ART 61	105010.07	Intaglio (Etching) and Relief II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 62	105010.10	Intaglio (Etching) and Relief III	rpt fr RA-3 to <u>RE-3</u>
FA	ART 70	108010.05	Fundamentals of Sculpture	rpt fr RA-3 to <u>RE-3</u>
FA	ART 71	108010.10	Additive Sculpture	rpt fr RA-3 to <u>RE-3</u>
FA	ART 72	108010.15	Subtractive Sculpture	rpt fr RA-3 to <u>RE-3</u>
FA	ART 78	108090.05	Beginning Life Sculpture	rpt fr RA-3 to <u>RE-3</u>
FA	ART 79	108090.10	Advanced Life Sculpture	rpt fr RA-3 to <u>RE-3</u>
FA	ART 80	84010.05	Drawing I	rpt fr RA-3 to <u>RE-3</u>
FA	ART 81	84010.10	Drawing II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 82	84010.15	Drawing III	rpt fr RA-3 to <u>RE-3</u>
FA	ART 85	84070.0	Drawing from the Live Model I	rpt fr RA-3 to <u>RE-3</u>
FA	ART 86	84070.07	Drawing from the Live Model II	rpt fr RA-3 to <u>RE-3</u>
FA	ART 87	84070.10	Drawing from the Life Model III	rpt fr RA-3 to <u>RE-3</u>

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
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				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	CA 1	464010.10	MASS MEDIA & SOCIETY	crs ID to <u>CTVR 1</u> , desc formerly added
FA	CA 1	461010.20	MASS MEDIA & SOCIETY	crs ID to <u>CTVR 1</u> , desc formerly added
FA	CA 27	433764.00	UNSEEN HOLLYWOOD	crs ID to <u>CTVR 7</u> , desc formerly added, ti to <u>CROSS CULTURAL CINEMA</u>
FA	CA 29	429768.00	WOMEN IN FILM/TV	crs ID to <u>CTVR 9</u> , desc formerly added, assign, ti to <u>WOMEN IN CINEMA AND TELEVISION</u> , txt
FA	CA 30	180200.00	HISTORY OF FILM	crs ID to <u>CTVR 3</u> , desc formerly added, ti to <u>THE HISTORY AND APPRECIATION OF AMERICAN CINEMA</u> , moe, tps, txt
FA	CA 30	180200.15	HISTORY OF FILM	crs ID to <u>CTVR 3</u> , desc formerly added, ti to <u>THE HISTORY AND APPRECIATION OF AMERICAN CINEMA</u> , moe, tps, txt
FA	CA 31	180220.05	FILM PRODUCTION I	crs ID to <u>CTVR 31</u> , desc formerly added, prereq fr CA-101 to <u>CTVR 101</u> , assign, txt, val
FA	CA 100	432578.00	INTRO RADIO,TV,FILM	crs ID to <u>CTVR 100</u> , desc formerly added, ti to <u>INTRODUCTION TO CINEMA, TELEVISION, AND RADIO</u> , txt
FA	CA 100	432578.15	INTRO RADIO,TV,FILM	crs ID to <u>CTVR 100</u> , desc formerly added, ti to <u>INTRODUCTION TO CINEMA, TELEVISION, AND RADIO</u> , txt
FA	CA 114	180050.00	RADIO STATION ACTIV.	crs ID to <u>CTVR 114</u> , desc formerly added, rec fr CA-110 and CA-113 to <u>CTVR 110 and CTVR 113</u> , assign, txt, val
FA	CA 115	180090.00	ADV RADIO BROADCASTNG	crs ID to <u>CTVR 115</u> , desc formerly added, prereq fr CA-113 to <u>CTVR 113</u> , assign, tps, txt, val
FA	CA 130	433767.00	DOCUMENTARY PROD	crs ID to <u>CTVR 129</u> , desc formerly added, prereq fr CA-101 to <u>CTVR 101</u> , assign, tps, txt, val
FA	CA 131	430722.00	NON-LINEAR EDITING I	crs ID to <u>CTVR 151</u> , desc formerly added, lrng obj, assign, tps, txt
FA	CA 142	180260.20	TV/FILM SCRIPTWRITING	crs ID to <u>CTVR 140</u> , desc formerly added, prereq fr CA-40 to <u>CTVR 40</u> , assign, txt, val
FA	CA 207	433713.00	EDITOR'S BOOT CAMP	crs ID to <u>CTVR 268</u> , desc formerly added, lrng obj, tps, txt
FA	CA 235	432293.000	DIGITAL SFX	crs ID to <u>CTVR 253</u> , desc formerly added, rec fr CA-131 to <u>CTVR 151</u> , rpt fr RA-3 to <u>RE-3</u> , val

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	CA 28	450041.00	INTERNATIONAL FILM	crs ID to <u>CTVR 5</u> , desc formerly added, rpt fr RE-2 to <u>NONE</u> , ti to <u>HISTORY AND APPRECIATION OF INTERNATIONAL CINEMA</u>
FA	CA 32	180220.10	FILM PRODUCTION II	crs ID to <u>CTVR 32</u> , desc formerly added, prereq fr <del>CA 31</del> to <u>CTVR 31</u> , rec fr CA 40 to <u>CTVR 40</u> , assign, txt, val
FA	CA 40	180260.10	TV/FILM SCRIPTWRITG I	crs ID to <u>CTVR 40</u> , desc formerly added, assign, txt
FA	CA 42	180280.00	TV & FILM DIRECTING	crs ID to <u>CTVR 42</u> , desc formerly added, prereq fr <del>CA 101</del> to <u>CTVR 101</u> , txt, val
FA	CA 101	432311.00	VIDEO PRODUCTION	crs ID to <u>CTVR 101</u> , desc formerly added, assign, txt, tps
FA	CA 110	180020.00	AUDIO PRODUCTION	crs ID to <u>CTVR 110</u> , desc formerly added, ti to <u>RADIO PRODUCTION</u> , assign, tps, obj, txt
FA	CA 111	180030.00	AUDIO/SOUND DESIGN	crs ID to <u>CTVR 111</u> , desc formerly added, prereq fr <del>CA 101</del> to <u>CTVR 101</u> , assign, txt, val
FA	CA 113	180040.00	RADIO BROADCASTING	crs ID to <u>CTVR 113</u> , desc formerly added, prereq fr <del>completion or concurrent enrollement in CA 110</del> to <u>completion of or concurrent enrollment in CTVR 110</u> , assign, txt, val
FA	CA 118	524020.15	Digital Multi-Track Music Recording	crs ID fr <del>CA 118</del> to <u>CTVR 118</u> , desc formerly, sch desc, txt, assign
FA	CA 124	180130.00	TV PRODUCTION I	crs ID to <u>CTVR 124</u> , desc formerly added, prereq fr <del>CA 101</del> to <u>CTVR 101</u> , assign, txt, val
FA	CA 125	180140.00	TV PRODUCTION II	crs ID to <u>CTVR 125</u> , desc formerly added, prereq fr CA 124 to <u>CTVR 124</u> , tps, txt, val
FA	CA 128	180145.00	TV/RADIO NEWS	crs ID to <u>CTVR 128</u> , desc formerly added, prereq fr <del>CA 101</del> to <u>completion or concurrent enrollment in CTVR 101</u> , assign, val
FA	CA 138	500200.05	ADVERTISING	crs ID to <u>CTVR 138</u> , desc formerly added, moe, txt
FA	CA 138	500200.25	ADVERTISING	crs ID to <u>CTVR 138</u> , desc formerly added, moe, txt
FA	CA 141	180275.00	VOICE-OVER/ANNOUNCING	crs ID to <u>CTVR 191</u> , desc formerly added, assign, txt
FA	CA 206	433712.00	PRODUCTION MANAGEMENT	crs ID to <u>CTVR 262</u> , desc formerly added, hrs fr <del>1-un/1-lee/0-lab</del> to <u>3-un/3 lec/0 lab</u> , assign, obj, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	CA 208	433714.00	CINEMATOGRAPHY	crs ID to <u>CTVR 264</u> , desc formerly added, prereq fr none to <u>CTVR 101</u> , assign, tps, txt, val
FA	CA 209	433973.00	SCRIPT SUPERVISING	crs ID to <u>CTVR 266</u> , desc formerly added, tps
FA	CA 209	433973.15	SCRIPT SUPERVISING	crs ID to <u>CTVR 266</u> , desc formerly added, tps
FA	CA 211	450042.00	FILM PRODUCTION III	crs ID to <u>CTVR 233</u> , desc formerly added, obj, rec fr CA-31 and CA-131 to <u>CTVR 140, 40, 262, 264</u> , assign, txt, val
FA	CA 212	450139.00	PERFORMANCE TV & FILM	crs ID to <u>CTVR 290</u> , desc formerly added, tps
FA	CA 213	450027.00	PRODUCTN DESGN FLM/TV	crs ID to <u>CTVR 260</u> , desc formerly added
FA	CA 232	430722.05	NON-LINEAR EDITING II	crs ID to <u>CTVR 251</u> , desc formerly added, prereq fr CA-131 to <u>CTVR 151</u> , assign, txt, val
FA	CA 233	429268.00	RADIO/TV/FILM INTERN.	crs ID to <u>CTVR 280</u> , ti to <u>CINEMA/TV/RADIO INTERNSHIP</u> , desc formerly added, rec fr CA-31 or CA-110 or CA-124 to <u>CTVR 31 or CTVR 110 or CTVR 124</u> , assign, val
FA	FA 27	332010.00	Introduction to Fine Arts	moe, txt
FA	MUS 1	542010.00	Basics of Music	moe, txt
FA	MUS 1	542010.15	Basics of Music	moe, txt
FA	MUS 118	524020.25	MUTI-TRACK RECORDING	desc formerly added, assign, txt
FA	MUS 15	428443.00	Music Composition	rpt fr RE-3 to <u>RE -1</u> , moe, txt
FA	MUS 178	584090.05	Beginning Piano Pedagogy	rpt fr RA-3 to <u>RE-3</u>
FA	MUS 179	584090.10	Intermediate Piano Pedagogy	rpt fr RA-3 to <u>RE-3</u>
FA	MUS 20	548010.05	Music Appreciation	moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	MUS 20	548010.10	Music Appreciation	moe, txt
FA	MUS 20	548010.15	Music Appreciation	moe, txt
FA	MUS 23	429187.00	Introduction to World Music	moe, txt
FA	MUS 24	548100.00	Music of the 20th Century	txt
FA	MUS 25	548120.00	Music History: To Mozart	moe, txt
FA	MUS 26	548140.00	Music History: Since Mozart	moe, txt
FA	MUS 260	430835.00	Basic Guitar	un fr 1 to 2, moe
FA	MUS 28	548170.10	History of Rock	moe, txt
FA	MUS 28	548170.20	History of Rock	moe, txt
FA	MUS 29	548180.00	Women, Music & Society	moe, txt
FA	MUS 31	554011.00	Baroque Society	moe
FA	MUS 40	560010.00	Wind Ensemble	moe
FA	MUS 54	584010.00	Beginning Piano	rpt fr RA-3 to <b>RE-3</b>
FA	MUS 55	584010.10	Intermediate Piano	rpt fr RA-3 to <b>RE-3</b>
FA	MUS 56	584010.15	Advanced Piano	rpt fr RA-3 to <b>RE-3</b>
FA	MUS 60	578010.05	Beginning Classical Guitar	rpt fr RA-3 to <b>RE-3</b> , moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				sr=scheduled review is for courses that are scheduled for review and there are no revisions
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				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	MUS 61	578010.10	Intermediate Classical Guitar	rpt fr RA-3 to <u>RE-3</u> , moe, txt
FA	MUS 62	578010.15	Advanced Classical Guitar	rpt fr RA-3 to <u>RE-3</u> , moe, txt
FA	MUS 67	560150.00	Woodwind Ensemble	sr
FA	MUS 80	608010.00	Beginning Voice	rpt fr RA-3 to <u>RE-3</u>
FA	MUS 81	608010.10	Intermediate Voice	rpt fr RA-3 to <u>RE-3</u>
FA	PHOT 156	174020.10	Advanced Photography	ti to <u>DIGITAL PHOTOGRAPHY III</u> , lab hrs fr 2 to <u>3</u> , rpt fr RA-3 to <u>RE-3</u> , desc, prereq fr <u>NONE</u> to <u>PHOT 55</u>
FA	PHOT 190	174140.00	Special Problems in Photography	lab hrs fr 2 to <u>3</u> , prereq fr <u>NONE</u> to <u>PHOT 55</u> , desc, sch desc, tps, obj, moe, txt
FA	PHOT 50	174020.00	Introduction to Photography	ti to <u>DIGITAL PHOTOGRAPHY I</u> , lab hrs fr 2 to <u>3</u> , rpt fr RA-3 to <u>RE-3</u> , desc, tps, moe, txt, assign
FA	PHOT 55	174020.05	Intermediate Photography	ti to <u>DIGITAL PHOTOGRAPHY II</u> , lab hrs fr 2 to <u>3</u> , rpt fr RA-3 to <u>RE-3</u> , desc, prereq fr <u>NONE</u> to <u>PHOT 50</u> , rec fr <u>PHOT 50</u> to <u>NONE</u> , sch desc, tps, obj, moe, txt, assign, val
FA	SP 2	806040.00	Persuasion	sr
FA	SP 20	429764.00	Intercultural Communication	moe, txt, C/L fr ANTH-20 to <u>NONE</u>
FA	SP 35	806170.05	Voice and Diction	dc
FA	SP 5	806180.05	Interpersonal Communication	moe, txt
FA	SP 8	429451.00	Gender Communication	moe
FA	TA 12	818030.00	Directing	sr



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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
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				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	TA 18	828000.20	Rehearsal & Performance: Dance	reinstate 2 unit version, moe, txt
FA	TA 22	429242.00	Musical Theatre History & Appreciation	txt
FA	TA 250	836120.00	Summer Conservatory Musical Theatre	sr
FA	TA 250	836120.10	Summer Conservatory Musical Theatre	sr
FA	TA 250	836120.20	Summer Conservatory Musical Theatre	sr
FA	TA 251	836140.20	Summer Conservatory Musical Theatre Production	sr
FA	TA 251	836140.25	Summer Conservatory Musical Theatre Production	sr
FA	TA 251	836140.30	Summer Conservatory Musical Theatre Production	sr
FA	TA 252	433395.00	Summer Conservatory Early 20th Century Musical Theatre	sr
FA	TA 252	433395.05	Summer Conservatory Early 20th Century Musical Theatre	sr
FA	TA 252	433395.10	Summer Conservatory Early 20th Century Musical Theatre	sr
FA	TA 253	433398.00	Summer Conservatory Mid 20th Century Musical Theatre	sr
FA	TA 253	433398.05	Summer Conservatory Mid 20th Century Musical Theatre	sr
FA	TA 253	433398.10	Summer Conservatory Mid 20th Century Musical Theatre	sr
FA	TA 254	433401.00	Summer Conservatory Late 20th Century Musical Theatre	sr
FA	TA 254	433401.05	Summer Conservatory Late 20th Century Musical Theatre	sr

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
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				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	TA 254	433401.10	Summer Conservatory Late 20th Century Musical Theatre	sr
FA	TA 255	433404.00	Summer Conservatory Contemporary Musical Theatre	sr
FA	TA 255	433404.05	Summer Conservatory Contemporary Musical Theatre	sr
FA	TA 255	433404.10	Summer Conservatory Contemporary Musical Theatre	sr
FA	TA 35	806170.10	Voice and Diction	C/L fr SP-35 to none
FA	TA 44	836070.00	Theatre Scenery Painting	crs id fr TA-44 to <u>TA ???</u> , prereq fr TA-49 to <u>NONE</u>
FA	TA 5	812050.00	Acting Styles-Contemporary	sr
HSBS	GERO 101	368010.25	LIFECYCLE 1:FUND AGING	dv
HSBS	GERO 110	368050.00	PSYCHOLOGY OF AGING	dc
HSBS	GERO 115	368060.00	SOCIOLOGY OF AGING	dc
HSBS	GERO 120	368070.00	PHYSIOLOGY OF AGING	dc
HSBS	GERO 145	368110.00	ACTIVITY LEADERSHIP	dc
HSBS	HS 176	434017.00	CO-OCCURRING DISORDERS	moe, txt
HSBS	HS 181	422400.00	INTRO TO EATING DISORDERS	desc, sch desc, tps, moe, assign
HSBS	HS 181	422400.15	INTRO TO EATING DISORDERS	desc, sch desc, tps, moe, assign
HSBS	HS 184	422190.10	MEDICAL EATING DISORDERS	moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HSBS	HS 184	422190.15	MEDICAL EATING DISORDERS	moe, txt
HSBS	HS 185	422500.00	TREAT-EATING DISORDERS	desc, moe
HSBS	HS 185	422500.15	TREAT-EATING DISORDERS	desc, moe
HSBS	HSC 102	386250.15	COMP HLTH ASSESSMENT	dv
HSBS	HSC 217	386300.15	CARDIAC DYSRHYTHMIAS	dv
HSBS	N 160	386223 .15	PHARMACOLOGY FOR NURS	dv
HSBS	N 202	433723.00	SUCCESS IN NURSING	tps, txt, assign
HSBS	N 238	386520.00	PERIOP NSG 1	tps
HSBS	N 263	386700.00	SKILLS LAB-BASIC	lrng obj, txt, assign
HSBS	N 264	386701.00	SKILLS LAB-SPECIALTY	lrng obj, assign
HSBS	N 265	386702.00	SKILLS LAB-ADVANCED	lrng obj, txt, assign
HSBS	N 600	xxxxxxx	LVN TO RN CLINICAL LAB	nc, 0 lec/1.5 lab/ 1.5 units, prereq N 162, rec HSC 228, N244 or N 245, lim Current LVN License, IV certification or N244, physical exam and immunizations, TB test, malpractice insurance
HSBS	SL 1	794060.00	AMERICAN SIGN LANG I	tps, assign
HSBS	SL 1	794060.15	AMERICAN SIGN LANG I	tps, assign
HSBS	SL 101	794050.00	DEAF CULTURE/HISTORY	tps, moe, assign

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				hrs=hours
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				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	SL 101	794050.15	DEAF CULTURE/HISTORY	tps, moe, assign
HS	SL 103	794090.00	SL INTERPRETING I	moe
HS	SL 2	794070.00	AMERICAN SIGN LANG II	desc, moe, assign
HS	SL 2	794070.15	AMERICAN SIGN LANG II	desc, moe, assign
HS	SL 201	433379.00	FINGERSP AND NUMBERS	assign
HS	SL 3	794080.00	AMERICAN SIGN LANG III	moe, assign
HS	SL 4	794085.00	AMERICAN SIGN LANG IV	moe, assign
KN	DANC 51	674850.05	INTRO TO BALLET	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 51	674850.10	INTRO TO BALLET	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 52	674850.15	BALLET DANCE LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 52	674850.20	BALLET DANCE LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 53	674850.25	INTERMEDIATE BALLET	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 53	674850.30	INTERMEDIATE BALLET	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 54	674910.05	INTRO TO MODERN DANCE	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 54	674910.10	INTRO TO MODERN DANCE	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 55	674910.15	MODERN DANCE LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
KN	DANC 55	674910.20	MODERN DANCE LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 56	674910.25	INTER. MODERN DANCE	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 56	674910.30	INTER. MODERN DANCE	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 57	674970.05	INTRO TO JAZZ DANCING	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 57	674970.10	INTRO TO JAZZ DANCING	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 58	674970.15	JAZZ DANCING LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 58	674970.20	JAZZ DANCING LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 59	674970.25	INTER. JAZZ DANCNG	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 59	674970.30	INTER. JAZZ DANCNG	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 60	675050.05	INTRO TO TAP DANCING	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 60	675050.10	INTRO TO TAP DANCING	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 600	992281.00	SOCIAL DANCE	nc, 1/.5/.5
KN	DANC 61	675050.15	TAP DANCING LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 61	675050.20	TAP DANCING LEVEL I	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 62	675050.25	INTER. TAP DANCING	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times
KN	DANC 62	675050.30	INTER. TAP DANCING	rpt fr RA-3 to RE-3, desc fr combination of DANC 51, 52, 53 may be taken four times

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
KN	KNES 600	992284.00	INTERM. BOWLING	nc, 1.5/1/5
KN	KNES 601	992283.00	DISTANCE RUNNING	nc, 1.5/1/5
KN	KNES 602	992282.00	FAST-PITCH SOFTBALL	nc, 2/1/1
KN	KNES 75	432120.00	ADV. SOFTBALL WOMEN	dc
KN	KNES 75	432120.05	ADV. SOFTBALL WOMEN	dv
LA	CLSS 5	160000.00	BUILDING ENGLISH VOCABULARY THROUGH GREEK AND LATIN ROOTS	dc
LA	ENG 23A	314170.00	AM ETH WR/AFRI AM LIT	tps, assign, val
LA	ENG 24	428961.00	ETHNIC VOICES IN LIT.	txt, assign
LA	ENG 27E	314250.00	INTRO TO SHORT STORY	tps, obj, moe, txt, assign, val
LA	ENG 50	314580.00	WOMEN AUTHORS	desc, tps, txt, moe, val
LA	ENG 52	314600.00	FILM AS LITERATURE	tps, moe, txt, assign
LA	ENG 65	160000.05	BUILDING VOCABULARY	C/L fr CLSS 5 to <b>NONE</b> , desc, txt
LA	ENG 107	290128.00	WRT FCTN & NONFCTN BK	tps, moe, txt
LA	ENG 142	314530.00	CHILDREN'S LITERATURE	sr
LA	ENG 170	320030.00	REASONING/COL READING	obj, assign, txt
LA	ENG 190	296040.00	ACADEMIC READING	fr 3-un/3-lec/0 lab to <b>2 un/2 lec/0 lab</b> , rpt fr RE-2 to <b>none</b> . obj

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ENG 190	296040.15	ACADEMIC READING	fr 3-un/3 lec/0 lab to <b>2 un/2 lec/0 lab</b> , rpt fr RE-2 to <b>none</b> , obj
LA	ENG 311	428972.00	ENGLISH GRAMMAR	moe, txt
LA	ENG 334	296030.00	SPELL SKILLS COLLEGE	moe, assign
LA	ENG 335	430815.00	SPELLING LABORATORY	moe, assign
LA	ENG 340	320050.05	READ SKILLS/COLLEGE	tps, obj
LA	ENG 341	428285.00	READING LABORATORY	obj, assign
LA	ENG 267	428800.00	NOVEL WORKSHOP: REVISING MANUSCRIPTS FOR PUBLICATION	moe, txt, assign
LA	ENG 600	992205.00	BUILDING BASIC READING SKILLS	nc, 3 un/3 lec/0 lab, coreq of <b>ENG 601</b>
LA	ENG 601	992280.00	READING LAB	nc, .25 un/0 lec/ 1 lab, coreq of <b>ENG 600</b>
LA	ENG 603	992287.00	ACADEMIC READING - PHYSIOLOGY	nc, 1 un/1 lec/0 lab
LA	ENG 604	992288.00	ACADEMIC READING - ANATOMY	nc, 1 un/1 lec/0 lab
LA	ESL 320	302090.05	BEG MULTISKILLS I	coreq fr <b>ESL-999A</b> to <b>none</b> , tps, moe, assign, txt, val
LA	ESL 320	429671.00	BEG MULTISKILLS I	coreq fr <b>ESL-999A</b> to <b>none</b> , tps, moe, assign, txt, val
LA	ESL 321	302090.15	BEG MULTISKILLS II	coreq fr <b>ESL-999</b> to <b>none</b> , tps, obj, moe, assign, txt, val
LA	ESL 321	429674.00	BEG MULTISKILLS II	coreq fr <b>ESL-999</b> to <b>none</b> , tps, obj, moe, assign, txt, val
LA	ESL 322	302030.05	BEG CONVERSATION	moe, assign, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
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				dv=delete version of course
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				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ESL 322	302035.00	BEG CONVERSATION	moe, assign, txt
LA	ESL 323	302010.05	BEGIN PRONUNCIATION	tps, obj, moe, assign, txt
LA	ESL 323	429676.00	BEGIN PRONUNCIATION	tps, obj, moe, assign, txt
LA	ESL 330	429675.00	INTER MULTISKILLS I	tps, moe, assign, txt
LA	ESL 330	429886.00	INTER MULTISKILLS I	tps, moe, assign, txt
LA	ESL 331	429673.00	INTER MULTISKILLS II	tps, obj, moe, assign, txt
LA	ESL 331	433951.00	INTER MULTISKILLS II	tps, obj, moe, assign, txt
LA	ESL 332	302030.20	INT CONVERSATION	tps, moe, assign, txt
LA	ESL 332	302035.20	INT CONVERSATION	tps, moe, assign, txt
LA	ESL 333	254080.00	INTER PRONUNCIATION	tps, obj, moe, assign, txt
LA	ESL 333	254083.00	INTER PRONUNCIATION	tps, obj, moe, assign, txt
LA	ESL 335	428977.00	INTER READ & WRIT I	prereq fr <del>ESL 321</del> to <u>ESL 321 or ESL 325</u> , tps, moe, assign, txt, val
LA	ESL 335	429681.00	INT READ & WRIT I	prereq fr <del>ESL 321</del> to <u>ESL 321 or ESL 325</u> , tps, moe, assign, txt, val
LA	ESL 336	429305.00	INT READ & WRIT II	tps, obj, moe, assign, txt, val
LA	ESL 336	429682.00	INT READ & WRIT II	tps, obj, moe, assign, txt, val
LA	ESL 340	302190.05	ADV MULTISKILLS	desc, tps, obj, moe, assign, txt, val



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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
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				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ESL 340	429686.00	ADV MULTISKILLS	desc, tps, obj, moe, assign, txt, val
LA	ESL 342	254075.00	ADVANCED CONVERSATION	tps, moe, assign, txt, val
LA	ESL 342	254085.00	ADVANCED CONVERSATION	tps, moe, assign, txt
LA	ESL 343	254060.00	ADV PRONUNCIATION	tps, obj, moe, assign, txt
LA	ESL 343	254063.00	ADV PRONUNCIATION	tps, obj, moe, assign, txt
LA	ESL 344	431920.00	IDIOMS & EXPRESSIONS	tps, moe, assign, txt, val
LA	ESL 344	432782.00	IDIOMS & EXPRESSIONS	tps, moe, assign, txt, val
LA	ESL 345	302250.05	ADV READING & WRITING	tps, moe, assign
LA	ESL 345	429687.00	ADV READING & WRITING	tps, moe, assign
LA	ESL 346	302280.05	ADV WRIT FOR WORK	tps, moe, assign, txt
LA	ESL 346	302285.00	ADV WRIT FOR WORK	tps, moe, assign, txt
LA	ESL 347	302360.05	ADV GRAMMAR REVIEW	tps, obj, moe, txt, val
LA	ESL 347	429684.00	ADV GRAMMAR REVIEW	tps, obj, moe, val
LA	ESL 350	302210.05	ACADEMIC SKILLS	tps, obj, moe, assign, txt
LA	ESL 350	302215.10	ACADEMIC SKILLS	tps, obj, moe, assign, txt
LA	ESL 354	302300.05	VOCAB SKILLS-COLLEGE	tps, obj, moe, assign, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ESL 354	302310.00	VOCAB SKILLS-COLLEGE	tps, obj, moe, assign, txt
LA	ESL 355	429819.00	COLL ESL READING: LIT	moe, assign, txt
LA	ESL 355	429820.00	COLL ESL READING: LIT	moe, assign, txt
LA	ESL 357	428210.00	GRAMMAR REVIEW-COLLEG	tps, moe, txt
LA	ESL 358	302320.05	LISTEN/NOTE-TAKE-COLL	tps, obj, moe, assign, txt
LA	ESL 358	302325.20	LISTEN/NOTE-TAKE-COLL	tps, obj, moe, assign, txt
LA	ESL 888	430726.00	ESL SKILLS LAB	moe
LA	ESL 888	430728.00	ESL SKILLS LAB	moe
LA	ESL 999	430725.00	ESL LABORATORY	coreq fr <u>ESL 320, 321, 323, 333</u> to <u>ESL 323 and 333</u> , moe
LA	ESL 999A	430724.00	ESL LABORATORY	coreq fr <u>ESL 320, 321, 323, 333</u> to <u>ESL 323 and 333</u> , moe
LA	ESL 999B	432795.00	ESL LABORATORY	moe
LA	ESL 325	433998.00	BEG READ & WRITE	tps, moe, assign
LA	ESL 325	433999.00	BEG READ & WRITE	tps, moe, assign
LA	ESL 357	429685.00	GRAMMAR REVIEW-COLLEG	tps, moe, txt
LA	ESL 359	433724.00	AMER LANG & CULT FILM	moe, val
LA	ESL 359	433742.00	AMER LANG & CULT FILM	moe, assign

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				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prreq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ESL 600	992285.00	ACADEMIC SUCCESS STRATEGIES FOR ESL STUDENTS	nc, 3 un/3 lec/0 lab, rec ESL 340 or ESL 345 or ESL 358
LA	ESL 601	992286.00	ACADEMIC SUCCESS STRATEGIES FOR ESL STUDENTS	nc, 0 un/3 lec/0 lab, rec ESL 340 or ESL 345 or ESL 358
LA	GER 211	362190.00	GERMAN FOR BUSINESS	dc
LA	HUM 10A	428229.00	CULTR SCNCE SOCIETY I	desc, tps, moe
LA	HUM 10B	428230.00	CULTR SCNCE, SOC II	desc, tps, moe
LA	HUM 21	428070.05	THE SEARCH FOR MEANING: IDEAS OF SELF ACROSS CULTURES	C/L fr IDS-1 to <u>none</u> , desc
LA	HUM 22	428090.00	GODS, CLOCKS, AND VISIONS	C/L fr IDS-2 to <u>none</u> , desc
LA	HUM 25	428100.05	PLANET EARTH: CONTEMPORARY ISSUES AND CONTROVERSIES	C/L fr IDS-5 to <u>none</u> , desc, tps, moe, assign
LA	IDS 1	428070.10	THE SEARCH FOR MEANING: IDEAS OF SELF ACROSS CULTURES	dc
LA	IDS 2	428090.10	GODS, CLOCKS, AND VISIONS	dc
LA	IDS 5	428100.10	PLANET EARTH: CONTEMPORARY ISSUES AND CONTROVERSIES	dc
LA	ITA 2	452060.00	ELEMENTARY ITALIAN	assign, moe, assign, txt
LA	JA 250	429540.00	PRACTICAL JAPANESE	tps, obj, moe, assign, txt
LA	JRN 1	464010.00	MASS MEDIA & SOCIETY	desc
LA	JRN 1	461010.15	MASS MEDIA & SOCIETY	desc
LA	KOR 250	429585.00	PRACTICAL KOREAN	tps, moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
				assign=assignments
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				sr=scheduled review is for courses that are scheduled for review and there are no revisions
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				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	PHIL 12	662160.00	INTRO. TO LOGIC	tps, obj, moe, assign, txt
LR	LIB 100	473010.10	BASIC INFORMATION COMPETENCY SKILLS: LIBRARY RESEARCH	hrs fr 0 lec/2 lab to <u>1 lec/1 lab</u> , sch desc, moe, txt, assign
LR	LIB 100	473010.15	BASIC INFORMATION COMPETENCY SKILLS: LIBRARY RESEARCH	hrs fr 0 lec/2 lab to <u>1 lec/1 lab</u> , sch desc, moe, txt, assign
MSE	ASTR 130	114050.00	Intro Astrophotography	dc
MSE	ASTR 45	114080.00	Big Bang to Blk Holes	dc
MSE	BIO 179	144510.05	BFS: Colorado River	moe, txt
MSE	BIO 3C	429218.00	Biochem/Molecular Bio	moe, tps, txt
MSE	BIO 3C	429218.15	Biochem/Molecular Bio	dv
MSE	BIO 40	144230.00	Modern Theo. Evolution	assign, moe
MSE	BIO 40	144230.15	Modern Theo. Evolution	assign, moe
MSE	BIO 41	144240.00	Human Genetics	crs id fr <del>BIO 41</del> to <u>BIO 22</u> , sch desc, tps, moe, val
MSE	BIO 45	432301.00	Bio of Human Disease	assign, moe, tps
MSE	BIO 600	XXXXXX	Physiology Discussion	nc, coreq BIO 12
MSE	BIO 601	XXXXXX	Human Anatomy Discussion	nc, coreq BIO 11
MSE	CHEM 108	430793.00	Intro. Gen, Org, BioChem	assign, moe, tps, txt
MSE	CHEM 120	150100.05	Chem of Everyday Life	dc

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				un=units
				val=validation
MSE	ENR 33	272070.00	Electric Circuit Anal	dc
MSE	GEOL 1	356010.00	Intro. To Physical Geo	moe, tps, txt
MSE	GEOL 162	356120.00	Gems and Minerals	assign, moe, tps, txt
MSE	GEOL 172	356190.05	GFS: Mojave Desert	assign, moe, tps, txt
MSE	GEOL 179	356570.05	GFS: King's Cyn/Sequoi	moe, tps, txt
MSE	GEOL 183	356730.05	GFS: Anza-Borrego	assign, moe, tps, txt
MSE	GEOL 5	512010.00	Marine Sciene	moe, tps, txt
MSE	GEOL 6	356050.00	Prin. Of Mineralogy	moe, txt
MSE	MATH 26	428921.00	Math 26 Intro to Linear Alg.	sch desc, moe, txt
MSE	MATH 351	428409.00	Math 351 Pre-Algebra	assign, moe, tps, rpt fr RE1 to <u>none</u>
MSE	MATH 351	428409.15	Math 351 Pre-Algebra	assign, moe, tps, rpt fr RE1 to <u>none</u>
SBS	ANTH 15	430814.00	Primate Behavior	ti to <u>The World of Primates</u> , desc, tps, obj, moe, txt, assign
SBS	ANTH 15	430814.15	The World of Primates	nv, 3 un/3 lec/0 lab
SBS	ANTH 16	30130.00	Archaeological Field Methods	desc, tps, obj, moe, txt, assign, val
SBS	ANTH 2	30030.10	Cultural Anthropology	dv
SBS	ANTH 20	429764.10	Intercultural Communication	dc

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				un=units
				val=validation
SBS	ANTH 3	30050.15	Cultural and Language	nv, 3 un/3 lec/0 lab, rec ANTH 2
SBS	ANTH 600	450179.00	Forensic Anthropology	nc. 3un/3 lec/0 lab, rec of ANTH 1
SBS	ANTH 9	30120.15	Introduction to Archaeology	nv, 3 un/3 lec/0 lab
SBS	CCS 1	429609.00	Multicultural Experiences in the United States	desc, tps, obj, moe, txt, assign
SBS	CCS 10	430515.00	Margins and Border Crossings	obj, moe, txt, assign
SBS	CCS 2	429618.00	Multicultural Identities in the United States	desc, tps, obj, moe, txt, assign
SBS	CD 119	416170.10	Perceptual Motor Development	ti to <b>PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD</b> , desc, tps, moe, txt, assign
SBS	CD 119	416170.16	Perceptual Motor Development	ti to <b>PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD</b> , desc, tps, moe, txt, assign
SBS	CD 121	416160.10	Practicum: The Student Teaching Experience	moe, txt
SBS	CD 121	416160.15	Practicum: The Student Teaching Experience	moe, txt
SBS	CD 125	431635.00	School-Age Before and After School Programs	moe, txt
SBS	CD 125	431635.15	School-Age Before and After School Programs	moe, txt
SBS	CD 127	430818.00	Adult Supervision and Mentor Practices	moe, txt, assign
SBS	CD 127	430818.15	Adult Supervision and Mentor Practices	moe, txt, assign
SBS	CD 128	416200.00	Administration of Young Children's Settings: Program	tps, moe,
SBS	CD 128	416200.15	Administration of Young Children's Settings: Program	tps, moe,

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				assign=assignments
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				rpt=repeatability
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				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
SBS	CD 129	416210.00	Administration of Young Children's Settings: Management	obj, moe, txt, assign
SBS	CD 129	416210.15	Administration of Young Children's Settings: Management	obj, moe, txt, assign
SBS	CD 15	416030.05	Child, Family, and Community	crs id fr <del>CD 15</del> to <b>CD 105</b> , C/L fr <del>SOC 15</del> to <b>none</b>
SBS	CD 15	416030.25	Child, Family, and Community	crs id fr <del>CD 15</del> to <b>CD 105</b> , C/L fr <del>SOC 15</del> to <b>none</b>
SBS	CD 202	431644.00	Foundations for Family Child Care Providers	desc, tps, obj, moe, txt, assign
SBS	CD 202	431644.15	Foundations for Family Child Care Providers	desc, tps, obj, moe, txt, assign
SBS	CD 7	416010.05	Developmental Psychology: Child Growth and Development	crs id fr <del>CD 7</del> to <b>CD 107</b> , C/L fr <del>PSYC 7</del> to <b>none</b> , ti fr <del>DEVELOPMENTAL PSYCHOLOGY: CHILD GROWTH AND DEVELOPMENT</del> to <b>CHILD GROWTH AND DEVELOPMENT</b> , cat desc
SBS	CD 7	416010.15	Developmental Psychology: Child Growth and Development	crs id fr <del>CD 7</del> to <b>CD 107</b> , C/L fr <del>PSYC 7</del> to <b>none</b> , ti fr <del>DEVELOPMENTAL PSYCHOLOGY: CHILD GROWTH AND DEVELOPMENT</del> to <b>CHILD GROWTH AND DEVELOPMENT</b> , cat desc
SBS	ECON 11	428298.05	International Political Economy	moe, txt, assign
SBS	ECON 2	248020.00	PRINCIPLES (MACRO)	rec prep fr <del>NONE</del> to <b>MATH 253</b> , moe
SBS	ECON 2	248020.15	PRINCIPLES (MACRO)	rec prep fr <del>NONE</del> to <b>MATH 253</b> , moe
SBS	ECON 20	248030.00	The American Economy	moe
SBS	ECON 4	248010.00	PRINCIPLES (MICRO)	prereq fr <del>MATH 251</del> to <b>MATH 253</b> , moe
SBS	ECON 4	248010.15	PRINCIPLES (MICRO)	prereq fr <del>MATH 251</del> to <b>MATH 253</b> , moe
SBS	ECON 6	429463.00	Scarcity and Environment	assign, obj, moe

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				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
SBS	ED 240	254030.00	Educational Assistant	Course reactivation, crs is fr ED 240 to <u>EDUC 240</u> , ti to <u>INSTRUCTIONAL ASSISTANT</u> , 2 un/1 lec/3 lab, lim fr must be able to provide proof of negative TB test (chest or skin result) to <u>TB results on file in Student Health Center</u> , desc, tps, obj, moe, assign
SBS	EDUC 115	450194.00	PRINCIPLES OF CAREER/TECHNICAL PREPARATION FOR HIGH SCHOOL	ti to <u>SECONDARY SCHOOL TEACHING</u> , desc, lim from NONE to <u>TB results on file in Student Health Center</u> , obj, moe, txt, assign, val
SBS	EDUC 215	450198.00	EFFECTIVE INTERACTION FOR ONLINE COURSES	ti to <u>EFFECTIVE INTERACTION FOR ONLINE COURSES</u> , cat desc, tps, obj, moe
SBS	EDUC 230	450201.00	PRACTICUM: ONLINE INSTRUCTION	dc
SBS	EDUC 90	432604.00	Explorations in K-12	ti to <u>INTRO TO ELEMENTARY EDUCATION</u> , rec fr ENG 300 and 340, CD 7/PSYC 7 to <u>ENG 300 and 340, CD 7 or PSYC 7</u> , desc, tps, txt
SBS	EDUC 90	432604.15	Explorations in K-12	ti to <u>INTRO TO ELEMENTARY EDUCATION</u> , rec fr ENG 300 and 340, CD 7/PSYC 7 to <u>ENG 300 and 340, CD 7 or PSYC 7</u> , desc, tps, txt
SBS	GEOG 1	350010.00	Physical Geography	moe, txt
SBS	GEOG 1	350010.15	Physical Geography	moe, txt
SBS	GEOG 102	430497.00	Geography Field Studies	desc, obj, moe, txt
SBS	GEOG 110	430513.05	Introduction to Geographic Systems (GIS)	moe, txt
SBS	GEOG 110	430513.25	Introduction to Geographic Systems (GIS)	moe, txt
SBS	GEOG 1L	430812.00	Physical Geography Laboratory	prereq fr Must be taken concurrently with GEOG 1 or within one year after completing GEOG 1 to <u>Taken concurrently with GEOG 1 or after completing GEOG 1</u> , moe
SBS	GEOG 211	430514.00	Intermediate Geographic Information Systems (GIS)	tps, moe, txt
SBS	GEOG 211	430514.25	Intermediate Geographic Information Systems (GIS)	tps, moe, txt
SBS	GIS 110	430513.15	Introduction to Geographic Systems (GIS)	moe, txt



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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
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				ti=title
				tps=topics
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				un=units
				val=validation
SBS	GIS 110	430513.00	Introduction to Geographic Systems (GIS)	moe, txt
SBS	GIS 211	430514.00	Intermediate Geographic Information Systems (GIS)	tps, moe, txt
SBS	GIS 211	430514.15	Intermediate Geographic Information Systems (GIS)	tps, moe, txt
SBS	GIS 212	430781.00	Advanced Geographic information Systems (GIS)	tps, moe,
SBS	HIST 10	404040.00	United States and Asia/Pacific Since 1800	dc
SBS	HIST 12	431916.00	Revolutions and Revolts	moe, txt
SBS	HIST 135	432781.00	Introduction to American Studies	sch desc, tps, moe, txt
SBS	HIST 15	428695.00	The Vietnam War	moe
SBS	HIST 16	404060.05	History of the United States to 1876	moe, txt
SBS	HIST 16	404060.10	History of the United States to 1876	dv - M63 version
SBS	HIST 16	404060.15	History of the United States to 1876	moe, txt
SBS	HIST 17	404090.05	History on the United States Since 1876	moe, txt
SBS	HIST 17	404090.10	History on the United States Since 1876	dv - M63 version
SBS	HIST 17	404090.15	History on the United States Since 1876	moe, txt
SBS	HIST 19	404130.00	United States Since 1945	moe, txt
SBS	HIST 19	404130.15	United States Since 1945	moe, txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
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				tps=topics
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				val=validation
SBS	HIST 21	404150.00	Women in United States History: A Multicultural Perspective	moe, txt
SBS	HIST 21	404150.15	Women in United States History: A Multicultural Perspective	moe, txt
SBS	HIST 22	404160.00	Basic United States History	moe,txt
SBS	HIST 22	404160.10	Basic United States History	dv - M63 version
SBS	HIST 22	404160.15	Basic United States History	moe,txt
SBS	HIST 27	430498.00	Latin America: Pre-European To Independent Nationhood	moe,txt
SBS	HIST 27	430498.15	Latin America: Pre-European To Independent Nationhood	moe,txt
SBS	HIST 28	430499.00	Latin America: 1800 To The Present	moe, txt
SBS	HIST 28	430499.15	Latin America: 1800 To The Present	moe, txt
SBS	HIST 30	404190.05	History of Mexico	moe, txt, assign
SBS	HIST 30	404190.10	History of Mexico	dv - M63 version
SBS	HIST 30	404190.15	History of Mexico	moe, txt, assign
SBS	HIST 32	404230.00	California History	moe, txt
SBS	HIST 32	404230.15	California History	moe, txt
SBS	HIST 33	429739.00	The Political/Social History of the Chicanas/os	desc, moe,txt
SBS	HIST 33	429739.15	The Political/Social History of the Chicanas/os	desc, moe,txt

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DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
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				val=validation
SBS	HIST 4	404010.00	World History to 1750	moe, txt
SBS	HIST 4	404010.15	World History to 1750	moe, txt
SBS	HIST 40	404270.00	English History To 1688	moe, txt
SBS	HIST 41	404290.00	English History Since 1688	moe, txt
SBS	HIST 5	404020.00	World History From 1750	moe, txt
SBS	HIST 5	404020.15	World History From 1750	moe, txt
SBS	HIST 61	404320.00	History and Politics of Russia; Soviet Period to the Present	c/l fr <del>PS-61</del> to <u>none</u> , desc formerly removed, moe, txt, assign
SBS	HIST 63	432310.00	European History Since 1650	moe, txt
SBS	HIST 7	429276.00	Social and Economic History of the U.S. to 1876	moe
SBS	HIST 72	428491.00	History of China	moe, txt
SBS	HIST 74	430297.00	History of the Middle East to 1800	moe, txt
SBS	HIST 75	404380.00	Introduction to the Contemporary Middle East	c/l fr <del>PS-75</del> to <u>none</u> , desc formerly removed, moe, txt
SBS	HIST 8	429277.00	Social and Economic History of the U.S. 1877 to the Present	moe
SBS	HIST 81	404410.00	African American History	moe, txt, assign
SBS	HIST 9	404030.05	Diplomatic History of the United States	moe
SBS	PS 1	710010.05	American Government	moe, txt

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SBS	PS 1	710010.15	American Government	moe, txt
SBS	PS 1	710010.10	American Government	dv
SBS	PS 10	710080.00	Introduction to Political Theory	tps, moe, txt,assign
SBS	PS 11	428298.00	International Political Economy	moe, txt, assign
SBS	PS 12	710090.00	Comparative Politics and Government	tps, moe,txt,assign
SBS	PS 12	710090.15	Comparative Politics and Government	tps, moe,txt,assign
SBS	PS 4	710060.00	Introduction to Political Science	moe, txt, assign
SBS	PS 4	710060.15	Introduction to Political Science	moe, txt, assign
SBS	PS 61	404320.05	History and Politics of Russia: Soviet Period of the Present	dc
SBS	PS 75	404380.05	Introduction to the Contemporary Middle East	dc
SBS	PSYC 600	XXXXXX.XX	Psychology of Aging	nc, 3 un/3 lec/0 lab, rec PSYC 1
SBS	PSYC 600	XXXXXX.15	Psychology of Aging	nv, 3 un/3 lec/0 lab, rec PSYC 1
SBS	PSYC 7	416010.10	Developmental Psychology: Child Growth and Development	C/L fr CD-7 to <u>none</u> , ti fr DEVELOPMENTAL PSYCHOLOGY: CHILD GROWTH AND-DEVELOPMENT, cat desc, rec fr <del>ENG 200, 340</del> to <u>PSYC 1</u> , sch desc, tps, obj, moe, assign
SBS	PSYC 7	416010.25	Developmental Psychology: Child Growth and Development	C/L fr CD-7 to <u>none</u> , ti fr DEVELOPMENTAL PSYCHOLOGY: CHILD GROWTH AND-DEVELOPMENT, cat desc, rec fr <del>ENG 200, 340</del> to <u>PSYC 1</u> , sch desc, tps, obj, moe, assign
SBS	SOC 1	776010.10	Introduction to Sociology	dc

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				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
SBS	SOC 10	776070.10	Introduction to Marriage and Family	dc
SBS	SOC 15	416030.10	Child, Family, and Community	C/L fr <del>ED 15</del> to <u>none</u> , ti to <u>SOCIALIZATION OF THE CHILD</u> , cat desc, rec fr <del>ENG-200 and 340</del> to <u>SOC 1</u> , sch dech, tps, obj, moe, txt
SBS	SOC 15	416030.15	Child, Family, and Community	C/L fr <del>ED 15</del> to <u>none</u> , ti to <u>SOCIALIZATION OF THE CHILD</u> , cat desc, rec fr <del>ENG-200 and 340</del> to <u>SOC 1</u> , sch dech, tps, obj, moe, txt
SBS	SOC 25	776120.00	Social Stratification	tps, obj, moe, txt, assign
SBS	SOC 25	776120.15	Social Stratification	tps, obj, moe, txt, assign
SBS	SOC 4	776050.00	Introduction to Chicana/o Studies in Contemporary Society	dc
SBS	SOC 5	776060.00	Introduction to African American Culture	dc
SBS	SOC 600	992291.00	Sociology of Aging	nc, 3 un/3 lec/0 lab, rec SOC 1
SBS	SOC 601	992292.00	Death and Dying	nc, 3 un/3 lec/3 lab, rec SOC 1
SBS	SOC 603	992290.00	Introduction to Gerontology	nc, 3un/3 lec/0 lab
SBS	WS 10	860010.00	Introduction to Women's Studies	tps, moe, txt, assign
SBS	WS 10	860010.15	Introduction to Women's Studies	tps, moe, txt, assign

IRVINE VALLEY COLLEGE  
FALL 10  
NEW PROGRAMS

SCHOOL OF HEALTH SCIENCES, PHYSICAL EDUCATION AND ATHLETICS  
COMMERICAL DANCE  
(Certificate of Achievement and AA)

*Complete the following courses:*

DNCE 50 (or 50A plus 50B)	Conditioning: Stretch/Strength	2
DNCE 51 (or 51A plus 51B)	Pilates	2
DNCE 18 (or 18A plus 18B)	Jazz Dance II	2
DNCE 23	Tap Dance II	1
DNCE 55	Choreography I	3
DNCE 170	IVC Performing Dance Ensemble	2

*Complete a minimum of two units from the following courses:*

DNCE 142	Dance Movement Technique	2
DNCE 253	Gyrokinesis	2

*Complete a minimum of two units from the following courses:*

DNCE 7 (or 7A plus 7B)	Ballet II	2
DNCE 13 (or 13A plus 13B)	Modern Dance II	2

*Complete a minimum of one unit from the following courses:*

DNCE 27	Hip Hop/ Commercial Dance	1
DNCE 36	Social Dance	1

*Complete a minimum of two units from the following courses:*

DNCE 30	African Dance	1
DNCE 33	Middle Eastern Dance I	1
DNCE 34	Middle Eastern Dance II	1

*Complete a minimum of one-three units from the following courses:*

DNCE 65	Dance Rehearsal and Performance	1-3
DNC 170	IVC Performing Dance Ensemble	2

*Complete a minimum of two-three units from the following courses:*

MUS 80	Voice I	2
MUS 81	Voice II	2
MUS 82	Voice III	2
TA 1	Acting	3
	Total Units	22-24

IRVINE VALLEY COLLEGE  
FALL 10  
NEW PROGRAMS

SCHOOL OF BUSINESS SCIENCES  
PARALEGAL STUDIES  
(Certificate of Achievement)

LGL 201	Introduction to Paralegal Studies And Ethics	2
LGL 202	Computer Technology and Electronic Research	3.5
LGL 203	Business Law Contracts and Torts	3
LGL 205	Legal Research and Writing	3
LGL 206A	Civil Litigation I	3
LGL 206B	Civil Litigation II	3
CWE 168	Cooperative Work Experience: Paralegal	1-4
<i>Complete a minimum of nine units from the following courses:</i>		
ACCT 215	General Accounting	3
AJ 2	Introduction to Administration of Justice	3
CIM 207	Personal Computer Applications	
<i>Or</i>		
CIM 210.3	Word Processing III-Certification	3.5
MGT 12A	Legal Environment of Business	3
MGT 104	Business Communication	3
LGL 208	Wills, Trusts, and Estates	3
LGL 209	Bankruptcy	3
RE 174A	Legal Aspects of Real Estate	3
Total Units		26-30

IRVINE VALLEY COLLEGE  
FALL 10  
REVISED PROGRAMS

SCHOOL OF HEALTH SCIENCES, PHYSICAL EDUCATION AND ATHLETICS  
TECHNICAL DANCE  
(Certificate of Proficiency)

*Complete the following courses:*

DNCE 50 (or 50A plus 50B)	Conditioning: Stretch/Strength	2
DNCE 55	Choreography I	3

*Complete a minimum of three units from the following courses:*

DNCE 77	Dance History	3
DNCE 85	Music for Dance	3

*Complete a minimum of two units from the following courses:*

DNCE 65	Dance Rehearsal and Performance	1-3
DNCE 170	IVC Performing Dance Ensemble	2

*Complete a minimum of four units from the following courses:*

DNCE 7 (or 7A plus 7B)	Ballet II	2
DNCE 13 (or 13A plus 13B)	Modern Dance II	2
DNCE 18 (or 18A plus 18B)	Jazz Dance II	2
DNCE 23	Tap Dance II	1

*Complete a minimum of one unit from the following courses:*

DNCE 27	Hip Hop/ Commercial Dance	1
DNCE 30	African Dance	1
DNCE 33	Middle Eastern Dance I	1
DNCE 34	Middle Eastern Dance II	1
DNCE 36	Social Dance	1

*Complete a minimum of two units from the following courses:*

DNCE 51 (or 51A plus 51B)	Pilates	2
DNCE 142	Dance Movement Technique	2
DNCE 253	Gyrokinesis	2

Total Units	17
-------------	----



SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			KEY CODE	assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Business Science	CIM 221.1	10413.00	Illustrator	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 224.1	10390.00	After Effects	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 225.1	11143.00	Creative Suite	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 230.1	1834.00	InDesign I	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 230.2	1836.00	InDesign II	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 241.1	9614.00	Creating a Web Page I	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 242.1	10393.00	Flash I	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 242.2	10394.00	Flash II	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 242.3	10416.00	Flash III	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 243.1	10395.00	Dream Weaver I	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 243.2	10396.00	Dream Weaver II	desc, assign, moe, lmg obj,ti, tps, txt
Business Science	CIM 251.1	11145.00	Dynamic Web Database Management	assign, moe, txt
Business Science	LGL 202	13253.00	Computer Technology and Electronic Reseach	nc
Business Science	LGL 203	13255.00	Business Law Contracts and Torts	nc
Business Science	LGL 205	13256.00	Introduction to Legal Research and Writing	nc
Business Science	LGL 206A	13257.00	Civil Litigation I	nc
Business Science	LGL 206B	13258.00	Civil Litigation II	nc
Business Science	LGL 208	13259.00	Wills, Trusts, and Estates	nc
Business Science	LGL 209	13260.00	Bankruptcy	nc
Business Science	RE 170	5945.00	Real Estate Principles	txt
Business Science	RE 172	5950.00	Real Estate Practices	desc, txt
Business Science	RE 174A	5950.00	Legal Aspects of Real Estate I	desc, txt
Business Science	RE 175	5965.00	Real Estate Finance	txt
Business Science	RE 176A	5970.00	Real estate Appraisal I	desc, txt
Business Science	RE 176B	5970.00	Real estate Appraisal II	desc, txt

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for Fall 10

Exhibit B  
Page 5

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments
				c/ w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatable
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Business Science	RE 178	5980.00	Real Estate Economics	desc, txt
Business Science	RE 190	6010.00	Escrow I	txt
Business Science	RE 195	6025.00	Property Management I	txt
Business Science	RE 250	6040.00	Real Estate Salesperson's License Preparation	ti, txt
Fine Arts	ART 150	10315.10	History of Graphic Design	nc
Fine Arts	ART 186	13237.00	Drawing the Head and Hands	nc
Fine Arts	ART 195	13238.00	Illustration	nc
Fine Arts	ART 253	13239.00	Beginning Life Painting	nc
Fine Arts	ART 81	760.10	Representational Drawing	desc, assign, moe, lmg obj, tps, txt
Fine Arts	ART 82	760.15	Advanced Drawing	desc, assign, moe, lmg obj, tps, txt
Fine Arts	DMA 120	13243.00	Motion Graphics Animation	nc
Fine Arts	DMA 130	13244.00	3D Animation	nc
Fine Arts	DMA 140	10422.00	Digital 2-D Design and Color Theory	desc, assign, moe, lmg obj, tps, txt
Fine Arts	DMA 150	10315.00	History of Graphic Design	desc, assign, moe, lmg obj, tps, txt
Fine Arts	DMA 160	10150.10	Graphic Design II	desc, assign, moe, lmg obj, tps, txt
Fine Arts	DMA 170	10290.00	Publication Design and Digital Prepress	desc, assign, moe, lmg obj, tps, txt
Fine Arts	DMA 175	10291.00	Corporate Identity: Trademarks and Logos	desc, assign, moe, lmg obj, tps, txt
Fine Arts	DMA 180	10288.00	Visual design for the Web	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	DMA 252	10400.00	Intermediate Digital Imaging	desc, assign, moe, lmg obj, tps, txt
Fine Arts	DMA 51	9169.10	Digital Photography	desc, assign, moe, lmg obj, ti, tps, txt
Fine Arts	DMA 55	10150.00	Graphic Design I	desc, assign, moe, lmg obj, ti, tps, txt
Fine Arts	DMA 65	10151.00	Typography	desc, assign, moe, lmg obj, ti, tps, txt
Fine Arts	MUS 37	4875.00	Irvine Valley Women's Chorale	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 38	4860.00	Irvine Valley Chorale	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 39	4865.00	Irvine Valley Master Chorale	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 43	10491.00	String Orchestra	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 80	5070.05	Voice I	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 81	11029.00	Voice II	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 82	11030.00	Voice III	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 83	11031.00	Classical Guitar I	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	MUS 84	11032.00	Classical Guitar II	desc, assign, moe, lmg obj, tps, ti, txt
Fine Arts	PHOT 51	9169.00	Digital Photography	desc, assign, moe, lmg obj, tps, txt
Fine Arts	SP 1	6310.00	Communication Fundamentals	desc, txt
Fine Arts	SP 100	4190.15	Group Dynamics and Leadership	desc, txt
Fine Arts	SP 105	9367.00	Interpersonal Communication	txt
Fine Arts	SP 2	6315.00	Persuasion	desc, txt
Fine Arts	SP 3	6320.00	Argumentation and Debate	desc, txt
Fine Arts	SP 30	6335.05	Introduction to Oral Interpretation	tps, lmg obj, txt
Fine Arts	SP 35	6350.05	Voice and Diction	txt
Fine Arts	SP 9	9366.00	Intercultural Communication	txt
Fine Arts	TA 3	6375.00	Advanced Scene Study	assign, moe, lmg obj, rec, tps, txt
Fine Arts	TA 30	6335.10	Introduction to Oral Interpretation	tps, lmg obj, txt
Fine Arts	TA 35	6350.10	Voice and Diction	txt
Fine Arts	TA 4	6380.00	Acting Styles: Classical	assign, moe, lmg obj, tps, txt
Fine Arts	TA 40B	9703.00	Introductin to Theatre Design	txt

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for Fall 10

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			KEY CODE	assign=assignments
				c/ w/+ cross-listed with (and list the other crs id)
				ce=contract education course
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				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Fine Arts	TA 9	6512.00	Musical Revue	assign, moe, txt
Fine Arts	TA 9	6512.10	Musical Revue	assign, moe, txt
Guidance and Counseling	COUN 1	653.00	Academic Planning	desc, assign, moe, lmg obj, tps, txt
Guidance and Counseling	COUN 102	675.00	Career Exploration	dc
Guidance and Counseling	COUN 102	13227.00	Career Exploration and Life Planning	nc
Guidance and Counseling	COUN 103	660.07	Introduction to Assertion	txt
Health, PE	DNCE 12	9927.05	Modern Dance	dv
Health, PE	DNCE 12	9927.30	Modern Dance I	nc
Health, PE	DNCE 12A	9927.35	Modern Dance IA	nc
Health, PE	DNCE 12B	9927.35	Modern Dance IB	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 13	11104.05	Modern Dance II	dv
Health, PE	DNCE 13	11104.20	Modern Dance II	nc
Health, PE	DNCE 13A	11104.15	Modern Dance IIA	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	DNCE 13B	11105.25	Modern Dance IIB	nc
Health, PE	DNCE 17	9932.05	Jazz Dance I	dv
Health, PE	DNCE 17	9932.30	Jazz Dance I	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 170	11113.10	Performing Dance Ensemble	nc
Health, PE	DNCE 17A	9932.35	Jazz Dance IA	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 17B	9932.35	Jazz Dance IB	nc
Health, PE	DNCE 18	11106.05	Jazz Dance II	dv
Health, PE	DNCE 18	11106.25	Jazz Dance II	nc
Health, PE	DNCE 18A	11106.15	Jazz Dance IIA	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	DNCE 18B	11106.30	Jazz Dance IIB	nc
Health, PE	DNCE 22	9938.25	Tap Dance I	dv
Health, PE	DNCE 22	9938.05	Tap Dance I	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 23	11108.15	Tap Dance II	dv
Health, PE	DNCE 23	11108.05	Tap Dance II	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 27	13246.00	Hip Hop/Commercial Dance	nc
Health, PE	DNCE 30	9936.15	African Dance I	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 30	9936.05	African Dance I	dv
Health, PE	DNCE 36	9907.00	Social Dance	dv
Health, PE	DNCE 36	9807.10	Social Dance	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 50	9815.05	Conditioning for Dance	dv

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
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				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Health, PE	DNCE 50	9815.20	Conditioning: Stretch/Strength, Align and Correct	nc
Health, PE	DNCE 50A	9815.15	Conditioning: Stretch/Strength, Align and Correct I	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	DNCE 50B	9815.25	Conditioning: Stretch/Strength, Align and Correct II	nc
Health, PE	DNCE 51	10349.50	Pilates Conditioning	dv
Health, PE	DNCE 51	10349.20	Pilates	nc
Health, PE	DNCE 51A	10349.00	Pilates A	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	DNCE 51B	10349.00	Pilates B	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	DNCE 55	9941.05	Choreography I	desc, assign, moe, lmg obj, tps, txt
Health, PE	DNCE 6	9923.27	Ballet I	nc
Health, PE	DNCE 6A	9923.15	Ballet IA	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	DNCE 6B	9923.28	Ballet IB	nc
Health, PE	DNCE 7	11102.21	Ballet II	nc
Health, PE	DNCE 7A	11105.15	Ballet IIA	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	DNCE 7B	11102.25	Ballet IIB	nc
Health, PE	DNCE 85	9942.05	Music for Dance	desc, assign, moe, lmg obj, tps, txt
Health, PE	HLTH 2	3265.00	First Aid: Responding to Emergencies	txt
Health, PE	PE 11	5430.10	Badminton: Beginning to Intermediate I	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 11A	5430.05	Badminton: Beginning	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 11B	5430.35	Badminton: Intermediate I	nc
Health, PE	PE 12	5430.20	Badminton: Intermediate II to Advanced	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 12A	5430.15	Badminton: Intermediate II	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 12B	5430.40	Badminton: Advanced	nc
Health, PE	PE 13	5430.30	Advanced Badminton	dc
Health, PE	PE 13	5430.25	Advanced Badminton	dc
Health, PE	PE 207	3291.00	Exercise Testing	dc
Health, PE	PE 207	13233.00	Exercise Testing	nc
Health, PE	PE 209	9277.00	Exercise Psychology	desc, assign, moe, lmg obj, tps, txt
Health, PE	PE 210	9280.00	Marketing Techniques for the Fitness Specialist	desc, assign, moe, lmg obj, tps, txt
Health, PE	PE 225	13205.10	Core Training	nc
Health, PE	PE 25	5455.10	Tennis: Beginning to Intermediate I	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 253	10829.75	Gyrokinesis	dc
Health, PE	PE 253	10829.50	Gyrokinesis	dc
Health, PE	PE 25A	5455.05	Tennis: Beginning	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 25B	5455.12	Tennis: Intermediate I	nc
Health, PE	PE 26	5455.30	Tennis: Intermediate II to Advanced	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 26A	5455.25	Tennis: Intermediate II	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 26B	5455.26	Tennis: Advanced	nc
Health, PE	PE 27	5455.40	Advanced Tennis	dc
Health, PE	PE 27	5540.35	Advanced Tennis	dc
Health, PE	PE 85	9299.00	Prevention and Treatment of Athletic Injuries	desc, assign, moe, lmg obj, tps, txt
Health, PE	PE 91	9379.10	Aikido: Beginning to Intermediate	desc, assign, moe, lmg obj, ti, tps, txt

IRVINE VALLEY COLLEGE  
Curriculum Changes for Fall 10

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				ce=contract education course
				co=corequisite
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				lmg obj=learning objectives
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				nc=new course
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				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
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				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Health, PE	PE 91A	9379.00	Aikido: Beginning	desc, assign, moe, lmg obj, ti, tps, txt
Health, PE	PE 91B	9379.15	Aikido: Intermediate	nc
Health, PE	PE 92	9843.00	Intermediate Aikido	dc
Humanities	CHI 180	13229.00	Chinese Language Conference	nc
Humanities	CHI 3	13241.00	Intermediate Chinese I	nc
Humanities	CHI 3A	13241.10	Introduction to Intermediate Chinese I	nc
Humanities	CHI 3B	13241.20	Continuation of Intermediate Chinese I	nc
Humanities	ESL 330	13073.10	Introduction to Beginning Skills ESL - Basic Skills	nc
Humanities	ESL 330	13073.00	Introduction to Beginning Skills ESL - Basic Skills	dc
Humanities	ESL 330X	13080.00	Introduction to Beginning Skills ESL - Basic Skills X	desc, assign, moe, lmg obj, tps, txt
Humanities	ESL 340A	10611.15	Beginning Skills IA	nc
Humanities	ESL 340A	10611.10	Beginning Skills IA	dc
Humanities	ESL 340B	10612.15	Beginning Skills IB	nc
Humanities	ESL 340B	10612.10	Beginning Skills IB	dc
Humanities	ESL 340X	13076.00	Beginning Skills IX	desc, assign, moe, lmg obj, tps, txt
Humanities	ESL 341A	10629.15	Beginning Skills IIA	nc
Humanities	ESL 341A	10629.10	Beginning Skills IIA	dc
Humanities	ESL 341B	10630.15	Beginning Skills IIB	nc
Humanities	ESL 341B	10630.10	Beginning Skills IIB	dc
Humanities	ESL 341X	13077.00	Beginning Skills IIX	desc, assign, moe, lmg obj, tps, txt
Humanities	ESL 342A	10625.15	Beginning Conversation A	nc
Humanities	ESL 342A	10625.10	Beginning Conversation A	dc
Humanities	ESL 342B	10626.15	Beginning Conversation B	nc
Humanities	ESL 342B	10626.10	Beginning Conversation B	dc
Humanities	ESL 342X	13078.00	Beginning Conversation X	desc, assign, moe, lmg obj, tps, txt
Humanities	ESL 343A	10642.15	Beginning Pronunciation A	nc
Humanities	ESL 343A	10642.10	Beginning Pronunciation A	dc
Humanities	ESL 343B	10643.15	Beginning Pronunciation B	nc
Humanities	ESL 343B	10643.10	Beginning Pronunciation B	dc
Humanities	ESL 360A	10672.15	Intermediate Skills IA	nc
Humanities	ESL 360A	10672.10	Intermediate Skills IA	dc
Humanities	ESL 360B	10673.15	Intermediate Skills IB	nc
Humanities	ESL 360B	10673.10	Intermediate Skills IB	dc
Humanities	ESL 360X	13081.00	Intermediate Skills IX	desc, assign, moe, lmg obj, tps, txt
Humanities	ESL 361A	10644.15	Intermediate Skills IIA	nc
Humanities	ESL 361A	10644.10	Intermediate Skills IIA	dc
Humanities	ESL 361B	10645.15	Intermediate Skills IIB	nc
Humanities	ESL 361B	10645.10	Intermediate Skills IIB	dc
Humanities	ESL 361X	13082.00	Intermediate Skills IIX	desc, assign, moe, lmg obj, tps, txt
Humanities	ESL 362A	10677.15	Intermediate Conversation A	nc
Humanities	ESL 362A	10677.10	Intermediate Conversation A	dc
Humanities	ESL 362B	10678.15	Intermediate Conversation B	nc
Humanities	ESL 362B	10678.10	Intermediate Conversation B	dc
Humanities	ESL 362X	13083.00	Intermediate Conversation X	desc, assign, moe, lmg obj, tps, txt
Humanities	ESL 363A	10648.15	Intermediate Pronunciation A	nc
Humanities	ESL 363A	10648.10	Intermediate Pronunciation A	dc

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for Fall 10

Exhibit B  
Page 9

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	
				assign=assignments
				c/ w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Humanities	ESL 363B	10649.15	Intermediate Pronunciation B	nc
Humanities	ESL 363B	10649.10	Intermediate Pronunciation B	dc
Humanities	ESL 364A	10681.00	Idioms in American English	dc
Humanities	ESL 364A	10681.15	Idioms in American English	nc
Humanities	ESL 364B	10682.15	Idioms in American English	nc
Humanities	ESL 364B	10682.10	Idioms in American English	dc
Humanities	ESL 365	9125.15	Spelling for Non-Native Speakers	nc
Humanities	ESL 365	9125.10	Spelling for Non-Native Speakers	dc
Humanities	ESL 380A	10617.15	Academic Writing IA	nc
Humanities	ESL 380A	10617.10	Academic Writing IA	dc
Humanities	ESL 380B	10618.15	Academic Writing IB	nc
Humanities	ESL 380B	10618.10	Academic Writing IB	dc
Humanities	ESL 382A	10636.15	Advanced Conversation A	nc
Humanities	ESL 382A	10636.10	Advanced Conversation A	dc
Humanities	ESL 382B	10637.15	Advanced Conversation B	nc
Humanities	ESL 382B	10637.10	Advanced Conversation B	dc
Humanities	ESL 382X	13084.00	Advanced Conversation X	desc, assign, moe, lrng obj, tps, txt
Humanities	ESL 383A	10640.15	Advanced Pronunciation A	nc
Humanities	ESL 383A	10640.10	Advanced Pronunciation A	dc
Humanities	ESL 383B	10641.15	Advanced Pronunciation B	nc
Humanities	ESL 383B	10641.10	Advanced Pronunciation B	dc
Humanities	ESL 384A	10604.15	Advanced Vocabulary Skills A	nc
Humanities	ESL 384A	10604.10	Advanced Vocabulary Skills A	dc
Humanities	ESL 384B	10605.15	Advanced Vocabulary Skills A	nc
Humanities	ESL 384B	10605.10	Advanced Vocabulary Skills A	dc
Humanities	ESL 384X	13085.00	Advanced Vocabulary Skills X	desc, assign, moe, lrng obj, tps, txt
Humanities	ESL 385A	10608.15	Academic Reading A	nc
Humanities	ESL 385A	10608.10	Academic Reading A	dc
Humanities	ESL 385B	10609.15	Academic Reading B	nc
Humanities	ESL 385B	10609.10	Academic Reading B	dc
Humanities	ESL 386	2550.15	Listening Skills and Note-Taking	nc
Humanities	ESL 386	2550.10	Listening Skills and Note-Taking	dc
Humanities	ESL 387A	10619.15	Advanced Grammar Review A	nc
Humanities	ESL 387A	10619.10	Advanced Grammar Review A	dc
Humanities	ESL 387B	10620.15	Advanced Grammar Review B	nc
Humanities	ESL 387B	10620.10	Advanced Grammar Review B	dc
Humanities	ESL 387X	13087.00	Advanced Grammar Review X	desc, assign, moe, lrng obj, tps, txt
Humanities	ESL 388A	10622.15	Advanced Grammar and Writing A	nc
Humanities	ESL 388A	10622.10	Advanced Grammar and Writing A	dc
Humanities	ESL 388B	10623.15	Advanced Grammar and Writing B	nc
Humanities	ESL 388B	10623.10	Advanced Grammar and Writing B	dc
Humanities	ESL 388X	13088.00	Advanced Grammar and Writing X	desc, assign, moe, lrng obj, tps, txt
Humanities	ESL 390A	10662.15	Language Through Literature A	nc
Humanities	ESL 390A	10662.10	Language Through Literature A	dc
Humanities	ESL 390B	10663.15	Language Through Literature B	nc
Humanities	ESL 390B	10663.10	Language Through Literature B	dc
Humanities	ESL 390X	13089.00	Language Through Literature X	desc, assign, moe, lrng obj, tps, txt
Humanities	ESL 81A	10615.15	Academic Writing IIA	nc
Humanities	ESL 81A	10615.10	Academic Writing IIA	dc
Humanities	ESL 81B	10616.15	Academic Writing IIB	nc
Humanities	ESL 81B	10616.10	Academic Writing IIB	dc

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for Fall 10

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments
				c/ w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
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				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
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				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Humanities	FR 180	13230.00	French Language Conference	nc
Humanities	HIST 11	3576.00	The West and World Since the Renaissance	desc, assign, moe, lmg obj, tps, txt
Humanities	HUM 27	10741.00	World Religions	tx
Humanities	HUM 50	3994.00	Mythology	tx
Humanities	HUM 70	3995.00	History of Film	desc, assign, moe, lmg obj, tps, txt
Humanities	HUM 71	1515.00	Introduction to Film	desc, assign, moe, lmg obj, tps, txt
Humanities	HUM 73	10511.00	Film Genre Studies	desc, assign, moe, lmg obj, tps, txt
Humanities	HUM 80	13232.00	Digital Media and Culture	nc
Humanities	JA 10	10547.00	Intermediate Conversational Japanese	desc,moe, txt
Humanities	JA 180	13231.00	Japanese Language Conference	nc
Humanities	JA 23	13250.00	Japanese Anime and Manga	nc
Humanities	LIT 20	4202.00	Survey of British Literature to 1776	desc, assign, moe, lmg obj, tps, txt
Humanities	LIT 32	4211.00	Introduction to Poetry	desc, assign, moe, lmg obj, tps, txt
Humanities	LIT 43	10512.00	Introduction to Shakespeare	desc, assign, moe, lmg obj, tps, txt
Humanities	PHIL 1	5260.00	Introduction to Philosophy	desc, assign, txt
Humanities	PHIL 10	5285.00	History of Philosophy to Descartes	desc, assign, txt
Humanities	PHIL 11	5287.00	History of Philosophy from Descartes	desc, assign, txt
Humanities	PHIL 2	5262.00	Ethics	desc, assign, txt
Humanities	PHIL 3	5265.00	Introduction to Logic	desc, assign, txt
Humanities	PHIL 5	5272.00	Political Philosophy	desc, assign, txt
Humanities	SPAN 180	13269.00	Spanish Language Conference	nc
Life Sciences	BIO 2	985.00	Principles of Botany	desc, assign, txt
Life Sciences	BIO 44	1070.00	Biology of Human Sexuality	desc, assign, txt
Life Sciences	BIO 55	13267.00	Introduction to Ecology: Theory and Application	nc
Life Sciences	BIO 6	995.00	Cellular Biology	desc, assign, txt
Math, CS, Engr	CS 38	9642.00	Java Programming	desc, rec, txt
Physical Sciences	CHEM 4	9036.00	Introduction to General & Organic Chemistry and Biochemistry	assign, moe, lmg obj, tps, txt
Physical Sciences	CWE 168	13228.00	Cooperative Work Experience: Natural Sciences	nc
Physical Sciences	CWE 168	13228.10	Cooperative Work Experience: Natural Sciences	nc
Physical Sciences	CWE 168	13228.20	Cooperative Work Experience: Natural Sciences	nc
Physical Sciences	GEOL 2	3015.00	Historical Geology	pre, txt
Physical Sciences	GEOL 22	10495.00	Earth History	txt
Physical Sciences	GEOL 3	3020.00	Geology of California	moe, txt
Social Sciences	AJ 111	250.00	Law Enforcement Administration	txt

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
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				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Social Sciences	AJ 5	215.00	Community-Oriented Policing/Community and Human Relations	txt
Social Sciences	ANTH 1	555.00	Introduction to Physical Anthropology	txt
Social Sciences	ANTH 2	560.00	Cultural Anthropology	desc, txt
Social Sciences	ANTH 3	565.00	Cultural and Language	desc, txt
Social Sciences	ANTH 4	570.00	Native American Cultures	txt
Social Sciences	ANTH 9	600.00	Introduction to Archeology	desc, txt
Social Sciences	ECON 178	5980.10	Real Estate Economics	desc, tx
Social Sciences	ECON 20	2110.00	Introductory Economics	txt
Social Sciences	GEOG 1	2980.00	Physical Geography	moe, txt
Social Sciences	GEOG 1L	13248.00	Physical Geography Laboratory	nc
Social Sciences	GEOG 2	2985.00	Cultural Geography	moe, txt
Social Sciences	GEOG 3	2990.00	World Regional Geography	moe, txt
Social Sciences	GEOG 38	3005.00	California Georgraphy	moe, txt
Social Sciences	HD 15	3725.05	Socialization of the Child	desc, assign, moe, lmg obj, tps, txt
Social Sciences	PS 14	5760.00	International Relations	desc, assign, txt
Social Sciences	PS 21	13268.00	Model United Nations	nc
Social Sciences	PS 5	10518.00	Political Philosophy	desc, assign, txt
Social Sciences	PSYC 3	5880.00	Physiological Psychology	desc, assign, txt
Social Sciences	PSYC 30	5895.05	Social Psychology	txt, assign, rec
Social Sciences	PSYC 5	5882.00	Psychological Aspects of Human Sexuality	desc, assign, lmg obj, txt
Social Sciences	SOC 10	6120.00	Introduction to Marriage and Family	assign, txt
Social Sciences	SOC 15	3725.10	Socialization of the Child	desc, assign, moe, lmg obj, tps, txt
Social Sciences	SOC 30	5895.10	Social Psychology	txt, assign, rec



February 22, 2010

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and Irvine Valley College: Community Education, Summer 2010

**ACTION:** Approval

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**BACKGROUND**

The South Orange County Community College District is known for offering high-quality Community Education programs for its residents. By providing non-credit programs and fee-based classes, Saddleback College and Irvine Valley College perform an important community service and fulfill a vital part of their mission. The Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

**STATUS**

A variety of educational and recreational events have been planned by Saddleback College and Irvine Valley College Community Education to serve the community during the Summer Session 2010. Expenses for conducting these courses will be paid by the income from participant fees. Exhibit A lists the Saddleback College course offerings, presenters, and compensation. Exhibit B is the Irvine Valley College list of course offerings, presenters, and compensation.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters, and compensation as presented in Exhibits A and B.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*

South Orange County Community College District  
SADDLEBACK COLLEGE  
COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2010

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Acting for the Camera	4/15 - 8/15	Acting Express Pro. (I)	50% net	\$175
	Acrylic/Oil Painting Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Advanced Watercolor Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Are You the Next American Idol	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	Become A Mystery Shopper	4/15 - 8/15	Elaine Moran (E)	50% net	\$49
	Become A Substitute Teacher	4/15 - 8/15	Charles Prosper (E)	50% net	\$39
	Beg. And Intermediate Watercolor	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Beg. Medical Ins. Billing I	4/15 - 8/15	Terry Rowen & Assoc.	50% net	\$125
	Beg. Medical Ins. Billing II	4/15 - 8/15	Terry Rowen & Assoc.	50% net	\$120-255
	Behind the Wheel	4/15 - 8/15	Driving Concepts (I)	Rates/Day	Varies
	Botanical Drawing Ink Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Botanical Drawing Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Botanical Watercolor Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Build Your Own Web Site For	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	CA Notary Public - Exam	4/15 - 8/15	CSNP (I)	40% gross	\$25
	CA Notary Loan Signing	4/15 - 8/15	CSNP (I)	40% gross	\$80
	CA Notary Public	4/15 - 8/15	CSNP (I)	40% gross	\$80
	CA Notary Public (Online)	4/15 - 8/15	CSNP (I)	50% gross	\$80
	CA Real Estate License	4/15 - 8/15	Barbara Cox (E)	5% Gross	Varies
	CA Real Estate License	4/15 - 8/15	Martin Welc (E)	5% Gross	Varies
	CA Real Estate License	4/15 - 8/15	Rockwell Institute (I)	10% Gross	Varies
	Calligraphy Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Capturing The Essence	4/15 - 8/15	Ralph Velasco (I)	50% net	\$69
	Cashing In On Your Ideas	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	Clutterology	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	Coaching, Consulting, & Training	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	Color Theory & Application W	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Commercial Real Estate	4/15 - 8/15	Robert Kehiayan (I)	50% net	\$49
	Crash Course in Family Care	4/15 - 8/15	V. Jeanne Gormick (E)	50% net	\$39
	Create a 2nd Income with A	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	Dance Classes	4/15 - 8/15	Kaylaa Fox (I)	40-45% gross	\$50
	Dance Classes	4/15 - 8/15	Sandra Casado (E)	50% net	\$50
	Digital Photography - Level I	4/15 - 8/15	Parry Shoemaker (E)	50% net	\$65
	Digital Photography - Level II	4/15 - 8/15	Parry Shoemaker (E)	50% net	\$70
	Digital Scrapbooking	4/15 - 8/15	Randeleigh Harris(I)	50% net	\$129
	Drawing Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Dream Books	4/15 - 8/15	Belma Johnson (I)	50% net	\$49
	European Experience	4/15 - 8/15	Joe Calwell (I)	95% gross	\$4,500

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE  
COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2010

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Feng Shui	4/15 - 8/15	Kartar Diamond (I)	50% net	\$49
	Financial Independence for V	4/15 - 8/15	Gary E. Miller (I)	50% net	\$39
	Financial Strategies For A Pr	4/15 - 8/15	David Brown (I)	50% net	\$49
	Finding the Best Loans	4/15 - 8/15	Stephen Dexter (I)	50% net	\$49
	Getting To Know Your DSLR	4/15 - 8/15	Parry Shoemaker	50% net	\$65
	Golf Clinics for Adults	4/15 - 8/15	Emil Scodeller (E)	50% net	\$97
	Guitar (Beg & Interm)	4/15 - 8/15	Ron Gorman (E)	60% net	\$90
	Hollywood 2.0	4/15 - 8/15	Belma Johnson (I)	50% net	\$49
	How to Be Your Own Private	4/15 - 8/15	Jim Harriger (E)	50% net	\$39
	How to Sell on Ebay	4/15 - 8/15	Frances Greenspan (I)	50% net	\$65
	How to Sell On eBay: Creatin	4/15 - 8/15	Frances Greenspan (I)	50% net	\$65
	How To: Buy On Ebay	4/15 - 8/15	Frances Greenspan (I)	50% net	\$65
	HVAC Technician Certificate	4/15 - 8/15	Gatlain Educational Se	pp	\$3,095
	Hypnotherapist Certification	4/15 - 8/15	CMI (I)	50% net	\$799
	Improving Your PC's Perfor	4/15 - 8/15	Robert Cohen (I)	50% net	\$39
	Investment Bootcamp	4/15 - 8/15	Jalon O'Connell (E)	50% net	\$49
	Investment Strategies	4/15 - 8/15	Charlie Goffin (E)	50% net	\$39
	Journalism 2.0	4/15 - 8/15	Belma Johnson (I)	50% net	\$49
	Journeys In Computing	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	LEAN Start Program	4/15 - 8/15	Noelle Dera (E)	50% net	\$75
	Make Up 101	4/15 - 8/15	Christina Gaudy (I)	50% net	\$90
	Mastering Your Money	4/15 - 8/15	Jalon O'Connell (E)	50% net	\$49
	Mastering Your Travel	4/15 - 8/15	Ralph Velasco (I)	50% net	\$69
	Motorcycle Rider Training	4/15 - 8/15	Saddleback Rider Tran	Rates Per Day	\$100-235/day
	OC Dental Careers	4/15 - 8/15	George Eliades (I)	pp	\$2,895
	On-Line Non-Credit Classes	4/15 - 8/15	Education To Go (I)	\$55-\$175pp	\$94-299
	Optometric Technician Trng	4/15 - 8/15	Boston Reed (I)	50% net	\$2595-\$2995
	Orthopedic Technician Trng	4/15 - 8/15	Boston Reed (I)	50% net	\$2595-\$2995
	PC Boot Camp	4/15 - 8/15	Bill Napoli (E)	50% net	\$275
	PC Boot Camp Adv. Topics	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Access	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Express	4/15 - 8/15	Bill Napoli (E)	50% net	\$275
	PC Boot Camp More Photo	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp More Photosh	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Photoshop	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Photoshop M	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Spectacular F	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	Pharmacy Technician Trng	4/15 - 8/15	Boston Reed (I)	50% net	\$2595-\$2995
	Piano Made Easy Series	4/15 - 8/15	Robert Laughlin (I)	50% net	\$45-75

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE  
COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2010

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Picture Framing (Beg & Adv)	4/15 - 8/15	Susan Unoura (I)	50% net	\$49-55
	Plein Air Landscape Waterco	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Portrait Watercolor Wrksp	4/15 - 8/15	Alan Lugena (E)	50% net	\$67-97
	Power Entertaining	4/15 - 8/15	Farla Binder (I)	50% net	\$49
	Proctoring Services	4/15 - 8/15	In-House Services	pp	\$50-75
	Professional Speaking for the	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	Property Management	4/15 - 8/15	Stephen Dexter (I)	50% net	\$49
	Rescuing Your Retirement	4/15 - 8/15	Gary E. Miller (I)	50% net	\$39
	Retail Cosmetics 101	4/15 - 8/15	Christina Gaudy (I)	50% net	\$90
	Self-Publishing for the Cluele	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	Shoppers Get-Together	4/15 - 8/15	Elaine Moran (E)	50% net	\$25
	Smart Steps to Starting A Bu	4/15 - 8/15	Michelle Berquist (I)	50% net	\$175
	Speed Spanish	4/15 - 8/15	Dan Mikels (I)	50% net	\$59
	Stained Glass for Beginners	4/15 - 8/15	Greg Atwood (I)	50% gross	\$120
	Start Med. Insurance Billing	4/15 - 8/15	Terry Rowen & Assoc.	50% net	\$55 -255
	Supervisor's Series	4/15 - 8/15	Irv Gamal (I)	50% net	\$57 -365
	Survival Skills In the Office	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	The 99 Cent Gourmet	4/15 - 8/15	Rounds, Miller & Assoc	50% net	\$39
	The Secret Revealed	4/15 - 8/15	Charles Prosper (E)	50% net	\$39
	The Top 15 Laws of Real Est	4/15 - 8/15	Stephen Dexter (I)	50% net	\$49
	Tips & Tricks: Digital Org.	4/15 - 8/15	Randeleigh Harris(I)	50% net	\$129
	Travel Photography	4/15 - 8/15	Ralph Velasco (I)	50% net	\$69
	Travel Tours	4/15 - 8/15	Collette Vacations (I)	90% gross	Varies
	Travel Tours	4/15 - 8/15	Loretta DuBois (I)	pp	pp
	Travel Tours	4/15 - 8/15	Regina Rocha Tours (I)	pp	pp
	Turn Multi-Media Into Profits	4/15 - 8/15	Belma Johnson (I)	50% net	\$39
	Weekend Warrior Sports Me	4/15 - 8/15	Laura Dill (E)	50% net	\$60
	What Were You Born to Do?	4/15 - 8/15	Curtis Adney (E)	50% net	\$59
	Wine Classes	4/15 - 8/15	David Francisco (E)	50% net	\$90
	Write From The Heart	4/15 - 8/15	Belma Johnson (I)	50% net	\$49
CFK	Acting for the Young Perform	4/15 - 8/15	Acting Express Pro. (I)	50% net	\$125
	Action Filmmaking Camp	4/15 - 8/15	Movies By Kids	\$120pp	\$175
	Advanced String Orchestra	4/15 - 8/15	Valerie Geller (E)	\$28/hr+bonus	\$126
	Adventures in Animation	4/15 - 8/15	Movies By Kids (I)	\$120pp	\$175
	Algebra For Children	4/15 - 8/15	Daryl Johannsen (E)	\$28/hr+bonus	\$99
	Algebra for Teens - Level I	4/15 - 8/15	Mary Boland (E)	\$28/hr+bonus	\$99
	Algebra for Teens - Level IA	4/15 - 8/15	Daryl Johannsen (E)	\$28/hr+bonus	\$99
	Algebra for Teens - Level II	4/15 - 8/15	Mary Boland (E)	\$28/hr+bonus	\$99
	Algebra2Go Making Video M	4/15 - 8/15	Larry Perez (E)	25% of net	\$159

(E) Employee

(I) Independent Contractor

## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2010

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Algebra2Go Making Video M	4/15 - 8/15	Patrick Quigley	25% of net	\$159
	Anatomy Of Crime Scene	4/15 - 8/15	Mad Science (I)	\$125pp	\$169
	Aquatics (+private lessons/ot	4/15 - 8/15	Kid's Gym, Inc (I)	\$7,500+10% net	\$65-195
	Archietecture and Landsapes	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Art and Culture	4/15 - 8/15	Bowers Museum (I)	50% net	\$189
	Baseball Clinics	4/15 - 8/15	Jack Hodges (E)	50% net	\$140
	Basketball Clinics	4/15 - 8/15	Nicholas Booker (E)	50% net	\$126
	Beginning Sewing For Kids	4/15 - 8/15	Irma Salazar (E)	50% net	\$169
	Beginning Spanish IA & 1B	4/15 - 8/15	Sylvia Blanco (E)	\$28/hr+bonus	\$99
	Beginning Violin	4/15 - 8/15	Valerie Geller (E)	\$28/hr+bonus	\$126
	Career Technology Explorati	4/15 - 8/15	Jennifer Gleizer-Drucke	Hourly	\$126
	Chamber Music For All	4/15 - 8/15	Valerie Geller (E)	\$28/hr+bonus	\$126
	Cheerleading Clinics	4/15 - 8/15	Taylor Chase-Wagniere	Hourly	\$126
	Claymation Creation	4/15 - 8/15	Movies By Kids (I)	\$120pp	\$175
	Color Sticks	4/15 - 8/15	Nancy Larragoiti (E)	\$28/hr+bonus	\$105
	Colorful Lives Of The Master	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Creative Writing	4/15 - 8/15	Mara Calabretta-Dawsc	\$28/hr+bonus	\$99
	Creative Wrting for Teens	4/15 - 8/15	John Uhlman (E)	\$28/hr+bonus	\$99
	Dance for Kids	4/15 - 8/15	Sandra Casado (I)	50% net	\$126
	Dare to Draw!	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Destination Science: Pre-Sch	4/15 - 8/15	Destination Science (I)	60-70% gross	\$189 - 289
	Developmental Reading	4/15 - 8/15	Amber LaMotte (E)	\$28/hr+bonus	\$56
	Developmental Reading For	4/15 - 8/15	John Uhlman (E)	\$28/hr+bonus	\$99
	Digital Scrapbooking for Yout	4/15 - 8/15	Randeleigh Harris(I)	50% net	\$129
	English Composition	4/15 - 8/15	Phyllis Neal (E)	\$28/hr+bonus	\$99
	Future Millionaires	4/15 - 8/15	Joshua Ballard (I)	50% net	\$120
	Geometry and Data for Child	4/15 - 8/15	Daryl Johannsen (E)	\$28/hr+bonus	\$99
	Geometry for Teens	4/15 - 8/15	Mary Boland (E)	\$28/hr+bonus	\$99
	Golf Clinicss for Kids	4/15 - 8/15	Emil Scodeller (E)	50% net	\$97
	Guitar for Youth	4/15 - 8/15	Ron Gorman (E)	50% net	\$90
	Inter and Adv Level Spanish	4/15 - 8/15	Alicia Migliarini (I)	50% net	\$95
	Interactive Writing	4/15 - 8/15	Nancy D'Aleo-Russey (	50% net	\$110
	Junior Gaucho Friday Fun Cl	4/15 - 8/15	Taylor Chase (E)	Hourly	\$50
	Keyboarding on Computers	4/15 - 8/15	Joyce Quade (E)	50% net	\$136
	KidKartooning	4/15 - 8/15	Noess, LLC (I)	\$28/hr+bonus	\$105
	Kidstricity I & II	4/15 - 8/15	Noess, LLC (I)	\$28/hr+bonus	\$169
	Landscapes: Whimsical to Ak	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Lego Animation	4/15 - 8/15	Movies By Kids (I)	\$120pp	\$175
	Let's Spell It Right!	4/15 - 8/15	Dan Mikels (I)	50% net	\$63

(E) Employee

(I) Independent Contractor

## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2010

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Lights, Camera, Action	4/15 - 8/15	Movies By Kids (I)	\$120pp	\$175
	Living History	4/15 - 8/15	John Uhlman (E)	\$28/hr+bonus	\$99
	Mad Scientist's Lab	4/15 - 8/15	Mad Science (I)	\$125.00pp	\$169
	Make Up Tips For Teens	4/15 - 8/15	Christina Gaudy (I)	50% net	\$85
	Manners Made Fun - Tea At	4/15 - 8/15	Laura Little (E)	50% net	\$105
	Math II	4/15 - 8/15	Justine Lawson Basom	\$28/hr+bonus	\$99
	Memory Power & Study Skills	4/15 - 8/15	Dan Mikels (I)	50% net	\$63
	Modeling and Commercials for	4/15 - 8/15	Acting Express Pro. (I)	50% net	\$125
	Musical Theatre Wrksp	4/15 - 8/15	Acting Express Pro. (I)	50% net	\$125
	NASA Academy Of Space Ex	4/15 - 8/15	Mad Science (I)	\$125pp	\$169
	Natural A's	4/15 - 8/15	Curtis Adney (E)	50% net	\$49
	Ocean Animals! (Art)	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Our Amazing Planet Earth	4/15 - 8/15	Mad Science (I)	\$125pp	\$169
	PC Boot Camp for Teens	4/15 - 8/15	Bill Napoli (E)	50% net	\$150
	PC Photoshop for Teens	4/15 - 8/15	Bill Napoli (E)	50% net	\$105
	Pee-Wee Soccer Skills	4/15 - 8/15	Chris Mahoney (E)	Hourly	\$52
	Pen & Ink Magic (Spanish Im	4/15 - 8/15	Nancy Larragoiti (E)	\$28/hr+bonus	\$105
	Photography For Teens	4/15 - 8/15	Ralph Velasco (I)	50% net	\$59
	Piano for Children	4/15 - 8/15	Pam Worcester (E)	\$400	\$150
	Prep For Chemistry and Phys	4/15 - 8/15	Shaun Burke (E)	\$28/hr+bonus	\$99
	Rain Forest Animals	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Rainforest Animals	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Reading for Youth	4/15 - 8/15	Institute of Reading De	90% gross	\$299
	Science Camps	4/15 - 8/15	Destination Science (I)	60-70% gross	\$189 - 289
	Soccer Skills Clinics	4/15 - 8/15	Nick Trani (E)	50% net	\$52-126
	Spanish For Preschoolers	4/15 - 8/15	Alicia Migliarini (I)	50% net	\$125
	Study Skills for Teens	4/15 - 8/15	Jason Turney (E)	\$28/hr+bonus	\$56
	Successful Study Strategies	4/15 - 8/15	Jason Turney (E)	\$28/hr+bonus	\$56
	Teens Road To Safety	4/15 - 8/15	Teens Road2Safety (I)	Rates/Day	Varies
	Tennis Clinics	4/15 - 8/15	Nick Trani (E)	50% net	\$126
	Test Preparation	4/15 - 8/15	Princeton Review (I)	Rates/Day	Varies
	The Colorful Lives of the Mas	4/15 - 8/15	Jan Wood Harris (E)	\$28/hr+bonus	\$105
	Theatre Games	4/15 - 8/15	Acting Express Pro. (I)	50% net	\$125
	Volleyball Clinics	4/15 - 8/15	Nicole Moon (E)	50% net	\$126
	Volleyball Skills Clinics	4/15 - 8/15	Nicole Moon (E)	50% net	\$126
	Water Polo Clinics	4/15 - 8/15	Kid's Gym, Inc (I)	50% net	\$126
	Young Artist's Wrksp	4/15 - 8/15	Nancy Larragoiti (E)	\$28/hr+bonus	\$105
	Young Reader's Wrksp	4/15 - 8/15	John Uhlman (E)	\$28/hr+bonus	\$99
	Youth And The Law	4/15 - 8/15	Martine Wehr (E)	10% Gross	\$100

(E) Employee

(I) Independent Contractor

*South Orange County Community College District*  
**SADDLEBACK COLLEGE**  
*COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2010*

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Youth Onsite Programs	4/15 - 8/15	Varies Per School (E)	Rates/Day	\$70 - 150
	Youth Tennis Clinics	4/15 - 8/15	Nick Trani (E)	50% net	\$126

(E) Employee  
(I) Independent Contractor



South Orange County Community College District  
IRVINE VALLEY COLLEGE  
COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Spring 2010

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
2-Day Film School	1/11-5/22	Dov Simens	50% gross	\$395
ABC 's of Stock Chart Analysis	1/11-5/22	Donald Jarrett	50% gross	\$59
Aerobic Fitness	2/8-5/10	Ellen Lang	75% net	\$25
Aerobic Workout	1/11-5/17	Eugenia Lang	75% net	\$25
Aquatic Fitness	2/8-5/10	Carrie Henderson	75% net	\$30
Aquatic Fitness	2/8-5/10	Barbara Stockler	75% net	\$30
Art Courses	1/11-5/22	Mina Asadirad	50% gross	\$60
Art Courses	1/11-5/22	Angela Burkett	50% gross	\$59-\$199
Bartending Courses	1/11-5/22	Kellie Nicholson	50% gross	\$159-\$259
Beauty Courses	1/11-5/22	Betty Netherly	50% gross	\$25
Beginning Watercolor	2/9-5/4	Pam Schader	75% net	\$30
Beginning Watercolor	2/5-5/7	Teresa Fernald	75% net	\$30
Business Courses	1/11-5/22	Willy Beeck	50% gross	\$49-\$299
Business Courses	1/11-5/22	Jack Sroka	50% gross	\$49-\$99
Chair Exercise	1/11-5/19	BJ Janiga	75% net	\$25
Chair Exercise	2/8-5/10	Eugenia Lane	75% net	\$25
Career Workshops	1/11-5/22	Sue Montelone	60% gross	\$40
Chess Course	1/11-5/22	Diana Durham	50% gross	\$39-\$79
Choral Music	1/11-5/17	Carol Lippert	75% net	\$30
Choral Music	2/9-5/4	Sheldon Disrud	75% net	\$20
Choral Music	1/13-5/19	Louise Jacobs	75% net	\$20
Choral Music	1/13-5/19	Cecilia Kim	75% net	\$20
Choral Music	1/13-5/19	Gerald Herling	75% net	\$20
Computer Classes	1/16-5/8	Vazi Okhandiar	60% gross	\$105-\$199
Cooking Course	2/5-5/10	Lynn Semer	75% net	\$40
Cooking Course	2/5-5/10	Susan Miller	75% net	\$40
Country Line Dancing	1/11-5/14	Ida Stuart	75% net	\$25
Creative Needlepoint	2/9-5/6	Sue Drobish	75% net	\$25
Dance Exercise	2/2-5/18	Elizabeth Seekins	50% gross	\$80
Dayan Qigong	2/10-5/5	Judith Shields	75% net	\$20
Dayan Qigong	2/10-5/5	Joanna Schoon	75% net	\$20
E-Bay Courses	1/10-5/2	Carolyn Jacinto	50% gross	\$100-\$175
Film Genres	2/8-5/10	Lou Ortega	75% net	\$26
Film Genres	2/10-5/5	John Dowden	75% net	\$26
Film Genres	2/9-5/4	Kathryn Kramer	75% net	\$15
Fitness Courses	2/1-5/21	Rupa Ward	50% gross	\$79
Fitness Courses	1/12-5/18	Sandra Casado	75% net	\$30
Fitness Courses	1/12-5/18	Eva Garnet	75% net	\$25
Fitness Courses	2/8-5/7	Lisa Messenger	75% net	\$30
Fitness Courses	1/11-5/22	Mark Barriere	50% gross	\$79-\$299
Fitness Courses	1/15-5/14	Nargues Ovadia	75% net	\$30
Fitness Courses	2/9-5/6	Renee Burton	75% net	\$15
Fitness Courses	1/12-5/20	BJ Janiga	75% net	\$25
Fitness Courses	1/11-5/20	Becky Rigali	75% net	\$30
Fitness Courses	1/15-5/14	Becky Rigali	75% net	\$15
Fitness Courses	1/11-5/19	Lisa Messenger	75% net	\$20
Fitness Courses	1/12-5/18	Lisa Messenger	75% net	\$20
Fitness Courses	1/11-5/22	Leigh Pointer-Ball	50% gross	\$49-\$99
Finance Courses	1/11-5/22	Seewing Yee	50% gross	\$39-\$99
Finance Courses	1/11-5/22	Steve Rumsey	50% gross	\$39-\$69
Finance Courses	1/11-5/22	John Robbins	50% gross	\$39-\$79
Health Wellness Courses	1/11-5/22	Randy Snyder	60% gross	\$150-\$2,500
Health Wellness Courses	1/11-5/22	David E. Foster	50% gross	\$40-\$150
Health Wellness Courses	1/11-5/22	Herb Stockman	50% gross	\$69-\$129
Instrumental Rehearsal/Performance	1/12-5/18	Bill Nicholls	75% net	\$30
Instrumental Rehearsal/Performance	1/12-5/18	Ed Peterson	75% net	\$30
Intermediate Painting	2/8-5/10	Pam Schader	75% net	\$30

\*=per person

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
Int./Adv. Watercolor	2/11-5/6	Teresa Fernald	75% net	\$30
Internet/Web Certificate Courses	Self-Paced	Rich Talmo	IVC receives \$100-300*pp	\$599-\$4,500
Internet/Web Courses	Self-Paced	Rich Talmo	IVC receives \$29-\$160 *pp	\$49-\$1,299
Internet/Web Courses	Self Paced	Howard Kalmer	IVC receives \$10-\$40 *pp	\$99-\$259
Job Training Courses	1/11-5/22	Karen Van Zino	50% gross	\$49-\$99
LEED Training/Test Prep	1/11-5/22	Grant McGregor	IVC receives \$1,000-\$2,500 per session	\$595-\$795
Legal Classes	1/11-5/22	David Fischer	50% gross	\$59-\$159
Marketing Courses	1/11-5/22	Eric Alexander	50% gross	\$39-\$49
Medical Courses	3/15-5/10	Angie Deter	IVC receives 15-50% *pp	\$999
Medical Courses	1/11-5/22	Alice Chegia	IVC receives \$500-\$550 *pp	\$1,900-\$2,425
Memory Courses	1/11-5/22	Debbie Harper	50% gross	\$39-\$59
Music Courses	1/11-5/22	Marlene Hutchinson	50% gross	\$59-\$79
Music Courses	2/8-5/10	Louise Jacobs	75% net	\$25
Notary Courses	4/10/09	Han (Merlina) Combs	40% gross	\$69
Parenting Courses	1/11-5/22	Andrea Heiden	50% gross	\$39-\$59
Personal Enrichment Courses	1/11-5/22	Alexander Avila	50% gross	\$49-\$59
Personal Enrichment Courses	1/11-5/22	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	1/11-5/22	Roger Burgraff	50% gross	\$39-\$59
Personal Training Courses	2/21-3/28	Kim Gaonach	IVC receives \$20-\$100 *pp	\$499
Piano Courses	2/8-5/10	Carol Lippert	75% net	\$30
Piano Courses	2/11-5/6	Mary Landes	75% net	\$30
Pilates	2/9-5/4	Renee Burton	75% net	\$15
Pilates	2/5-5/7	Becky Rigali	75% net	\$13
Pilates	1/15-5/14	Renee Burton	75% net	\$20
Pilates	1/15-5/14	Eugenia Lane	75% net	\$25
Pi-Yoga	2/8-5/10	Eugenia Lane	75% net	\$25
Oil Painting	2/9-5/4	Regina Hurley	75% net	\$30
Oil Painting	2/10-5/5	Steve Wang	75% net	\$30
Reading/Writing/Test Prep Courses	1/11-5/22	Ioan Sersea	50% gross	\$149
Real Estate Courses	2/21-4/10	Marshall Reddick	35% gross	\$49-\$79
Real Estate Courses	1/11-5/22	Eddie Luhrassebi	50% gross	\$59-\$99
Retirement Planning Courses	1/11-5/22	Andrew Gordon	IVC receives \$20 *pp, \$5 for spouse	\$49-\$54
Safety Courses	1/11-5/22	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	1/11-5/22	Mark Sevi	50% gross	\$75-\$150
Self-Improvement	1/11-5/22	Veeder South	50% gross	\$45
Self-Improvement	1/11-5/22	Eric Hauber	50% gross	\$149-\$199
Sketching	2/10-5/5	Elizabeth Knox	75% net	\$60
Social Dance Courses	1/11-5/22	Kaylaa Fox	60% gross	\$50-\$60
Social Dance Courses	1/11-5/22	Sandra Casado	70% gross	\$32-\$75
Stocks & Bonds	2/11-5/6	Richard Meyerson	75% net	\$25
Strength and Conditioning	2/9-5/6	Nargues Ovadia	75% net	\$30
Tai Chi	2/9-5/6	Sebastian Caramagno	75% net	\$20
Tap Dance	1/12-5/18	Marge Forehan	75% net	\$35
Television Production	2/5-5/7	Robert Conrad	75% net	\$35
Test Prep	1/11-5/22	Graeme West	50% gross	\$499
Test Prep	1/11-5/22	Lauren Meggison	50% gross	\$299
Test (Math) Courses	3/6-5/26	Kathy Song	50% gross	\$149
Test Prep	1/11-5/22	Jeff Haslitt	50% gross	\$119-\$139
Theatre Rehearsal/Performance	2/8-5/10	Robert Conrad	75% net	\$35
Typing Courses	1/11-5/22	Almena King		
Watercolor/Acrylic Painting	2/5-5/7	Donna Hanna-Chase	75% net	\$30
Writing Courses	1/11-5/22	Victor Gentile	50% gross	\$99-\$199
Yoga	1/12-5/10	Miki Michele	75% net	\$36-\$60
Yoga	2/10-5/5	Ruthe Gluckson	75% net	\$25
Yoga	2/5-5/7	Kathryn Burns	75% net	\$25
Yoga	1/11-5/17	Jeffrey Briar	75% net	\$20
Yoga	2/9-5/4	Eugenia Lane	75% net	\$25

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: Speakers  
**ACTION:** Approval

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**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 any college and/or ATEP since the last board meeting. Travel expenses and/or honoraria for speakers must be recommended by the Chancellor, College President, or ATEP Provost and submitted to the Board prior to reimbursement of travel expenses or payment of honoraria.

**RECOMMENDATION**

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

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

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honarium/Travel</i></b>
4/12/10	Stephen Rochford, Academic Senate Distinguished Academic Lecture Series	Kei Akaji	Message of Jazz	\$2,400.00

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Purchase Orders/Confirming Requisitions  
**ACTION:** Approval

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**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 order change order 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 P10-02891 through P10-03248 amounting to \$1,006,241.43 are submitted to the Board of Trustees for approval. Confirming requisitions dated January 6, 2010 through February 4, 2010 totaling \$174,024.83 are also submitted.

**RECOMMENDATION**

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

Includes P10-02891 - P10-03248

Board Meeting Date 02/22/2010

PO Number	Vendor Name	Site	Description	Account Amount
P10-02891	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS		Classroom supplies	101.97
P10-02892	PARAGON PLASTICS COMPANY		DMP SUPPLIES	1,026.41
P10-02893	Z CORPORATION		Supplies for Rapidtech	423.93
P10-02894	ALPHAGRAPHICS		Printing Flyers, Posters and Brochures	975.49
P10-02895	DELTA AIR QUALITY SERVICES, INC.		BOILER & ICE TESTING	9,222.00
P10-02896	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		CHEMISTRY SUPPLIES	456.36
P10-02897	NU AGE DEVELOPMENT, INC.		REPAIR WALLS IN BMW WAREHOUSE	1,800.00
P10-02898	SOUTHLAND EXTERIOR BUILDING SERVICES		PE 200 Painting	38,530.00
P10-02899	DELL MARKETING		COMPUTER FOR MLT PROGRAM-RUNS JTA SYS	1,170.68
P10-02900	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR		CTE Collaborative Pathway Days	8,800.00
P10-02901	NOTHING BUT AIR		CTE HD Collaborative Film Festival	584.00
P10-02902	SEHI PROCOMP COMPUTER PRODUCTS		Request Printer Ink	167.29
P10-02903	AUTOMOTIVE SERVICE COUNCILS OF CA/ORANGE COAST CHAPTER 50		Automotive service council dues	25.00
P10-02904	SCANTRON CORPORATION		5,000 Specialized Scantron forms for Reading Lab.	1,168.99
P10-02905	DEMCO INC.		Demco Various Library Supplies	531.37
P10-02906	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS		Classroom supplies	777.06
P10-02907	B & H PHOTO		Student Photo Supplies	451.81
P10-02908	WELLS FARGO #3317		Measuring Cup	107.87
P10-02909	GLOBAL EQUIPMENT CO.		PALLET JACK	362.79
P10-02910	COMMUNITY PLAYTHINGS		Tables for renovated Toddler Classroom	685.13
P10-02911	VISUCATE		AUTOCAD Scription RENEWAL 2010	3,045.00
P10-02912	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		BIOLOGY INSTRUCTIONAL SUPPLIES	797.48
P10-02913	COMPUTERLAND OF SILICON VALLEY		Software purchase for instruction	2,460.00
P10-02914	SCIAC CSU SAN MARCOS		Annual SCIAC membership dues	75.00
P10-02915	CLARK SECURITY PRODUCTS		LOCKS FOR VIL	14,281.59
P10-02916	MONTGOMERY HARDWARE		VILLAGE LOCK SETS	1,725.05
P10-02917	BEACH PAVING, INC.		REPAIR PARKING LOT REPAIR LOT 1 PROJECT	33,000.00
P10-02918	CALIFORNIA CHAMBER OF COMMERCE		Laminated Posters	51.22
P10-02919	VICTORY CUSTOM ATHLETIC		Baseball Uniform Supplies	1,013.75
P10-02920	SOUTHLAND EXTERIOR BUILDING SERVICES		Clean and Seal Brick Face PE 100/200	20,975.00
P10-02921	PINNACLE HOLDINGS GROUP, INC. PINNACLE LANDSCAPE COMPANY		Repair of Drain Line on Backside of A200	7,674.00
P10-02922	McKESSON GENERAL MEDICAL CORP		MEDICAL SUPPLIES	482.05

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

Page 1 of 11

Includes P10-02891 - P10-03248

Board Meeting Date 02/22/2010

PO Number	Vendor Name	Site	Description	Account Amount
P10-02923	EUREKA CAREER INFO. SYSTEMS		Eureka Site License Contract 09-10 Pay in advance	2,128.06
P10-02924	AT&T MOBILITY GOVERNMENT SALES		Calling Card Expense for John Williams	100.00
P10-02925	ORANGE COUNTY PRINTING ATTN: ACCOUNTS RECEIVABLE		Dean Search Flyer for Fine Arts	573.11
P10-02926	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE		MAIL PERMIT	185.00
P10-02927	COMMERCIAL ROOFING SYSTEMS, INC.		SM PLANTER	59,648.00
P10-02928	MOTOROLA C/O COMSERCO		800HZ RADIOS FOR IVC & ATEP	12,114.77
P10-02929	INSIGHT MEDIA		Dept. Resources	1,230.12
P10-02930	VWR INTERNATIONAL, INC.		BIOLOGY INSTRUCTIONAL SUPPLIES	24.25
P10-02931	SNAP-ON INCORPORATED		TOOLS	127.47
P10-02932	SIERRA SOIL PRODUCTS		GROUND SUPPLIES	1,954.24
P10-02933	MOBILE MODULAR MGMT. CORP.		A-500 MUSIC PORTABLE RENT & REMOVAL	8,942.44
P10-02934	WELLS FARGO #3317		Binoculars for Environmental Studies Field Trips	344.45
P10-02935	COLLEGE ART ASSOCIATION GENERAL POST OFFICE		Membership renewal	375.00
P10-02936	PRAXAIR		acetylene	130.02
P10-02937	EDDIE NASH FOUNDATION		Speaker	300.00
P10-02938	CELIA GRIFFITHS		Panel Member	50.00
P10-02939	LISA FITCHNER		Panel Member	50.00
P10-02940	HYUN PARK		Workshop Trainer	90.00
P10-02941	GUISELLE SCOTT		PRIDE Trainer	525.00
P10-02942	TOTAL C S TEAM, INC.		RAPIDTECH CONTRACT SERVICE	196.14
P10-02943	LAERDAL MEDICAL CORP.		EQUIPMENT FOR NURSING	43,157.64
P10-02944	HPL MECHANICAL CONTRACTOR, INC.		ISOLATION VALVE INSTALLATION/FOUR LOCATIONS	4,385.00
P10-02945	NCATC NORTHEAST OFFICE		Institutional Membership	600.00
P10-02946	HERCULES PORTABLE POWER, INC.		REPAIR PE AUTOMATIC TRANSFER SWITCH	2,806.84
P10-02947	IRVINE VALLEY COLLEGE BOOKSTORE		Purchase books for EOPS bookloan program	40,000.00
P10-02948	NATIONAL STUDENT CLEARINGHOUSE		Agreement for the NSC Student Tracker Service	1,275.45
P10-02949	NEWBEGINNINGS, INC.		Tech Prep Consortium Meeting	64.71
P10-02950	MILLENNIUM BUSINESS SERVICES		Business Cards for Tom Fuentes	60.90
P10-02951	INTEGRATED DNA TECHNOLOGIES		BIOLOGY SUPPLIES	101.79
P10-02952	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		ID Card Machine Support/Warranty	800.00
P10-02953	EXTENDED RESULTS, INC.		Software for Data Warehouse Project	9,892.19
P10-02954	YVETTE ESTRADA		Panel Member	50.00
P10-02955	SKY & TELESCOPE		Request subscription to Sky and Telescope	51.01
P10-02956	ASTRONOMY		Request subscription to Astronomy Magazine	51.01
P10-02957	GABRIELA HERNANDEZ		Workshop Trainer Fee	50.00
P10-02958	ARACELLI TRUJILLO		Workshop Trainer Fee	50.00

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Includes P10-02891 - P10-03248

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PO Number	Vendor Name	Site	Description	Account Amount
P10-02959	CHARISSE LYSEIGHT		workshop trainer fee	315.00
P10-02960	CHARISSE LYSEIGHT		workshop trainer fee	315.00
P10-02961	SANDRA LUJAN		workshop trainer fee	210.00
P10-02962	LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SVC		Renewal of Cataloguer's Desktop on the web.	525.00
P10-02963	SEPULVEDA BUILDING MATERIALS		TO PURCHASE SUPPLIES FOR THE GREENHOUSE AREA.	997.50
P10-02964	BROOKSTONE CABINETS		Repair/Replace existing counter in Admissions	14,766.00
P10-02965	WEST-LITE SUPPLY CO.		BULBS FOR LIGHTING	291.67
P10-02966	BEN'S ASPHALT & MAINTENANCE CO., INC.		Connect Roadway and Repair Curbs and Sidewalks	24,291.00
P10-02967	Duffey Marketing Group, Inc. ScienceEnthusiast.com		ASTRONOMY SUPPLIES	116.61
P10-02968	HERCULES PORTABLE POWER, INC.		GENERATOR REPAIR IN SM/FA/SSC/BGS	2,990.63
P10-02969	DHK PLUMBING & PIPING, INC.		SM PLANTER PLUMBING WORK	2,042.26
P10-02970	CRC CONSULTING GROUP, INC.		RENTAL EQUIPMENT FOR HS WATER INTRUSION TESTING	811.82
P10-02971	DELL MARKETING		BATTERY FOR LAPTOP FOR CD	121.27
P10-02972	OCEANSIDE PHOTO & TELESCOPE		ASTRONOMY SUPPLIES	152.89
P10-02973	XEROX CORPORATION		Xerox Supplies for 7750 Color Printer	1,821.57
P10-02974	MILLENNIUM BUSINESS SERVICES		Stores Reorder	403.68
P10-02975	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		FOR INSTRUCTION - SPRING 2010	815.81
P10-02976	ADAMS-HALL PUBLISHING		10 COMMUNITY COLLEGE TRANSFER GUIDES	165.14
P10-02977	COMPETITIVE EDGE SOFTWARE, INC (CESI)		REPORTING SOFTWARE LICENSES	1,000.00
P10-02978	HITT MARKING DEVICES, INC.		"THIS COPY DELIVERED TO..." Stamp	146.07
P10-02979	WELLS FARGO #3317 (DISTRICT)		Request astronomy tools for students.	1,043.63
P10-02980	JACK HARTIN PHOTOGRAPHY		Photography services/IVC Dance Department	900.00
P10-02981	LYRASIS		Pay for database renewal.	3,838.59
P10-02982	BAMWALL CO.		Mold Remediation in Library	3,385.00
P10-02983	CCCCSSAA c/o BRUCE PAT		Membership Dues for CCCCCSSAA	300.00
P10-02984	PINNACLE LANDSCAPE COMPANY		Coffee Cart Area for Hazard Abatement	5,904.00
P10-02985	BEN'S ASPHALT & MAINTENANCE CO., INC.		Recovered Sewer Manhold f/ previous asphalt	1,420.00
P10-02986	JOSE MARTINEZ TREE SERVICE		Remove Trees to Enhance College Entrance	4,050.00
P10-02987	D4 SOLUTIONS INC.		CONTRACT SERVICES FOR DATA IN FINE ARTS	764.22
P10-02988	JOSE MARTINEZ TREE SERVICE		Emergency Removal of Two Eucalyptus Trees	4,650.00
P10-02989	CDW-G COMPUTER CENTERS		Camtasia Studio Software	748.26
P10-02990	ACCELERATED IMAGING		CONTRACT TO DIGITIZE LIBRARY DOCUMENTS	1,957.60

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Includes P10-02891 - P10-03248

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PO Number	Vendor Name	Site	Description	Account Amount
P10-02991	HAITBRINK ASPHALT PAVING, INC.		CAMPUS WIDE PATCH CREW	4,800.00
P10-02992	PROSERV PLUMBING & DRAIN		CAMPUS WIDE ANNUAL BACKFLOW TESTING & REPAIRS	2,000.00
P10-02993	A-1 AWARDS		President's Innovation Awards	288.84
P10-02994	EQUIPMENT PARTS WHOLESALE		AUTOMOTIVE SUPPLIES	476.75
P10-02995	SMARDAN SUPPLY - EL MONTE		PLUMBING SUPPLIES	2,029.82
P10-02996	GRACE TRAINING SUPPLY		SUPPLIES FOR NURSING	778.41
P10-02997	DEWEY'S APPLIANCES		REFRIG. FOR MLT CLASSROOM	462.19
P10-02998	EVERYTHING KITCHENS		Dept. Equipment	2,107.25
P10-02999	DICK BLICK COMPANY		EMERITUS ART SUPPLIES	1,840.05
P10-03000	AARDVARK CLAY AND SUPPLIES		EMERITUS ART SUPPLIES	58.28
P10-03001	OXFORD UNIVERSITY PRESS ORDER DEPT.		Library database maintenance fees	35.00
P10-03002	QUICKSTART INTELLIGENCE		Training Courses for Loc Pham/IT	2,871.00
P10-03003	ORANGE CO. BUSINESS JOURNAL		Subscription	58.00
P10-03004	SCANTRON CORPORATION		Scantron forms for Language Lab.	152.80
P10-03005	ORANGE COUNTY REGISTER		ADVERTISING	1,091.36
P10-03006	UNIVERSITY ALLIANCE		\$200.00	200.00
P10-03007	ERIC STOELTING DBA THE TOOL MAN		ART SUPPLIES	332.99
P10-03008	OCEAN INSTITUTE		Advance pay for Ocean Institute fieldt trip cruise	700.00
P10-03009	MAQUINSAL SEWING MACHINE CO.		FASHION SUPPLIES	416.14
P10-03010	PRO CHEMICAL & DYE		FASHION SUPPLIES	204.59
P10-03011	WESTERN ARTS ALLIANCE		Membership renewal	400.00
P10-03012	CALIFORNIA PRESENTERS C/O RUTH ROSENBERG		Membership renewal	100.00
P10-03013	DEPARTMENT OF GENERAL SERVICES PROCUREMENT PUBLICATIONS		DGS PROCUREMENT FEES	1,039.79
P10-03014	BRAVO SIGN & DESIGN		VIL 3, 4 & 8 EXTERIOR EXIT ID SIGNS	2,089.09
P10-03015	MISSION PRINTING COMPANY		JOB FAIR FLYERS	532.88
P10-03016	PACIFIC COAST BUILDING SPECIALTIES, INC.		LOCKERS FOR PD LOCKER ROOM	1,190.63
P10-03017	MISSION PRINTING COMPANY		printing order	1,160.14
P10-03018	QUICK SORT LOS ANGELES		postage & mailing costs for emeritus SU09 permits	1,256.41
P10-03019	QUICK SORT LOS ANGELES		postage & mailing costs for emeritus SP10 permits	1,229.14
P10-03020	QUICK SORT LOS ANGELES		postage & mailing costs for emeritus SU09 Permits	1,190.28
P10-03021	CALED (CA ASSOCIATION FOR LOCAL ECONOMIC DEVELOPMENT)		Institiutal Membership/CALED	80.00
P10-03022	ADVANTAGE MARKETING ADM GROUP INC.		Advertising Gifts for Job Fair 2010	1,684.51
P10-03023	NEWBEGINNINGS, INC.		For Int'l Ed Student Welcome Reception	60.05
P10-03024	NORTHWOOD HOWLER NORTHWOOD HIGH SCHOOL		Northwood High School Advertising	250.00
P10-03025	IDEAL DATA SOLUTIONS, INC.		Services for Filing 1099	680.00
P10-03026	BARKSHIRE LASER LEVELING, INC.		LASER LEVEL BASEBALL FIELD	1,100.00

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Includes P10-02891 - P10-03248

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03027	DANA WHARF SPORTFISHING		Boat charter for MS20 at-sea field trips	2,400.00
P10-03028	FREESTYLE		Student Photo Supplies	3,524.85
P10-03029	HITT MARKING DEVICES, INC.		Self-inking signature stamps for Ruben Guzman	65.79
P10-03030	COMMUNITY PLAYTHINGS		Furniture for renovated toddler classroom	3,762.00
P10-03031	CALIFORNIA HAZARDOUS SERVICE		Contract Services for Annual Testing	1,721.88
P10-03032	CENTER FOR PHLEBOTOMY EDUCATION, INC.		MATERIALS FOR PHLEB. CLASS	830.34
P10-03033	ADORAMA CAMERA		FASHION SUPPLIES	137.18
P10-03034	GOVCONNECTION		Request USB drives	48.50
P10-03035	GRAYBAR ELECTRIC CO.		ELECTRICAL SUPPLIES	1,169.35
P10-03036	JUDITH CLOUD PUBLISHER OF MUSIC		Contract Services	500.00
P10-03037	UC REGENTS UCSD		Self guided tour of Birch Aquarium	800.00
P10-03038	CORPORATE BUSINESS INTERIORS		Hang Rails for Payroll	196.59
P10-03039	VICENTI, LLOYD & STUTZMAN LLP		GASB45 Consulting Services	1,900.00
P10-03040	DELL MARKETING		SAN Contract Maintenance	7,647.00
P10-03041	JMAC PERFORMANCE		fuel cell assembly	195.08
P10-03042	COURTESY ROOFING VICTOR M. ORTIZ		MOLD REMEDIATION FOR SEVERAL BUILDINGS	1,850.00
P10-03043	SMASH HIT DISPLAYS		25th Anniversary Banner	317.51
P10-03044	JMAC PERFORMANCE		repair of engine dyno	240.00
P10-03045	ZONSON CUSTOMIZATION		RAPIDTECH ADVERTISING	177.79
P10-03046	DELL MARKETING		Memory upgrade for Staff Computers	1,413.80
P10-03047	DELL MARKETING		Hard drive for SAN Disk Array	1,059.50
P10-03048	BRAND ATHLETICS		BADMINTON UNIFORM ITEMS	3,346.51
P10-03049	GUNTHER'S ATHLETIC SERVICE		BASEBALL HELMETS RECONDITIONING	176.72
P10-03050	APPERSON PRINT MANAGEMENT dba APPPERSON EDUC. PRODUCTS		Test forms for the Language Lab.	126.96
P10-03051	COUNTY OF ORANGE AUDITOR-CONTROLLER		800 MHz COMMUNICATIONS CHARGES	118.00
P10-03052	IBI SYNERGY, INC.		condoms	135.65
P10-03053	COUNTY OF ORANGE AUDITOR-CONTROLLER		OCSD/COMMUNICATIONS COST ALLOCATION	235.00
P10-03054	DICK BLICK COMPANY		STUDENT ART SUPPLIES	170.30
P10-03055	CONNI LEE JOSLIN		Costumes design services/IVC Dance Concert.	600.00
P10-03056	OPTICS PLANET, INC.		BIOLOGY SUPPLIES	37.60
P10-03057	UC REGENTS UCSD		Self guided aquarium tour for Bio19	300.00
P10-03058	AQUARIUM OF THE PACIFIC		CLASS FIELD TRIP TO AQUARIUM OF PACIFIC	500.00
P10-03059	PATHWAY COMMERCIAL CONSTRUCTION		TENNIS COURT WALLS	1,850.00
P10-03060	WILLIAM PAUL COMPANIES		REPAIR & RE-PAINT SCOREBOARD ON BASEBALL FIELD	4,000.00
P10-03061	SCOTT KIM dba SKIMMER'S PANINI GRILL		Food for off-sight meeting	591.53

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03062	SEPULVEDA BUILDING MATERIALS		SAND BAGS FOR THE RAIN	2,481.88
P10-03063	MID-AMERICA SPORTS ADVANTAGE (M.A.S.A. & OSBORNE)		Baseball Field Supplies	1,714.45
P10-03064	STEVE JONES dba ED'S FENCING		Baseball Field Fence Repair	1,459.00
P10-03065	TROXELL COMMUNICATIONS, INC.		COMPUTER EQUIPMENT	5,902.78
P10-03066	COMMUNITY PLAYTHINGS		Gates/Dividers for Child Development Center	4,839.38
P10-03067	VIDEO SERVICE OF AMERICA		Video recording media	320.81
P10-03068	SCOPE CITY		ASTRONOMY SUPPLIES	176.88
P10-03069	PACIFIC COLLEGE TESTING		Site License for Assessment	1,200.00
P10-03070	DICK'S SPORTING GOODS		BASEBALL BELTS AND SOCKS FOR GAME UNIFORMS	425.34
P10-03071	POWERTRON BATTERY CO.		BATTERIES	413.25
P10-03072	AUDIO VISUAL INNOVATIONS, INC.		Smart Boards for new Chemistry Annex	15,147.41
P10-03073	MICHAEL GOLDEN		GUEST SPEAKER - MICHAEL GOLDEN	100.00
P10-03074	COMPANY SEVEN		TELESCOPE SUPPLIES	123.10
P10-03075	LISA A. HALL MAC LEOD		GUEST SPEAKER - LISA A. HALL MAC LEOD	100.00
P10-03076	ELECTRONIX EXPRESS		ELECTRONIC SUPPLIES	385.44
P10-03077	RINGOR		Softball Uniform Supplies	505.94
P10-03078	CYPRESS FARMS, INC.		Student Supplies	3,000.00
P10-03079	HARDY DIAGNOSTICS		MICROBIOLOGY SUPPLIES	256.10
P10-03080	MILLENNIUM BUSINESS SERVICES		Stores reorder	3,014.82
P10-03081	CPP, INC. DAVIES BLACK PUBLISHING		CTE Collabotrative Myers Briggs Testing	599.82
P10-03082	HOME DEPOT		MAINTENANCE SUPPLIES/TOOLS	858.70
P10-03083	TRI-BEST VISUAL DISPLAY		whiteboard for CACT	225.63
P10-03084	TOMARK SPORTS EQUIPMENT		SOFTBALL & BASEBALL FIELD PARTS	818.89
P10-03085	KIEFER SPECIALTY FLOORING, INC		Floor Mats for PAC	665.00
P10-03086	MARKERTEK VIDEO SUPPLY		supplies for student use	659.34
P10-03087	NOTHING BUT AIR		Balloons for 8th Grade Job Shadow Day	200.00
P10-03088	NOTHING BUT AIR		Balloons for Child Development Centers Open House	300.00
P10-03089	FISHER SCIENTIFIC		AQUATIC MEDIA	134.42
P10-03090	NEXUS IS, INC.		COMPUTER SUPPLIES	16,053.74
P10-03091	DELL MARKETING		COMPUTER SUPPLIES	.00
P10-03092	SCHOOLS FIRST FCU ATTN: JO AN POIREL		Premium for Sabbatical Bonds	6,573.00
P10-03093	RESERVE ACCOUNT (PITNEY-BOWES) POSTAGE BY PHON		Funds for Postage	30,000.00
P10-03094	BANNERSANDSIGNS.NET		Replacement name sign for door	20.78
P10-03095	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		Pay for database renewals.	5,009.00
P10-03096	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		Pay for database renewal.	1,006.00

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03097	SEHI PROCOMP COMPUTER PRODUCTS		New Monitors for Warehouse Accounting and Payroll	5,643.38
P10-03098	VEFO INCORPORATED		Theatre supplies	1,000.00
P10-03099	PROFESSIONAL PLASTICS		Theatre supplies	1,000.00
P10-03100	SAXON UNIFORM NETWORK, INC.		Blazers for PAC Ushers	2,872.56
P10-03101	FLINN SCIENTIFIC, INC.		BIOLOGY SUPPLIES	210.21
P10-03102	BATTERY ZONE		BATTERIES	139.01
P10-03103	HPL MECHANICAL CONTRACTOR, INC.		REPLACE LEAKING WASTE NIPPLES TO STOP WALL LEAKING	3,695.00
P10-03104	RITE INC. dba SWAIM BROS		FIELD PAINTING	1,196.25
P10-03105	KELLY GRIMES		workshop trainer fee	1,080.00
P10-03106	ASSOCIATED COLLEGE PRESS		Associated Collegiate Press Annual Membership Dues	139.00
P10-03107	COURTESY ROOFING VICTOR M. ORTIZ		Gutter Repair and Cleaning (Painting Project)	3,125.00
P10-03108	BROOKSTONE CABINETS		REBUILD A304 AS PART OF REHAB	3,262.50
P10-03109	GOLF VENTURES WEST		GROUPS EQUIPMENT	23,870.63
P10-03110	USI		Signage Materials	151.53
P10-03111	KATHRYN INGRUM INGRUM CONSULTING		Payment for Speaker for Child Dev. Workshops	300.00
P10-03112	ETR ASSOCIATES		brochures for student health education	471.01
P10-03113	KIRK		x5297	740.06
P10-03114	WEST PAYMENT CENTER		CA Education Code 2010 Pamphlet	61.99
P10-03115	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		Materials for CDC Classrooms	1,790.25
P10-03116	QUALITY OFFICE FURNISHINGS		Lateral/Over Files for Human Resources	2,670.48
P10-03117	BRAND ATHLETICS		Uniform Supplies for Athletic Teams	5,025.45
P10-03118	CDW-G COMPUTER CENTERS		Software to assist w/Data Warehouse Project	3,875.00
P10-03119	DANIEL SMITH, INC.		ART SUPPLIES	231.07
P10-03120	VenTek International		Hosting Fees on Parking Permit Dispensers	1,440.00
P10-03121	VERANDA c/o HEARST MAGAZINE		Dept Resource	15.00
P10-03122	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES	200.53
P10-03123	THE BLIND FACTORY		Maintenance Building Blinds Purchase for A125	145.00
P10-03124	HIGHER ONE INC.		Higher One Invoice #996-910	2,200.00
P10-03125	MAGDALENA CASIS (aka NENA CASIS)		Trainer	60.00
P10-03126	ANGELICA R. ZIKOOR		Trainer	60.00
P10-03127	FOSTER CARE AUXILIARY OF OC		CRIS Software Trainer	120.00
P10-03128	TRI-STAR INDUSTRIAL PRODUCTS		AUTOMOTIVE SUPPLIES	348.97
P10-03129	TROXELL COMMUNICATIONS, INC.		COMPUTER EQUIPMT FOR B200	3,225.78
P10-03130	SOURCE GRAPHICS		ENGINEERING SUPPLIES	146.45
P10-03131	SEHI PROCOMP COMPUTER PRODUCTS		computer supplies	1,314.55
P10-03132	DISPLAYS 2GO		pulpit stand	328.35

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03133	SEHI PROCOMP COMPUTER PRODUCTS		Toner HP P2055DN Printers Cart #05A	686.95
P10-03134	GLOBAL GOV'T/EDUCATION SOLUTION dba GLOBAL INDUST.		DESK	261.39
P10-03135	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		Pay for database renewals.	12,869.00
P10-03136	BUDDY'S ALL STARS		W T&F Supplies	411.50
P10-03137	ASW EXPRESS ART SUPPLY WAREHOUSE		FEE BASE STUDENT SUPPLIES-SPRING	138.43
P10-03138	GOVCONNECTION		USB hub for Photography Department	69.90
P10-03139	HITT MARKING DEVICES, INC.		supply	34.26
P10-03140	AMSTERDAM PRINTING & LITHO Atten: RICH O'BRIEN		ACADEMIC CALENDARS 2010/11	424.88
P10-03141	SCANTRON CORPORATION		Scantron Forms for Liberal Arts Division office	237.61
P10-03142	RIO GRANDE ALBUQUERQUE		JEWELRY MAKING SUPPLIES	4,906.63
P10-03143	SHATTINGER MUSIC		Music	123.31
P10-03144	SEHI PROCOMP COMPUTER PRODUCTS		Toner HP P2055DN Printers Cart #05A	686.95
P10-03145	RIO GRANDE ALBUQUERQUE		ART STUDENT SUPPLIES	382.12
P10-03146	MATRIX BOOKS		Please Understand Me Video - new address	233.25
P10-03147	HITT MARKING DEVICES, INC.		Ink Pads	35.34
P10-03148	C.T.I./VALUELINE		ARCHITECTURE DRAFTING SUPPLIES	419.87
P10-03149	LAB SAFETY SUPPLY INC.		SAFETY SUPPLIES	303.00
P10-03150	HELENE DOMON		GUEST SPEAKER - HELENE DOMON	100.00
P10-03151	AARDVARK CLAY AND SUPPLIES		EMERITUS STUDENT SUPPLIES	506.87
P10-03152	MS ABRASIVE CLEANING EQUIPMENT		SCULPTURE SUPPLIES	436.18
P10-03153	JUDGE NETTING, INC.		GOLF NETTING DAMAGED BY THE WINDS/RAIN	19,866.00
P10-03154	FREESTYLE		Photographic paper	1,106.76
P10-03155	SAMY'S CAMERA		Signage Materials/photography	108.75
P10-03156	GRACE TRAINING SUPPLY		SUPPLIES FOR NURSING	103.08
P10-03157	ORANGE COUNTY PRINTING ATTN: ACCOUNTS RECEIVABLE		1,500 Eco-Green Barrel Pens	1,939.37
P10-03158	APPLE COMPUTER, INC.		Computer for Photography Department	1,958.13
P10-03159	HARDY DIAGNOSTICS		SUPPLIES FOR CLIN. MICRO CLASS	3,839.24
P10-03160	QUICK SORT LOS ANGELES		Postage	706.88
P10-03161	PING CO.		Men's Golf Team Supplies	1,361.31
P10-03162	DENISE BLAIR		Foster Parent Trainer	630.00
P10-03163	CARIE CRUZ		Class Monitor	210.00
P10-03164	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT		Substitutes and presenters for TPP 01/08/10 wksp	2,859.00
P10-03165	CONSTANT CONTACT		Constant Contact Subscription	252.00
P10-03166	SAVEUR		Dept. Resource	27.00
P10-03167	MILLENNIUM BUSINESS SERVICES		Business Cards for Karen Bronson	39.15
P10-03168	SEWUP JPA KEENAN & ASSOCIATES		FOR BID 6, HOPE DRIVE	3,652.00
P10-03169	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE		ATEP - BID 6, HOPE DR.	507.62

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Includes P10-02891 - P10-03248

Board Meeting Date 02/22/2010

PO Number	Vendor Name	Site	Description	Account Amount
P10-03170	CHENG & TSUI ORDERS DEPARTMENT		Instructinal materials for Language Lab.	47.49
P10-03171	A-S MEDICATION SOLUTIONS, LLC		Rx's	791.75
P10-03172	B & H PHOTO		remainder of RQ10-00418 (freestyle)	218.59
P10-03173	ORANGE COUNTY PRINTING ATTN: ACCOUNTS RECEIVABLE		Weekly Pocket Planner 1,500	3,031.22
P10-03174	SWRCB		Notice of Intent	375.00
P10-03175	SHATTINGER MUSIC		Music	302.81
P10-03176	TROXELL COMMUNICATIONS, INC.		VGA AUDIO SWITCHERS	1,699.98
P10-03177	LIFETIME MEMORY PRODUCTS, INC.		THUMB DRIVES	135.38
P10-03178	SIMS-ORANGE WELDING SUPPLY		Gas and supplies for Art Department	300.00
P10-03179	BRODART CO.		Library supplies	179.95
P10-03180	CCCCSSAA c/o BRUCE PATT		Annual institutional dues: CCCCCSSAA	300.00
P10-03181	MISSION VIEJO GLASS		REPLACED BROKEN MIRROR IN PE-102	600.00
P10-03182	DHK PLUMBING & PIPING, INC.		REPAIRS IN SM PLANTER PIPES	2,908.59
P10-03183	SIGNMART		SIGNAGE SUPPLIES	49.40
P10-03184	DR. WILLIAM PRESCH		GUEST SPEAKER -Dr. William Presch	100.00
P10-03185	MONSTERSLAYER, INC.		EMERITUS SUPPLIES	958.10
P10-03186	VINCENT OLIVIERI		GUEST SPEAKER VINCENT OLIVIERI	100.00
P10-03187	UNIV. OF TENNESSEE CAREER SERVICES		Update to What Can I Do w/Major 2010 update	135.94
P10-03188	MARK IV COMMUNICATIONS, INC.*		ADDING DATA LINE AS PART OF COPY CENTER MOVE	3,514.68
P10-03189	THE SCHOOL COMPANY		Various supplies relating to non-traditional jobs	942.70
P10-03190	SHOR INTERNATIONAL CORP.		DELIVER TO SCATC BLDG	637.02
P10-03191	COMPUTERLAND OF SILICON VALLEY		INDESIGN SOFTWARE FOR ARTICULATION OFFICE	165.06
P10-03192	JOHN KURI		GUEST SPEAKER - JOHN KURI-SPEAKING 4-16-2010	100.00
P10-03193	DANA ASWAD		GUEST SPEAKER - DANA ASWAD SPEAKING MAY 7, 2010.	100.00
P10-03194	UNITED SITE SERVICES OF CA, INC.		Portable Restroom for IVC Baseball	997.00
P10-03195	HIGHSMITH CO., INC.		Library supplies	309.51
P10-03196	SAX ARTS & CRAFTS		SCULPTURE SUPPLIES	541.31
P10-03197	GUNTHER'S ATHLETIC SERVICE		SLIP NOTS FOR GYM FLOOR	369.75
P10-03198	DR, PRIYA RANJAN		GUEST SPEAKER - DR. PRIYA RANJAN	100.00
P10-03199	IAN HARRIS		GUEST SPEAKER - IAN HARRIS - MARCH 5, 2010	100.00
P10-03200	PEGGY MARADUDIN		GUEST SPEAKER - PEGGY MARADUDIN	100.00
P10-03201	CHOUDHURY SHAMIM		GUEST SPEAKER-CHOUDHURY SHAMIM FOR MAY 14, 2010	100.00
P10-03202	COLLEGE SOURCE, INC.		College Source - Outstanding balance	100.00

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Includes P10-02891 - P10-03248

Board Meeting Date 02/22/2010

PO Number	Vendor Name	Site	Description	Account Amount
P10-03203	RJM DESIGN GROUP, INC.		Design Study for IVC PAC Landscaping	4,511.90
P10-03204	LEE ARMSTRONG CO., INC.		GROUND YARD OFFICE FLOORING	575.00
P10-03205	LEE ARMSTRONG CO., INC.		CP FLOORING	425.00
P10-03206	B & H PHOTO		Film	1,720.97
P10-03207	BULLFROG FILMS		Instructional DVD for ES Classes	327.81
P10-03208	B & H PHOTO		Film negative preservers	148.32
P10-03209	DR. CHRIS STREET		To pay for guest speaker for BSI Workshop	500.00
P10-03210	HITT MARKING DEVICES, INC.		Stamp Sample Attached	54.81
P10-03211	MILLENNIUM BUSINESS SERVICES		Window envelopes for Bursar's Office	202.28
P10-03212	SYSTEMS SOURCE, INC.		Monitor Mounts	299.43
P10-03213	EBSCO SUBSCRIPTION SERVICE		Subscriptions price difference.	92.36
P10-03214	FOUNDATION FOR CCC % MS. ERIN ST.PATRICK		Presidium Licensing for Blackboard Helpline	11,258.75
P10-03215	WESTIN LOS ANGELES AIRPORT ATTN: RESERVATIONS		2010 Job Fair Hospitality	379.30
P10-03216	BOB PARRETT CONSTRUCTION		SSC 2ND FLOOR LEARNING DISABILITIES	13,656.00
P10-03217	JUDGE NETTING, INC.		GOLF NETTING DAMAGES	37,700.00
P10-03218	JUDGE NETTING, INC.		GOLF NETTING DAMAGE REPAIRS	15,700.00
P10-03219	R2A ARCHITECTURE		PROFESSIONAL SERVICE FOR MCKINNEY THEATRE EXTERIOR	9,047.00
P10-03220	SALLIE MILLER		Foster Parent Trainer	600.00
P10-03221	JARED SCOTT		Contract Services	920.00
P10-03222	LILIANN PEREZ-STROUD		TRAINER	2,160.00
P10-03223	HPL MECHANICAL CONTRACTOR, INC.		B200	6,480.00
P10-03224	HPL MECHANICAL CONTRACTOR, INC.		B-200 MOAT DRAINAGE	13,775.00
P10-03225	MATERIAL SALES UNLIMITED		BASEBALL FIELD DIRT	2,326.68
P10-03226	THE BLACK BOOK DEPOT		BINDERS	184.57
P10-03227	M & M BOYS, INC.		IRRIGATION SUPPLIES	1,139.42
P10-03228	KUSTOM KEY, INC.		LOCKSMITH SUPPLIES	408.36
P10-03229	RPM CONSULTANT GROUP		GASB 43 & 45 Compliance	59,880.00
P10-03230	GEMPLER'S		GREENHOUSE SUPPLIES	271.66
P10-03231	TOTAL COMPENSATION SYSTEMS		Actuarial Study	8,500.00
P10-03232	MAPLESOFT		Maplesoft Software subscription and Maintenance	1,908.56
P10-03233	TUSTIN UNIFIED SCHOOL DISTRICT		Lease of Beckman HS Classrooms-Spring 2010	988.00
P10-03234	SOCIETY FOR COLLEGE AND UNIVERSITY PLANNING (SCUP)		Membership	750.00
P10-03235	THE DATA WAREHOUSING INSTITUTE		Membership	1,200.00
P10-03236	MICHAEL WOLF INTERIORS INC.		THEATRE SHADES	6,840.29
P10-03237	ULINE, INC.		FLOOR MATS	144.45
P10-03238	DELL MARKETING		Ghost Software for imaging lab/classroom computers	11,440.50
P10-03239	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		CHEMISTRY SUPPLIES	210.00
P10-03240	VIDEO SERVICE OF AMERICA		Request video screen for SM104	184.88

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Includes P10-02891 - P10-03248

Board Meeting Date 02/22/2010

PO Number	Vendor Name	Site	Description	Account Amount
P10-03241	TERMINIX COMMERCIAL PEST CONT. INC.		rodent control - mess hall	1,500.00
P10-03242	MEDCO SUPPLY COMPANY		Athletic Training Supplies	916.26
P10-03243	McKESSON GENERAL MEDICAL CORP		Medical supplies	435.26
P10-03244	McKESSON GENERAL MEDICAL CORP		09/10 influenza vaccine	8,319.38
P10-03245	McKESSON GENERAL MEDICAL CORP		examination tables	7,427.63
P10-03246	CDW-G COMPUTER CENTERS		Graphics Server Replacement	768.00
P10-03247	MICHAEL HOGGATT		Workshop Trainer	783.00
P10-03248	ON COURSE, INC. DBA ON COURSE WORKSHOP		On Course Workshop	5,704.79
			<b>Total</b>	<b>358</b>
				<b>1,006,241.43</b>

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	308	514,966.33
12	Child Development Fund	2	884.93
40	Capital Outlay Fund	46	420,110.17
71	Retiree Benefit Fund	3	70,280.00
Total		358	1,006,241.43

PO Changes		
	New PO Amount	Change Amount
Total PO Changes		

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## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

2/22/2010

Req #	Vendor	Comment	Total Amt
		ARREST & CONTROL	
RQ10-00761	RIO HONDO COLLEGE	TACTICS/TACTICAL COMM.	
	UNITED SVC.	TRAINING	60.00
RQ10-00763	APPLICATIONS, INC.	Kiosk repair in Student Services	
	EDUCATIONAL MUSIC	Center	520.00
RQ10-00771	SERVICE	Music ordered and received	390.31
RQ10-00772	HEIDI M. OCHOA	Reimbursement	52.49
RQ10-00774	RUBEN GUZMAN	Reimb for purchase of stamps	110.88
		Raghu Mathur to ACCCA	
RQ10-00776	RAGHU MATHUR	Conference	1,028.46
RQ10-00780	VWR INTERNATIONAL, INC.	PHYSICS SUPPLIES	84.39
RQ10-00782	GWEN PLANO	ACCCA Conference	1,014.20
		WASC Conference - Student	
RQ10-00787	RUBEN GUZMAN	Learninig & Assessment	1,154.40
RQ10-00796	JOSEPHINE BULLEN	Reimburse for UCI Extension Class	1,195.00
RQ10-00798	WELLS FARGO #3317	amazon.com	241.63
		WASC Conference - Student	
RQ10-00808	PARISA SOLTANI	Learning & Assessment	1,154.00
RQ10-00816	PATRIC TAYLOR	Reimbursement	484.01
		WASC Conference - Student	
RQ10-00817	MONICA PARKS	Learning & Assessment	1,154.00
RQ10-00826	EUGENIA GHITEA	Reimbursement to student	71.00
		Egypt Grant Reimbursement for	
RQ10-00835	DANIEL SPIELMAN	Amer Culture Req.	40.70
		Reimbursement for Film Festival	
RQ10-00837	TAYLOR JACKSON	Entry	35.00
		Reimbursement for Egypt Grant	
RQ10-00838	DANIEL SPIELMAN	Amer.Cult Req.	732.00
		Reimbursement for Egypt Amer.	
RQ10-00840	NICKOLAS PERRONE	Cult. Req.	221.52
	WELLS FARGO #3317		
RQ10-00843	(DISTRICT)	Home Depot	38.33
		Reimburse staff for department	
RQ10-00845	MARK KRUHMIN	supplies	29.56
RQ10-00847	MATT BRODET	Sony Bland DVD's for Department	22.58
RQ10-00848	S & S COMMUNICATIONS	Repair of dispatch radio	103.48
		CONFERENCE FOR RANDY	
RQ10-00854	RANDY W. PEEBLES	PEEBLES	1,460.00
		Marcia Milchiker to CCLC	
RQ10-00855	MARCIA MILCHIKER	Conference	1,152.95
		WASC Conference - Student	
RQ10-00856	CHRISTOPHER TARMAN	Learninig & Assessment	1,154.40
		CONFERENCE FOR ROCCO J	
RQ10-00861	ROCKY CIFONE	CIFONE	1,460.00
		REIMBURSEMENT FOR CINDY	
RQ10-00862	CINDY GLENN	GLENN CONFERENCE	70.00
		CONFERENCE FOR TERE	
RQ10-00863	TERESA FLUEGEMAN	FLUEGEMAN	1,460.00
	WELLS FARGO #3317		
RQ10-00864	(DISTRICT)	amazon.com	182.35
		Reimburse Craig Justice for cost of	
RQ10-00866	DR. CRAIG JUSTICE	Outlook book	44.03
		reimbursement - Elodea for lab	
RQ10-00876	JULIE ANDERSON	projects	16.26

RQ10-00878	WELLS FARGO #3317 (DISTRICT)	apple store	99.00
RQ10-00883	DR. CRAIG JUSTICE	CCCCIO Spring Conference expenses	1,670.00
RQ10-00885	BAKER & TAYLOR	Library books per Tom Weisrock request	226.27
RQ10-00897	GLENN ROQUEMORE	Conference for Glenn Roquemore	816.40
RQ10-00900	A-1 AWARDS	Name Plate for Board Room	15.23
RQ10-00904	CALIF DEPT OF MOTOR VEHICLES TRAFFIC	Transfer/Tax/Plates	1,172.00
RQ10-00905	SCHOOL VIOLATIONS	Conference for Keith Shackelford	400.80
RQ10-00906	KEITH SHACKLEFORD	CONFERENCE FOR ROCCO CIFONE	375.00
RQ10-00907	ROCKY CIFONE	CONFERENCE FOR MARIA BESNARD	365.00
RQ10-00910	MARIA BESNARD	CONFERENCE REIMBURSEMENT FOR LIZ CIPRES	998.40
RQ10-00912	ELIZABETH CIPRES	Reimbursement	36.96
RQ10-00915	CARMEN CORTEZ- DOMINGUEZ	Sanyo Projector for Board Room	1,437.78
RQ10-00918	ALL TECH SERVICE	Conference for David Bugay	1,432.99
RQ10-00925	DAVID BUGAY	Expenses for J. Chuman to attend ACCCA Conference	1,319.00
RQ10-00926	JERILYN CHUMAN	Music ordered and received	279.61
RQ10-00927	BOOSEY AND HAWKES	Reimbursement to Craig Justice for MAC manual	32.61
RQ10-00932	DR. CRAIG JUSTICE	Non instructional repair	108.45
RQ10-00933	LASER SOURCE	Reimbursement to Teddi Lorch - PIHRA Conf.	50.00
RQ10-00934	TEDDI LORCH	Reimbursement to Ettie Graham - PIHRA Conf.	50.00
RQ10-00935	ESTER GRAHAM	HIGH SCHOOL COUNSELORS CONFERENCE	1,359.38
RQ10-00936	NEWBEGINNINGS, INC.	CONFERENCE FOR PATRICIA FLANIGAN	1,092.00
RQ10-00941	PATRICIA K. FLANIGAN	Conference for Nicole Loftus	756.70
RQ10-00943	NICOLE LOFTUS	Conference for Lilia Peterson	725.50
RQ10-00958	PETERSON, LILIA	ZION Fuel Reimbursement	56.56
RQ10-00959	AMY L. STINSON	Reimbursement for CTE Middle School Materials	1,800.00
RQ10-00962	PENNY SKAFF	Reimbursement for Toni Lakow - Job Fair 2010	321.00
RQ10-00964	TONI LAKOW	Employee Enrollment Fee	91.00
RQ10-00967	CAROL DANNA	Reimbursement Request	102.24
RQ10-00969	WEST PAYMENT CENTER	Library books per Tom Weisrock request	33.45
RQ10-00973	BAKER & TAYLOR	Library book per Tom Weisrock request	360.70
RQ10-00977	BAKER & TAYLOR	Library e-books per Tom Weisrock request	321.00
RQ10-00980	ENTERTAINMENT	Reimbursement of Jake Munns - Job Fair 2010	321.00
RQ10-00990	JAKE MUNNS	Reimbursement for Ruben Ramirez - Job Fair 2010	167.20
RQ10-00991	RUBEN RAMIREZ	Reimburse Helen Osz for the purchase of postage.	138.46
RQ10-00992	HELEN OSZ	Book purchase	600.00
	WELLS FARGO #3317 (DISTRICT)	CONFERENCE FOR PENNY SKAFF - GRANTS	

RQ10-00993	MARY ANSTADT	CONFERENCE FOR MARY ANSTADT- GRANTS	600.00
RQ10-00994	TRACY MC CONNELL	CONFERENCE FOR TRACY MCCONNELL- GRANTS	600.00
RQ10-00996	JENNIFER GLEIZER	CONFERENCE FOR JENNIFER GLEIZER- GRANTS	600.00
RQ10-00998	PERRONE, KRISTIN	CONFERENCE FOR KRISTIN PERRONE- GRANTS	600.00
RQ10-01000	MARY WILLIAMS	CONFERENCE FOR MARY WILLIAMS - GRANTS	964.26
RQ10-01003	COACH AMERICA	Bus for El Field Trip.	930.35
RQ10-01007	NEWBEGINNINGS, INC.	FOOD FOR 8TH GRADE JOB SHADOW DAY	2,440.35
RQ10-01009	WELLS FARGO BANK TRUST DIVISION	Wells Fargo Bank Fees	21,191.18
RQ10-01014	MELANIE HAERI	reimbursement refreshments BSI	
RQ10-01016	WELLS FARGO #3317 (DISTRICT)	English Workshop	156.66
RQ10-01017	JENNIFER MC CUE	Certification Trendz Ltd	67.47
RQ10-01026	RANDY W. PEEBLES	Reimbursement for Paragon Awards Entry Fee	105.00
RQ10-01029	ROCKY CIFONE	CONFERENCE REGISTRATION	
RQ10-01030	GWEN PLANO	Randy Peebles	220.00
RQ10-01031	MATT BRODET	CONFERENCE REGISTRATION	
RQ10-01032	WELLS FARGO #3317 (DISTRICT)	Rocky Cifone	220.00
RQ10-01037	SHATTINGER MUSIC	Reimbursement to Gwen Plano	70.56
RQ10-01041	DR. ROBERT BRAMUCCI	Reimburse staff member for cleaning kits	41.79
RQ10-01043	TERESA FLUEGEMAN	USPS	30.00
RQ10-01054	KEVIN O'CONNOR	Music ordered and received	35.69
RQ10-01058	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	Travel expenditures	750.00
RQ10-01073	MARIE DE LA PALME	CONFERENCE REGISTRATION	
RQ10-01080	GMF SOUND	Tere Fluegeman	220.00
RQ10-01082	DIANE PESTOLESI	Conference reimbursement Kevin O' Connor	676.86
RQ10-01085	JENNIFER FOROUZESH	ATI TESTING	17,534.85
RQ10-01092	J.W. PEPPER & SON, INC.	Reimburse IVC Dance	
RQ10-01094	DIANE OAKS	Instructor/Costumes	689.00
RQ10-01101	CARMEN CORTEZ-	Sound Repair in Board Room	360.00
RQ10-01101	DOMINGUEZ	CONFERENCE FOR DIANE PESTOLESI	300.00
RQ10-01116	TOD A. BURNETT	COADN CONFERENCE FOR JENNIFER FOROUZESH	300.00
RQ10-01120	TEDDI LORCH	Music ordered and received	73.07
RQ10-01125	EmbroidMe Irvine	Marketing & Public Relations Conference	1,645.73
RQ10-01127	WELLS FARGO EDUCATION	Conference for Carmen Dominguez	829.85
RQ10-01133	FINAN- CIAL SERVICES	ACCCA Conf. 2/17/10 - 2/19/10	1,643.79
RQ10-01138	WELLS FARGO #3317	Teddi Lorch for SHRM Conf.	1,525.00
RQ10-01140	ANITA MC DONALD	golf embroidery	506.12
RQ10-01146	JOYCE BARTLOMAIN	RAPIDSSL/STARTERSSL	
RQ10-01151	WELLS FARGO #3317	CERTIFICATE RENEWAL	179.00
	NCMPR NATIONAL OFFICE	Amazon.com/The Price Pros	89.73
	ATTN: BECKY OLSON	Notary Service Reimbursement	550.88
		Reimbursement	101.06
		Amazon.com/Julie's Store	519.31
		NCMPR Conference	575.00

RQ10-01155	NEWBEGINNINGS, INC.	ISP & OOS College Fair	186.23
RQ10-01161	KEN PATTON	3DSUG USERS CONF 2010	7,015.40
RQ10-01162	EDWARD TACKETT	3DSUG USERS CONF 2010	2,005.40
RQ10-01163	BEN DOLAN	3DSUG USERS CONF 2010	1,635.40
RQ10-01166	THOMAS L. SMITH	3DSUG USERS CONF 2010	1,510.40
RQ10-01175	MARINA AMINY	Conference Reimbursement for Marina Aminy	206.00
RQ10-01176	VALERIA BARRAGAN	Conference Reimbursement for Valeria Barragan	256.00
RQ10-01177	NANCY N. BESSETTE	Conference Reimbursement for Nancy Bessette	1,086.00
RQ10-01178	DEIDRE CAVAZZI	Conference Reimbursement for Deidre Cavazzi	700.00
RQ10-01179	DON TAYLOR	Conference Payment for Dean Taylor	1,542.17
RQ10-01180	BRANDEE CRAIG	Conference Reimbursement for Brandee Craig	930.00
RQ10-01181	CUBBAGE-VEGA, APRIL	Conference Reimbursement for April Cubbage-Vega	760.00
RQ10-01182	CARMEN CORTEZ-DOMINGUEZ	Conference Reimbursement for Carmen Dominguez	100.00
RQ10-01183	BARBARA SENDABA	Reimbursement for Egypt Field Trip Expense	43.00
RQ10-01184	CAROLINE GEE	Conference Reimbursement for Caroline Gee	30.00
RQ10-01185	JENNIFER HEDGECK	Conference Reimbursement for Jennifer Hedgecock	1,085.00
RQ10-01190	JENNIFER MC CUE	Reimbursement	30.00
RQ10-01193	D3 SPORTS, INC.	BASEBALL UNIFORM SHIRTS	440.00
RQ10-01196	ADRENALIN SPORTS APPAREL DBA JOANN	MEN'S VOLLEYBALL EMBROIDERY	2,099.42
RQ10-01197	MARIE HYDER EmbroidMe Irvine	MENS GOLF EMBROIDERY	330.93
RQ10-01200	CLARK SECURITY PRODUCTS	LOCKS FOR REKEY PROJECT	1,154.78
RQ10-01203	WILLIAM HEWITT	Printer Cartridge Refills reimbursement	41.28
RQ10-01215	WEST GROUP/THOMSON WEST ATTN: DAN ABERG	Pay for book.	51.12
RQ10-01217	CRISTI BRISTOL	CONFERENCE/WORKSHOP FOR CRISTI BRISTOL	125.00
RQ10-01224	EDUCATIONAL MUSIC SERVICE	Music ordered and received	394.05
RQ10-01230	WELLS FARGO EDUCATION FINAN- CIAL SERVICES	CREDIT CARD PURCHASE OF SPECIAL TUFF SHED KEYS	50.00
RQ10-01232	PETER JOHNSON	RAPIDTECH NONINSTR SUPPL	1,181.63
RQ10-01235	PETER JOHNSON	RAPIDTECH NONINSTR SUPPL	111.18
RQ10-01236	WELLS FARGO EDUCATION FINAN- CIAL SERVICES	Egypt Grant Student Cultural Enrichment	125.00
RQ10-01237	ALISO VIEJO CONFERENCE CENTER	Catering	256.02
RQ10-01238	WELLS FARGO EDUCATION FINAN- CIAL SERVICES	Egypt Grant Student Course Materials	142.50
RQ10-01239	WELLS FARGO EDUCATION FINAN- CIAL SERVICES	Egypt student course materials	150.00
RQ10-01240	LASER SOURCE	Service and parts for printers	243.79
RQ10-01241	ZEINAT EID SOLIMAN AHMED	Reimbursement to Student for Course Materials	48.16

	3DSUG, INC.	%		
RQ10-01246	GUY BOURDEAU,		3DSUG USERS CONF 2010	6,240.00
RQ10-01250	TREASURER		Expense Reimb for 1/22/2010	-
	NICOLE LOFTUS		REIMBURSE GROSCOST FOR	
RQ10-01252	RICHARD GROSCOST		AMMO	705.79
RQ10-01254	NICOLE LOFTUS		Food reimb for Trng Event 1-22-10	309.56
RQ10-01255	MEDICAL DISCOUNT		Supplies for EMT Students	3,749.16
	WELLS FARGO EDUCATION			
RQ10-01256	FINAN- CIAL SERVICES		Registration for On Line Webinar	250.00
			Reimbursemtn for electronics	
RQ10-01258	RAY CHANDOS		supplies purchases	130.62
RQ10-01261	FRANCES MILLER		Conference for Frances Miller	1,420.00
RQ10-01262	LYNN SEMER		Reimbursement - Fall 2009	855.39
RQ10-01263	SUSAN MILLER		Reimbursement - Fall 2009	1,025.64
RQ10-01264	JAMES LAURIE		Conference for Jim Laurie	1,210.00
RQ10-01267	NEWBEGINNINGS, INC.		Request for Reimbursement	250.00
			Annual Luncheon for Children	
RQ10-01271	WELLS FARGO #3465		Enrolled at the CDC	326.25
	WELLS FARGO #3317			
RQ10-01272	(DISTRICT)		The Furniture Cove (amazon.com)	133.25
RQ10-01275	JOVAN STOJANOVSKI		Conference attendance	287.78
	WELLS FARGO #3317			
RQ10-01277	(DISTRICT)		Musician's Friend (amazon.com)	44.94
			Conference Reimbursement for	
RQ10-01284	ALINDE BITTNER		Alinde Herron	1,100.00
			Conference Reimbursement for	
RQ10-01285	MALIA HILL*		Malia Hill	600.00
			Conference Reimbursement for	
RQ10-01287	SENIYE MARGARET HUANG		Margaret Huang	1,200.00
	DEBORAH JEMMOTT		Conference Reimbursement for	
RQ10-01288	INSTRUCTOR		Deborah Jemmott	600.00
			Conference Reimbursement for	
RQ10-01290	MARK MC ELROY		Mark McElroy	1,100.00
			Conference Reimbursement for	
RQ10-01291	MIKE REED		Mike Reed	560.00
	EDUCATIONAL MUSIC			
RQ10-01292	SERVICE		Music ordered and received	248.69
RQ10-01296	JARED SCOTT		Instrument Repair	40.00
RQ10-01298	EDWIN TIONGSON		Reimbursement	267.43
			GUEST SPEAKER - DONALD	
RQ10-01299	???		WAGNER	100.00
			Refreshments for Instr. Council mtg	
RQ10-01300	S & B FOODS		on 2/26/10	265.00
RQ10-01301	???		Reimbursement for materials	30.00
RQ10-01302	???		reimburse for expenses	322.33
	DR. NANCY CARRITTE			
	INDUSTRIAL			
RQ10-01303	PSYCHOLOGIST		Services IVC/OOI/Tran Hong	550.00
RQ10-01305	KEITH SHACKLEFORD		Conference for Keith Shackelford	400.80
			Reimburse Craig Justice for	
RQ10-01306	DR. CRAIG JUSTICE		ACCCA Conference	1,205.00
			Refreshments for the Instr. Council	
RQ10-01308	S & B FOODS		mtg on 2/26/10	288.19
			Reimburse Craig Justice for Micro.	
RQ10-01310	DR. CRAIG JUSTICE		Office Manuals	69.37
	WESTERN GRAPHICS PLUS,		CTE Grant 7&8th Grade Career	
RQ10-01311	INC.		Instruction Materials	919.98
			Balance due to Franchise Tax	
RQ10-01312	FRANCHISE TAX BOARD		Board (95-3478369)	10.00
			Conference Reimbursement for	
RQ10-01314	AMIRA A. REZEC		Amira Wegenek	30.00

RQ10-01316	MICHELE WOLFF	Conference Reimbursement for Michele Wolff	60.00
RQ10-01317	JOSEPH PAK TERENCE NELSON	Conference Reimbursement for Joseph Pak	565.00
RQ10-01318	% VETS CENTER	food, flight, hotel	573.06
RQ10-01319	DAVE ODASSO	Reimbursement	65.21
RQ10-01322	TERENCE NELSON	Hotel rm for ACCCA conf pd w/ Visa	358.66
RQ10-01324	% VETS CENTER	Reimbursement	68.31
RQ10-01325	LARRY RADDEN	Reimbursement	68.31
RQ10-01328	RAGHU MATHUR	Reimbursement Materials	246.66
RQ10-01328	PAM SCHADER	Reimbursement Materials	246.66
RQ10-01332	WELLS FARGO EDUCATION FINAN- CIAL SERVICES	CTE Grant Materials for Event	250.00
RQ10-01333	LISA AUSTIN	REIMBURSE LISA AUSTIN FOR SUPPLIES	16.94
RQ10-01334	LAKE FOREST BEAUTY COLLEGE	Payment for Cosmetology Program Review	3,400.00
RQ10-01337	BAKER & TAYLOR	Library e-books per Tom Weisrock request	645.67
RQ10-01340	STEPHANIE DROKER	Reimbursement for statewide committee member	846.63
RQ10-01341	STAN WRIGHT	Reimbursement for Statewide Committee	199.79
RQ10-01344	CINDY GLENN HOLIDAY INN SACRAMENTO-CAPITOL PLAZA	CINDY GLENN CONFERENCE	70.00
RQ10-01345	SYLVIE GROTE	Committee mtg hotel banquet	1,023.96
RQ10-01346		Conference Attendance	325.00
RQ10-01347	HELEN BEAIRD	Chancellor's Office Advis. Committe	
RQ10-01348	STEVE LEE	Reimbursement	65.39
RQ10-01348	FULLERTON PAINT & FLOORING	Conference Attendance	300.00
RQ10-01350	MARJORIE LUESEBRINK	Tint rack for scene painting class	180.30
RQ10-01354	LASER SOURCE	Conference Attendance	650.00
RQ10-01356	JOANNE CHEN	Service and parts for printers	60.00
RQ10-01357	CHRIS HURST-LOEFFLER	Conference Attendance	650.00
RQ10-01359		Conference Attendance	325.00
RQ10-01360	PATTI WEEKES	Conference Reimbursement, Patti Weekes	400.00
RQ10-01363	JERRY RUDMANN EDUCATIONAL MUSIC SERVICE	Reimbursement for Lecture Materials	180.45
RQ10-01364	SOPHIE MILLER	Music ordered and received	125.82
RQ10-01366	PAUL CURTIS	Postage Paid by Sophie Miller	103.50
RQ10-01374	KARI L. TUCKER	Reimburse for Fish Lab	75.14
RQ10-01375	COUTTS LIBRARY	Reimbursement for Awards	188.10
RQ10-01378	SERVICES, INC.	Library book per Tom Weisrock request	106.38
RQ10-01379	ERIC HILDEN	CWEE Conf. Mileage	
RQ10-01382	ZEINAT EID SOLIMAN	Reimbursement	134.20
RQ10-01384	AHMED	Reimbursement for Course Materials Egypt Student	33.43
RQ10-01384	SHATTINGER MUSIC	Music ordered and received	26.35
RQ10-01385	TERESA FLUEGEMAN	Conference for Tere Fluegeman - See Attachments	2,001.00
RQ10-01391	JUNE M. MILLOVICH	REIMBURSE JUNE MILLOVICH/SUPPLIES	136.94
RQ10-01394	ESTER GRAHAM	62nd SHRM Conference for Ettie Graham	2,030.00

RQ10-01397	JUNE M. MILLOVICH	REIMBURSE JUNE	
RQ10-01404	EMBLEM ENTERPRISES	MILLOVICH/OFFICE AND INFO	345.63
		NIGHT	182.93
RQ10-01409	KATHRYN MILOSTAN-EGUS	UNIFORM PATCHES	
	H2 ENVIRONMENTAL	STOOLS FOR DANCE	489.16
	CONSULTING SERVICES,	DEPARTMENT	
RQ10-01412	INC.	for LRC Project SC	3,490.00
RQ10-01413	EmbroidMe Irvine	GOLF EMBROIDERY FOR MEN'S	
RQ10-01415	KEN PATTON	GOLF TEAM	465.02
RQ10-01417	PATRIC TAYLOR	WESTEC 2010 EXPOSITION	400.00
	ORANGE COUNTY FIRE	Reimbursement	500.00
	AUTHORITY ACCOUNTS	Combustible Liquids and Assembly	
RQ10-01423	RECEIVABLE	Permit	484.00
RQ10-01427	JOYCE INSPECTION &	inspection for relocatable village	
	TESTING	redesign	280.00
RQ10-01431	BAKER & TAYLOR	Library books per Tom Weisrock	
	ERIN (MAREMONT) LONG	request	3,596.49
RQ10-01434	SADDLEBACK COLLEGE	CCCSAA Professional Conference	181.50

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174,024.83

TO: Board of Trustees  
FROM: Dr. Raghu P. Mathur, Chancellor  
RE: SOCCCD: Payment of Bills  
ACTION: Approval

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**BACKGROUND**

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

**STATUS**

Checks No. 088279 through 089072, processed through the Orange County Department of Education, totaling \$5,984,638.78; and Checks No. 009755 through 009761, processed through Saddleback College Community Education, totaling \$288,598.75; and Checks No. 008656 through 008665, processed through Irvine Valley College Community Education, totaling \$32,190.26 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 01/06/2010 through 02/04/2010

Board Meeting Date 02/22/2010

Check Number	Check Date	Pay to the Order of	Check Amount
088279	01/06/2010	SO. ORANGE CO. COMM. COL. DIST	1,107.02
088280	01/06/2010	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,261.36
088281	01/07/2010	Michele Rousseau	5,598.97
088282	01/07/2010	UC REGENTS UCSD	498.00
088283	01/07/2010	GUEST ARTISTS	8,400.00
088284	01/07/2010	JESS PEREZ	559.72
088285	01/07/2010	LILIANN PEREZ-STROUD	600.00
088286	01/07/2010	PLAYBILL	24.00
088287	01/07/2010	POWER FORD TUSTIN	95.00
088288	01/07/2010	PRESCOTT HARDWARE/SHEET METAL	104.26
088289	01/07/2010	PURETEC	237.59
088290	01/07/2010	QUARTERMASTER	46.75
088291	01/07/2010	REFRIGERATION SUPPLIES DIST.	151.14
088292	01/07/2010	ROTH CARNEY KNUDSEN LLP RICHARD D. ROTH, ESQ.	1,638.00
088293	01/07/2010	S & B FOODS CATERING DIVISION	1,499.93
088294	01/07/2010	S & S COMMUNICATIONS	2,108.99
088295	01/07/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	5,000.00
088296	01/07/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	5,292.00
088297	01/07/2010	FHEG - SADDLEBACK BOOKSTORE STORE #296	836.09
088298	01/07/2010	FHEG - SADDLEBACK BOOKSTORE STORE #296	659.91
088299	01/07/2010	SHATTINGER MUSIC	1,673.98
088300	01/07/2010	SO. COAST FIRE PROTECTION	147.84
088301	01/07/2010	SPECTRUM CHEMICAL MFG. CORP.	879.95
088302	01/07/2010	ST. ANDREW'S CHILDREN'S CENTER	75.00
088303	01/07/2010	ALENA STRICKLAND	105.00
088304	01/07/2010	TAMS-WITMARK MUSIC LIBRARY	253.00
088305	01/07/2010	THEATRE COMPANY	635.00
088306	01/07/2010	TINT PLUS	2,100.00
088308	01/07/2010	TRANE	1,024.25
088309	01/07/2010	TREE OF LIFE NURSERY	88.14
088310	01/07/2010	POSTMASTER	770.00
088311	01/07/2010	POSTMASTER	185.00
088312	01/07/2010	UNITED INTERIORS	652.50
088313	01/07/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	176.63
088314	01/07/2010	DOUGLAS WESTLAKE	495.00
088315	01/07/2010	WELLS FARGO BANK #3317	906.57
		Unpaid Sales Tax	14.63
		Expensed Amount	921.20
088316	01/07/2010	WELLS FARGO BANK #4198	4,455.56
088317	01/07/2010	WELLS FARGO BANK #3465	182.24
		Unpaid Sales Tax	14.15
		Expensed Amount	196.39
088318	01/07/2010	WELLS FARGO BANK #4214	336.00
088319	01/07/2010	KORI LEE GARNER	30.62
088320	01/07/2010	SPECTRUM CHEMICAL MFG. CORP.	29.50
088321	01/07/2010	BIOPOOL U.S. INC TRINITY BIOTECH DISTRIBUTION	84.47
088322	01/08/2010	WELLS FARGO #2078	1,520.05
088323	01/08/2010	AUSTIN-FOUST ASSOCIATES, INC.	465.00
088324	01/08/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	925.00
088325	01/08/2010	HCTD, LLC c/o HUDSON CAPITAL, LLC	30,000.00
088326	01/08/2010	NEUDESIC, LLC	78,180.00
088327	01/08/2010	PB AMERICAS, INC.	3,157.90
088328	01/08/2010	R2A ARCHITECTURE	34,860.57

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 01/06/2010 through 02/04/2010

Board Meeting Date 02/22/2010

Check Number	Check Date	Pay to the Order of	Check Amount
088329	01/08/2010	RGP PLANNING & DEVELOPMENT SERVICES	25,760.75
088330	01/08/2010	TBC CONTRACTORS CORPORATION	264,452.00
088331	01/11/2010	ACSIG/EDGE	127,661.20
088332	01/11/2010	ACSIG/EDGE	42,752.50
088333	01/11/2010	HYATT LEGAL	6,589.20
088334	01/11/2010	PACIFICARE BEHAVIORAL HEALTH	3,098.76
088335	01/11/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,472.93
088336	01/11/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,672.36
088337	01/11/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,041,524.00
088338	01/11/2010	UNUM LIFE INSURANCE COMPANY	1,425.39
088339	01/11/2010	UNUM LIFE INSURANCE COMPANY	2,811.34
088340	01/11/2010	AT&T	50.00
088341	01/11/2010	AT&T	10.05
088342	01/11/2010	AT&T	11.36
088343	01/11/2010	SAN DIEGO GAS & ELECTRIC	1,553.91
088344	01/11/2010	SOUTHERN CALIFORNIA EDISON CO.	34,929.10
088345	01/11/2010	VERIZON WIRELESS	78.57
088346	01/11/2010	ACSIG/EDGE	11,696.38
088347	01/11/2010	ACSIG/EDGE	3,407.78
088348	01/11/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	217,854.00
088349	01/12/2010	PETCO	157.23
088350	01/12/2010	ROCKVIEW FARMS	596.22
088351	01/12/2010	ACCCA	295.00
088352	01/12/2010	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	662.40
088353	01/12/2010	AVO TRAINING INSTITUTE	653.00
088354	01/12/2010	DAVID BUGAY	170.59
088355	01/12/2010	BURNETT, TOD A.	30.00
088356	01/12/2010	DANUBE TECHNOLOGIES, INC.	2,390.00
088357	01/12/2010	RON GRANT	106.77
088358	01/12/2010	GREENE & ASSOCIATES	6,200.00
088359	01/12/2010	HARLAND TECHNOLOGY SERVICES - A DIVISION OF SCANTRON	1,203.00
088360	01/12/2010	HORN IMPROVEMENT	88.05
088361	01/12/2010	HPL MECHANICAL CONTRACTOR, INC.	1,466.25
088362	01/12/2010	INDUSTRIAL METAL SUPPLY CO.	64.16
088363	01/12/2010	IRVINE CHAMBER OF COMMERCE	110.00
088364	01/12/2010	IRVINE HIGH SCHOOL-EL VAQUERO	355.20
088365	01/12/2010	TAYLOR JACKSON	35.00
088366	01/12/2010	JOHNSON & ASSOCIATES	875.00
088367	01/12/2010	CHERYL K. JONES	140.00
088368	01/12/2010	MONIK JONES	217.50
088369	01/12/2010	DUKE JUAREZ	83.70
088370	01/12/2010	PHILLIS KUCHARSKI	2,474.61
088371	01/12/2010	LAGUNA BALLET, INC.	11,625.00
088372	01/12/2010	LIEBERT CASSIDY WHITMORE	638.00
088373	01/12/2010	LINKS SIGN LANGUAGE INTERPRETING SERVICES	434.50
088374	01/12/2010	MAKE MUSIC! INC.	4,420.63
088375	01/12/2010	MARK IV COMMUNICATIONS, INC.*	1,921.46
088376	01/12/2010	SAN FRANCISCO AIRPORT MARRIOTT	358.66
088377	01/12/2010	MC CALLUM GROUP, INC.	1,000.00
088378	01/12/2010	MKH ELECTRONICS	425.34
088379	01/12/2010	RAMON MONTIEL	31.27
088380	01/12/2010	JOHE MORRIS	74.00
088381	01/12/2010	BETH MUELLER	20.82
088382	01/12/2010	MUSIC THEATRE INTERNATIONAL	15.00

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Checks Dated 01/06/2010 through 02/04/2010

Board Meeting Date 02/22/2010

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	1.31
		Expensed Amount	16.31
088383	01/12/2010	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	395.00
088384	01/12/2010	HALEY NGUYEN	212.17
088385	01/12/2010	THU NGUYEN	48.85
088386	01/12/2010	NORTH STATE ENVIRONMENTAL	465.46
088387	01/12/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	7,286.00
088388	01/12/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	7,151.50
088389	01/12/2010	OC AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR	801.64
088390	01/12/2010	ORANGE COUNTY REGISTER	1,008.00
088391	01/12/2010	OLIVIER'S SILK & EMBROIDERY INC.	386.61
088392	01/12/2010	ORANGE COAST MAGAZINE	3,595.00
088393	01/12/2010	PERRONE, KRISTIN	116.00
088394	01/12/2010	SUSAN T. ROBERSTON	600.00
088395	01/12/2010	PATTY ROCKLIN	150.00
088396	01/12/2010	SOCIETY OF MANUFACTURING ENGINEERS	2,300.00
088397	01/12/2010	MATT SUAREZ	72.75
088398	01/12/2010	I-Serve c/o CONCORD MUSIC GROUP, INC	26.40
		Unpaid Sales Tax	2.31
		Expensed Amount	28.71
088399	01/12/2010	HOME DEPOT CREDIT SERVICES	8,107.13
088400	01/12/2010	JOHNSON & ASSOCIATES	770.00
088401	01/12/2010	PIPS C/O KEENAN & ASSOCIATES	139,333.00
088402	01/12/2010	KERWIN & ASSOCIATES	2,500.00
088403	01/12/2010	DAVIT S. KHACHATRYAN	152.58
088404	01/12/2010	L'AIR INTERNATIONAL	19,103.44
088405	01/12/2010	LINKS SIGN LANGUAGE INTERPRETING SERVICES	10,880.50
088406	01/12/2010	A TO Z CIRCUIT BREAKERS	277.32
088407	01/12/2010	A TO Z WHOLESALE FLORAL SUPPLY	398.13
088408	01/12/2010	A-1 AWARDS	181.92
088409	01/12/2010	AAA ACCESS SMOG	200.00
088410	01/12/2010	LAURA ABRAMS	105.60
088411	01/12/2010	ACE MAINTENANCE MART	1,293.77
088412	01/12/2010	ADORAMA CAMERA	103.35
		Unpaid Sales Tax	8.29
		Expensed Amount	111.64
088413	01/12/2010	ADVANTA ENERGY	800.00
088414	01/12/2010	AFFILIATED COMPUTER SERVICES	351.70
088415	01/12/2010	AIRGAS WEST	118.72
088416	01/12/2010	ANDREW ALHADEFF	29.25
088417	01/12/2010	ALPHAGRAPHS	2,050.15
088418	01/12/2010	AMSTERDAM PRINTING & LITHO	2,227.39
		Unpaid Sales Tax	206.06
		Expensed Amount	2,433.45
088419	01/12/2010	AMTECH ELEVATOR SERVICES	1,693.33
088420	01/12/2010	ARAMARK UNIFORM SERVICES	35.11
088421	01/12/2010	ARGENT CHEMICAL LABORATORIES	98.00
		Unpaid Sales Tax	7.88
		Expensed Amount	105.88
088422	01/12/2010	AUTOMOTIVE SERVICE COUNCILS OF CA/ORANGE	25.00
088423	01/12/2010	COAST CHAPTER 50 DR. ROBIN AVERY	163.90

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ESCAPE ONLINE

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Checks Dated 01/06/2010 through 02/04/2010

Board Meeting Date 02/22/2010

Check Number	Check Date	Pay to the Order of	Check Amount
088424	01/12/2010	B & H PHOTO	6,814.36
		Unpaid Sales Tax	596.27
		Expensed Amount	7,410.63
088425	01/12/2010	BAKER & TAYLOR	407.03
088426	01/12/2010	BESAFE TECHNOLOGIES, INC.	738.15
088427	01/12/2010	BISHOP COMPANY	538.87
088428	01/12/2010	BP ENERGY COMPANY BANK OF AMERICA, %	49,213.21
		REMITTANCE	
088429	01/12/2010	BRAVO SIGN & DESIGN	2,109.38
088430	01/12/2010	BROOKSTONE CABINETS	9,431.48
088431	01/12/2010	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.	500.00
088432	01/12/2010	KRISTEN BUSH	1,648.00
088433	01/12/2010	CHEVRON AND TEXACO BUSINESS CARD SERVICES	155.85
088434	01/12/2010	THOMAS COOK	163.90
088435	01/12/2010	COX COMMUNICATIONS	12,846.79
088436	01/12/2010	SIMON DAVIES	43.49
088437	01/12/2010	DHARMA TRADING CO.	51.06
088438	01/12/2010	SPARKLETTS	1,029.69
088439	01/12/2010	SPARKLETTS	869.94
088440	01/12/2010	SPARKLETTS	54.01
088441	01/12/2010	SPARKLETTS	400.84
088462	01/13/2010	DIANE PESTOLESI	164.45
088463	01/13/2010	JIM PHANEUF	134.97
088464	01/13/2010	POCKET NURSE ENTERPRISES, INC.	298.75
088465	01/13/2010	PROAIR CONSTRUCTION SVCS. INC.	38,980.00
088466	01/13/2010	LARRY RADDEN C/O SADDLEBACK FINE ARTS	200.00
088467	01/13/2010	RAVE ON PRODUCTIONS, LLC	8,400.00
088468	01/13/2010	REI	1,475.49
088469	01/13/2010	SAN DIEGO EMPLOYMENT GUIDE	1,995.00
088470	01/13/2010	SCANTRON CORPORATION	2,093.85
088471	01/13/2010	JARED SCOTT	100.00
088472	01/13/2010	SEHI PROCOMP COMPUTER PRODUCTS	1,061.68
088473	01/13/2010	JOEY SELLERS	184.18
088474	01/13/2010	DANIEL SMITH, INC.	109.56
		Unpaid Sales Tax	9.58
		Expensed Amount	119.14
088475	01/13/2010	SNAP-ON INDUSTRIAL A Division of IDSC Holdings	2,886.51
088476	01/13/2010	SO. ORANGE CO. COMM. COL.DIST	43.00
088477	01/13/2010	SO. ORANGE CO. COMM. COL.DIST	91.00
088478	01/13/2010	SPECTRUM CHEMICAL MFG. CORP.	1,010.57
088479	01/13/2010	FRANK STRNAD	300.00
088480	01/14/2010	CAMDEN CROWN VALLEY APARTMENTS	212.24
088481	01/14/2010	CITY OF IRVINE	800.00
088482	01/14/2010	IMAGE PRINTING SOLUTIONS	4,502.25
088483	01/14/2010	IRVINE CHAMBER OF COMMERCE	1,200.00
088484	01/14/2010	MARK KRUHMIN	1,275.00
088485	01/14/2010	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	395.00
088486	01/14/2010	NEUDESIC, LLC	244.00
088487	01/14/2010	NEWBEGINNINGS, INC. CATERING DIVISION	7,791.89
088488	01/14/2010	NORTHWOOD HOWLER NORTHWOOD HIGH SCHOOL	250.00
088489	01/14/2010	OAK HILL PUBLISHING COMPANY	540.00
		Unpaid Sales Tax	43.75
		Expensed Amount	583.75

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Checks Dated 01/06/2010 through 02/04/2010

Board Meeting Date 02/22/2010

Check Number	Check Date	Pay to the Order of	Check Amount
088490	01/14/2010	NEUDESIC, LLC	395,679.00
088491	01/14/2010	BEN'S ASPHALT, INC.	24,291.00
088492	01/14/2010	BROOKSTONE CABINETS	14,766.00
088493	01/14/2010	CARRIER JOHNSON	2,963.25
088494	01/14/2010	ENVIRON	4,222.62
088495	01/14/2010	ESCAPE TECHNOLOGY, INC.	17,110.00
088496	01/14/2010	LAVEY ROOFING SERVICES, INC.	76,000.90
088497	01/14/2010	MOBILE MODULAR MGMT. CORP.	8,942.44
088498	01/14/2010	PCN3, INC.	78,818.04
088499	01/14/2010	PRECISION FLOOR COVERING	4,162.25
088500	01/14/2010	RED STONE, INC	5,184.00
088501	01/14/2010	THE M.S. ROUSE COMPANY, INC. % MR. MARK ROUSE	2,520.00
088502	01/14/2010	RR SYSTEMS, INC.	5,650.00
088503	01/14/2010	SANDY PRINGLE ASSOCIATES INSPECTION CONSULTANTS, INC.	9,407.00
088504	01/14/2010	SORIANO ELECTRIC RICK SORIANO	1,409.65
088505	01/14/2010	SOUTHLAND EXTERIOR BUILDING SERVICES	3,280.00
088506	01/14/2010	ROTH CARNEY KNUDSEN LLP RICHARD D. ROTH, ESQ.	2,818.00
088507	01/14/2010	SAFEWAY INC/PAVILIONS	1,112.70
088508	01/14/2010	PHILIP SAHAGUN	500.00
088509	01/14/2010	SAMY'S CAMERA	130.46
088510	01/14/2010	FHEG - SADDLEBACK BOOKSTORE STORE #296	281.25
088511	01/14/2010	SCANTRON CORPORATION	580.67
088512	01/14/2010	SCIENCE KIT, INC.	263.16
088513	01/14/2010	SEHI PROCOMP COMPUTER PRODUCTS	12,399.30
088514	01/14/2010	SHAMROCK SUPPLY	601.94
088515	01/14/2010	SHRED-IT CAMPO ENTERPRISES, INC.	140.00
088516	01/14/2010	SIMS-ORANGE WELDING SUPPLY	118.34
088517	01/14/2010	SMARDAN SUPPLY - EL MONTE	168.26
088518	01/14/2010	SOUTHERN COUNTIES OIL DBA/SC FUELS	3,084.69
088519	01/14/2010	SPECTRUM CHEMICAL MFG. CORP.	460.06
088520	01/14/2010	UNISOURCE WORLDWIDE INC.	596.74
088521	01/14/2010	MATT VARHO	209.25
088522	01/14/2010	VEOLIA ES TECHNICAL SOLUTIONS, LLC	225.00
088523	01/14/2010	WEST PAYMENT CENTER	213.00
088524	01/14/2010	MICHAEL E. WILSON	11,362.00
088525	01/14/2010	YALE CHASE MATERIALS HANDLING	1,049.55
088526	01/14/2010	XEROX CORP.	667.14
088527	01/14/2010	XEROX CORP.	12,559.54
088528	01/14/2010	TROXELL COMMUNICATIONS, INC.	14,255.90
088529	01/15/2010	OCE-USA, INC.	3,898.94
088530	01/15/2010	COASTLINE AUTOMOTIVE	495.64
088531	01/15/2010	COX COMMUNICATIONS	76.76
088532	01/15/2010	SPARKLETTS	401.74
088533	01/15/2010	VWR INTERNATIONAL, INC.	4,238.41
088535	01/15/2010	VWR INTERNATIONAL, INC.	1,737.58
088536	01/19/2010	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	500.00
088537	01/19/2010	AT&T	225.92
088538	01/19/2010	AT&T	50.00
088539	01/19/2010	AT&T	50.00
088540	01/19/2010	AT&T	6,180.22
088541	01/19/2010	AT&T	56.99
088542	01/19/2010	AT&T	19.61
088543	01/19/2010	AT&T	35.71
088544	01/19/2010	AT&T	11.40
088545	01/19/2010	AT&T	11.36

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Check Number	Check Date	Pay to the Order of	Check Amount
088546	01/19/2010	PACIFIC WATER AND POWER	29.08
088547	01/19/2010	SAN DIEGO GAS & ELECTRIC	72.07
088548	01/19/2010	SAN DIEGO GAS & ELECTRIC	142.12
088549	01/19/2010	SAN DIEGO GAS & ELECTRIC	70.90
088550	01/19/2010	SAN DIEGO GAS & ELECTRIC	56.42
088551	01/19/2010	SAN DIEGO GAS & ELECTRIC	59.21
088552	01/19/2010	SAN DIEGO GAS & ELECTRIC	117.01
088553	01/19/2010	SAN DIEGO GAS & ELECTRIC	71.48
088554	01/19/2010	SAN DIEGO GAS & ELECTRIC	6,649.51
088555	01/19/2010	SOUTHERN CALIFORNIA EDISON CO.	1,561.89
088556	01/19/2010	SOUTHERN CALIFORNIA EDISON CO.	229.36
088557	01/19/2010	CHARLES TUMLINSON	100.00
088558	01/19/2010	VERIZON WIRELESS	24.16
088559	01/19/2010	ALPHAGRAPHS	487.37
088560	01/19/2010	CHERYL ALTMAN	18.38
088561	01/19/2010	BLICK ART MATERIALS	700.49
088562	01/19/2010	BRAND ATHLETICS	10,514.67
Unpaid Sales Tax			.02
Expensed Amount			10,514.69
088563	01/19/2010	CAROLINA BIOLOGICAL SUPPLY	49.71
088564	01/19/2010	RAY CHANDOS	234.14
088565	01/19/2010	CINTAS CORPORATION	117.00
088566	01/19/2010	CLARK SECURITY PRODUCTS INC.	168.42
088567	01/19/2010	COAST FITNESS REPAIR SHOP	2,090.43
088568	01/19/2010	COASTLINE ROP	454.01
088569	01/19/2010	COMPONENTSOURCE	2,355.52
088570	01/19/2010	COMPUTERLAND	405.88
088571	01/19/2010	CONSOLIDATED ELECTRICAL DIST.	279.65
088572	01/19/2010	CORE SUPPORT SYSTEMS, INC.	286.27
088573	01/19/2010	CPP, INC. DAVIES-BLACK PUBLISHING	2,568.80
088574	01/19/2010	CULLIGAN	105.59
088575	01/19/2010	W. MIKE DALE LAB TECHNICIAN	489.03
088576	01/19/2010	SIMON DAVIES	97.87
088577	01/19/2010	MARIE DE LA PALME	390.20
088578	01/19/2010	DEMCO INC.	83.27
088579	01/19/2010	DHK PLUMBING & PIPING, INC.	2,054.01
088580	01/19/2010	DIAMONDS SPORTS FIELD MAINTENANCE INC.	1,931.40
088581	01/19/2010	DirecTV	440.48
088582	01/19/2010	EDUCATIONAL MUSIC SERVICE	390.31
088583	01/19/2010	EDGEWOOD PRESS, INC.	2,990.63
088584	01/19/2010	ELECTRONIX EXPRESS	4.10
088585	01/19/2010	EMPIRE CLEANING SUPPLY	759.08
088586	01/19/2010	ENCO MANUFACTURING CO.	288.13
088587	01/19/2010	ENTERPRISE RENT-A-CAR	791.06
088588	01/19/2010	EXCELSIOR ELEVATOR CORPORATION	975.00
088589	01/19/2010	FULLERTON PAINT & FLOORING	180.30
088590	01/20/2010	MELODY AKHAVAN	3,000.00
088591	01/20/2010	OFFICEMAX CONTRACT INC.	9,976.11
088592	01/20/2010	PIONEER STATIONERS	48.17
088593	01/20/2010	REALVOLLEYBALL.COM	6,926.25
088594	01/20/2010	IDEN SADEGHIEH	37.62
088595	01/20/2010	SO. ORANGE CO. COMM. COL.DIST	191.00
088596	01/20/2010	SPECTRUM CHEMICAL MFG. CORP.	1,662.66
088597	01/20/2010	TAUBENPOST, INC*	461.53
088598	01/20/2010	TOOL KING	775.97
088599	01/20/2010	TOTAL C S TEAM, INC.	1,395.00
088600	01/20/2010	TRAFFIC CONTROL SERVICE, INC.	609.76

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Check Number	Check Date	Pay to the Order of	Check Amount
088601	01/20/2010	TRIARCH INC.	264.21
088602	01/20/2010	TURF TIRE DISTRIBUTORS	406.29
088603	01/20/2010	TUTTLE-CLICK FORD	88.44
088604	01/20/2010	U.S. DATA TRUST CORPORATION	3,366.00
088605	01/20/2010	UNISOURCE WORLDWIDE INC.	6,695.19
088606	01/20/2010	UNITED INTERIORS	4,980.04
088607	01/20/2010	SARGENT-WELCH LLC VWR INTERNATIONAL	26.48
088608	01/20/2010	UNITED SITE SERVICES OF CA, INC.	643.35
088609	01/20/2010	MATT VARHO	558.00
088610	01/20/2010	LUIS MAURICIO VASQUEZ	650.00
088611	01/20/2010	VISTA PAINT CORPORATE OFFICE	244.84
088612	01/20/2010	VWR INTERNATIONAL, INC.	4,767.34
088613	01/20/2010	WARD'S NATURAL SCIENCE	406.80
088614	01/20/2010	WEBEX COMMUNICATIONS, INC.	1,725.00
088615	01/20/2010	WESTERN EXTERMINATOR COMPANY	895.00
088616	01/20/2010	WESTERN GRAPHICS PLUS, INC.	3,046.71
088617	01/20/2010	WESTMINSTER PRESS, INC.	1,383.30
088618	01/20/2010	WHITE CAP INDUSTRIES	371.25
088619	01/20/2010	WORLDWIDE RECOVERY SYSTEMS, INC.	154.00
088620	01/20/2010	SOUTHERN CALIFORNIA GAS CO.	23.84
088621	01/20/2010	SOUTHERN CALIFORNIA GAS CO.	145.30
088622	01/20/2010	SOUTHERN CALIFORNIA GAS CO.	15,548.45
088623	01/20/2010	SOUTHERN CALIFORNIA GAS CO.	28.24
088624	01/20/2010	SOUTHERN CALIFORNIA GAS CO.	48.42
088625	01/20/2010	SOUTHERN CALIFORNIA GAS CO.	47.54
088626	01/20/2010	CARLOS TUCCIO MAJOR APPLIANCE SERVICE	95.00
088627	01/20/2010	OFFICEMAX CONTRACT INC.	79.24
088628	01/20/2010	SUPERIOR PAPER & PLASTIC INC.	152.21
088629	01/20/2010	US FOODS	1,627.28
088630	01/21/2010	WALEED M. M. AHAMED	600.00
088631	01/21/2010	ZEINAT EID SOLIMAN AHMED	600.00
088632	01/21/2010	WAHEED A. A. ALI	600.00
088633	01/21/2010	KARIM A. A. E. ALY	600.00
088634	01/21/2010	AMIR H. H. A. AMIN	600.00
088635	01/21/2010	SIDIEE S. M. A. AWADIEN	600.00
088636	01/21/2010	HANAN A. A. BADAWEY	600.00
088637	01/21/2010	AHMED E. E. M. B. ELHEDENY	600.00
088638	01/21/2010	MOHAMED F. E. Y. GABALLA	600.00
088639	01/21/2010	AHMED A. E. M. IBRAHIM	600.00
088640	01/21/2010	QMAR M. S. IBRAHIM	600.00
088641	01/21/2010	AMRO H. A. A. F. A. MANSOUR	600.00
088642	01/21/2010	AHMED M. H. MOHAMED	600.00
088643	01/21/2010	MOLE-RICHARDSON	190.64
088644	01/21/2010	KHALED M. M. A. NASR	600.00
088645	01/21/2010	OCB REPROGRAPHICS, INC.	498.08
088646	01/21/2010	OCE-USA, INC.	853.87
088647	01/21/2010	ORKIN INC.	3,429.50
088648	01/21/2010	MAHMOUD S. A. SAYED	600.00
088649	01/21/2010	ALAA S. H. TAHA	600.00
088650	01/21/2010	ACCCA CONFERENCE	440.00
088651	01/21/2010	BEEP COLCLOUGH	150.00
088652	01/21/2010	DANUBE TECHNOLOGIES, INC.	100.00
088653	01/21/2010	GALE SUPPLY COMPANY	782.57
088654	01/21/2010	ALIETY GARCIA	90.00
088655	01/21/2010	JIM GASTON	134.97
088656	01/21/2010	GENERAL BINDING CORP.	249.98

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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	20.13
		Expensed Amount	270.11
088657	01/21/2010	EUGENIA GHITEA	71.00
088658	01/21/2010	JENNIFER GLEIZER	43.96
088659	01/21/2010	WILL GLEN	51.25
088660	01/21/2010	GOLF VENTURES WEST	2,903.75
088661	01/21/2010	W. W. GRAINGER	542.17
088662	01/21/2010	GREEN THUMB INTERNATIONAL	163.18
088663	01/21/2010	GREENLEIGH & WONG TECHNICAL SERVICE LLC	1,938.20
088664	01/21/2010	CELIA GRIFFITHS	50.00
088665	01/21/2010	KELLY GRIMES	540.00
088666	01/21/2010	RICHARD GROSCOST	622.74
088667	01/21/2010	HAITBRINK ASPHALT PAVING, INC.	6,400.00
088668	01/21/2010	JACK HARTIN PHOTOGRAPHY	900.00
088669	01/21/2010	GABRIELA HERNANDEZ	50.00
088670	01/21/2010	HIGHER EDUCATION PUBLICATIONS	71.00
088671	01/21/2010	HIGHER ONE INC.	965.40
088672	01/21/2010	HIRSCH PIPE & SUPPLY	154.12
088673	01/21/2010	HITT MARKING DEVICES, INC.	114.02
088674	01/21/2010	HOPPER EQUIPMENT & SUPPLY	89.31
088675	01/21/2010	HORIZON	1,729.13
088676	01/21/2010	ANTHONY HUNTLEY	303.38
088677	01/21/2010	IMAGE PRINTING SOLUTIONS	399.66
088678	01/21/2010	INGARDIA BROTHERS PRODUCE, INC.	79.73
088679	01/21/2010	IRVINE PIPE & SUPPLY	78.49
088680	01/21/2010	IRVINE RANCH WATER DIST.	22,938.22
088681	01/21/2010	IRVINE TENNIS	326.24
088682	01/21/2010	JERRY'S ARTARAMA	331.29
088683	01/21/2010	JUNIOR'S GOLF CARTS	364.53
088684	01/21/2010	K-LOG COMPANY	322.00
		Unpaid Sales Tax	19.51
		Expensed Amount	341.51
088685	01/21/2010	TAMARA KING	135.00
088686	01/21/2010	KNORR SYSTEMS, INC.	17,015.28
088687	01/21/2010	GARY L. KUSUNOKI	180.00
088688	01/21/2010	LA MOTTE CHEMICAL PRODUCTS CO	139.75
		Unpaid Sales Tax	11.50
		Expensed Amount	151.25
088689	01/21/2010	LAERDAL MEDICAL CORP.	28,121.25
088690	01/21/2010	LAGUNA COUNTRY UNITED METHODIST CHURCH	1,280.00
088691	01/21/2010	LAGUNA HILLS NURSERY	162.37
088692	01/21/2010	LASER SOURCE	1,000.77
088693	01/21/2010	LAURA'S INT PLANTSCAPE SERV	251.35
088694	01/21/2010	LAWNMOWERS ETC., LLC	423.68
088695	01/21/2010	LEARNING SEED	810.60
		Unpaid Sales Tax	67.55
		Expensed Amount	878.15
088696	01/21/2010	MATTHEW BENDER & CO., INC. LEXIS NEXIS	206.11
088697	01/21/2010	MATTHEW BENDER	
088698	01/21/2010	LIBRARY ADVANTAGE	141.38
088698	01/21/2010	LIBRARY OF CONGRESS CATALOGING	555.00
		DISTRIBUTION SVC	
088699	01/21/2010	LOGOS LANGUAGE, INC.	195.00
088700	01/21/2010	LOOMIS, FARGO & CO., INC	467.28
088701	01/21/2010	SANDRA LUJAN	210.00

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088702	01/21/2010	LYRASIS	3,838.59
088703	01/21/2010	CHARISSE LYSEIGHT	630.00
088704	01/21/2010	VICKIE STEVENS	1,342.92
088705	01/21/2010	ORKIN INC.	180.00
088706	01/22/2010	CAMDEN CROWN VALLEY APARTMENTS	6,233.12
088707	01/22/2010	ANDREW GERIG-MEYER	8.69
088708	01/22/2010	HERITAGE POINT LUXURY APTS.	1,345.00
088709	01/22/2010	HOME DEPOT CREDIT SERVICES	885.78
088710	01/22/2010	KALMBACH PUBLISHING CO.	59.70
088711	01/22/2010	MAIN GRAPHICS Haggarty Printing, Inc.	560.50
088712	01/22/2010	MOLE-RICHARDSON	253.31
088713	01/22/2010	NEWPORT COMPUTER SOLUTIONS, INC.	5,410.31
088714	01/22/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	5,056.50
088715	01/22/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	5,522.50
088716	01/22/2010	ORANGE COUNTY REGISTER COMMERCIAL BILLING	2,591.36
088717	01/22/2010	HEIDI M. OCHOA	51.02
088718	01/22/2010	OXFORD UNIVERSITY PRESS ORDER DEPT.	35.00
088719	01/22/2010	EMPLOYMENT DEVELOPMENT DEPT.	67,258.64
088720	01/22/2010	IRVINE RANCH WATER DIST.	9,244.98
088721	01/22/2010	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,199.73
088722	01/22/2010	ANDERSEN'S DOOR SERVICE, INC.	4,522.50
088723	01/22/2010	CABLES PLUS	139.29
Unpaid Sales Tax			10.19
Expensed Amount			149.48
088724	01/22/2010	CDW GOVERNMENT, INC.	1,707.19
088725	01/22/2010	CLARK SECURITY PRODUCTS INC.	3,028.18
088726	01/22/2010	INTERIOR RESOURCES, INC. DBA COMMER. INTERIOR RESOURCES	21,048.80
088727	01/22/2010	CONTROL MAINTENANCE & REPAIR INC.	4,301.34
088728	01/22/2010	COURTESY ROOFING VICTOR M. ORTIZ	1,850.00
088729	01/22/2010	DELL MARKETING L.P. C/O DELL USA L.P.	6,271.13
088730	01/22/2010	ESCAPE TECHNOLOGY, INC.	3,780.00
088731	01/22/2010	gkkworks	27,110.09
088732	01/22/2010	INCENTRA SOLUTIONS DEPT #34147	29,955.25
088733	01/22/2010	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	27,817.30
088734	01/22/2010	EMCOR/Mesa Energy Systems	11,535.30
088735	01/22/2010	PB AMERICAS, INC.	7,382.90
088736	01/22/2010	PUBLIC ECONOMICS, INC.	1,156.72
088737	01/22/2010	R2A ARCHITECTURE	1,836.87
088738	01/22/2010	RED STONE, INC	4,608.00
088739	01/22/2010	REPRO XPRESS	68.66
088740	01/22/2010	RJT COMPUQUEST	23,140.00
088741	01/22/2010	SOUTHLAND EXTERIOR BUILDING SERVICES	35,250.00
088742	01/22/2010	VIDEO SERVICE OF AMERICA	1,456.25
088743	01/25/2010	AT&T	72.18
088744	01/25/2010	AT&T	10.07
088745	01/25/2010	SECURITAS SECURITY SVCS, USA	439.82
088746	01/25/2010	SOUTHERN CALIFORNIA EDISON CO.	1,380.79
088747	01/25/2010	SOUTHERN CALIFORNIA EDISON CO.	7,694.27
088748	01/25/2010	SOUTHERN CALIFORNIA EDISON CO.	11,886.05
088749	01/25/2010	SOUTHERN CALIFORNIA GAS CO.	4,828.18
088750	01/25/2010	SOUTHERN CALIFORNIA GAS CO.	34.88
088751	01/25/2010	VERIZON WIRELESS	48.35
088752	01/25/2010	VERIZON WIRELESS	147.84

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088753	01/25/2010	DEPARTMENT OF GENERAL SERVICES SRF fiscal services	3,235.17
088754	01/25/2010	Eric Schultz	551.10
088755	01/25/2010	W.A. CHARNSTROM CO.	415.75
		Unpaid Sales Tax	34.47
		Expensed Amount	450.22
088756	01/25/2010	OFFICEMAX CONTRACT INC.	8,672.60
088757	01/25/2010	P & R PAPER SUPPLY COMPANY	3,530.03
088758	01/25/2010	PEARSON EDUCATION ESL	1,413.61
088759	01/25/2010	PRAXAIR	130.02
088760	01/25/2010	JOYCE SEMANIK	34.79
088761	01/25/2010	SCOTT THARPE	21.71
088762	01/25/2010	ERIC STOELTING DBA THE TOOL MAN	332.99
088763	01/25/2010	TREND OFFSET PRINTING	7,566.83
088764	01/25/2010	TRI-AD	1,622.00
088765	01/25/2010	UNITED INTERIORS	832.60
088766	01/25/2010	WILLED BODY PROGRAM UCI COLLEGE OF MEDICINE	3,529.00
088767	01/25/2010	VWR INTERNATIONAL, INC.	713.78
088768	01/25/2010	WEST COAST LIGHTS & SIRENS, INC.	5,918.40
088769	01/25/2010	WARD'S NATURAL SCIENCE	335.97
088770	01/25/2010	WARE DISPOSAL CO., INC.	4,243.26
088771	01/25/2010	WEST PAYMENT CENTER	102.24
088772	01/25/2010	WEST-LITE SUPPLY CO.	291.67
088773	01/25/2010	WESTERN EXTERMINATOR COMPANY	895.00
088774	01/25/2010	DOUGLAS WESTLAKE	1,185.00
088775	01/25/2010	MICHELE WOLFF	11.30
088776	01/25/2010	YALE CHASE MATERIALS HANDLING	253.48
088777	01/25/2010	Z CORPORATION	423.93
088778	01/25/2010	ZONSON CUSTOMIZATION	177.79
088779	01/25/2010	DAIRY DEPOT	45.04
088780	01/26/2010	A TO Z WHOLESALE FLORAL SUPPLY	189.77
088781	01/26/2010	A-1 AWARDS	288.84
088782	01/26/2010	AAA ELECTRIC MOTOR SALES	249.31
088783	01/26/2010	AARDVARK CLAY AND SUPPLIES	7,115.99
088784	01/26/2010	ADCLUB ADVERTISING SERVICE	9,323.75
088785	01/26/2010	AFFILIATED COMPUTER SERVICES	175.90
088786	01/26/2010	AIRGAS WEST	164.83
088787	01/26/2010	ALL ELECTRONICS CORP.	202.71
		Unpaid Sales Tax	9.45
		Expensed Amount	212.16
088788	01/26/2010	ALPHAGRAPHICS	1,839.56
088789	01/26/2010	TrustWave	675.00
088790	01/26/2010	AMERICAN MEDICAL ASSOCIATION	135.83
088791	01/26/2010	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	350.00
088792	01/26/2010	JULIE ANDERSON	16.26
088793	01/26/2010	ARAMARK UNIFORM SERVICES	35.11
088794	01/26/2010	ARAMARK UNIFORM SERVICES	65.07
088795	01/26/2010	LEE ARMSTRONG CO., INC.	48,697.00
088796	01/26/2010	ARROWHEAD DRINKING WATER	51.06
088797	01/26/2010	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	18,167.67
088798	01/26/2010	AZAR INTERNATIONAL, INC.	28.27
		Unpaid Sales Tax	1.58
		Expensed Amount	29.85
088799	01/26/2010	B & H PHOTO	460.76

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Check Number	Check Date	Pay to the Order of	Check Amount
Unpaid Sales Tax			40.31
Expensed Amount			501.07
088800	01/26/2010	BAKER & TAYLOR	620.42
088801	01/26/2010	BESTWARE RESTAURANT SUPPLY	124.40
088802	01/26/2010	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	797.48
088803	01/26/2010	BISHOP COMPANY	1,618.56
088804	01/26/2010	BJB ENTERPRISES, INC.	599.54
088805	01/26/2010	BLACKBOARD INC.	5,757.50
088806	01/26/2010	BOOSEY AND HAWKES	279.61
088807	01/26/2010	MATT BRODET	64.37
088808	01/26/2010	BUDDY'S ALL STARS	329.09
088809	01/26/2010	CALIFORNIA CHAMBER OF COMMERCE	51.22
088810	01/26/2010	CINEMA SECRETS, INC.	1,808.90
088811	01/26/2010	COACH AMERICA	737.61
088812	01/26/2010	MOTOROLA c/o COMSERCO	26,637.28
088813	01/26/2010	STEPHEN CROUT	376.00
088814	01/26/2010	CAROL DANNA	91.00
088815	01/26/2010	FEDERAL EXPRESS	184.86
088816	01/26/2010	TINA FIETSAM	300.00
088817	01/26/2010	FISHER SCIENTIFIC	1,277.73
088818	01/26/2010	LISA FITCHNER	50.00
088819	01/26/2010	FORESTRY SUPPLIERS, INC.	495.28
Unpaid Sales Tax			43.34
Expensed Amount			538.62
088820	01/26/2010	FOSTER CARE AUXILIARY OF OC	120.00
088821	01/26/2010	FREEWAY AUTO SUPPLY	786.82
088822	01/26/2010	SCHOOL SPECIALTY INC.	51.86
088823	01/26/2010	FRY'S ELECTRONICS	1,228.73
088824	01/26/2010	FULLERTON CIVIC LIGHT OPERA CO	2,266.25
088825	01/27/2010	HERCULES PORTABLE POWER, INC.	1,480.00
088826	01/27/2010	HOME DEPOT CREDIT SERVICES	1,053.36
088827	01/27/2010	HYDRO-SCAPE PRODUCTS, INC.	10,724.92
088828	01/27/2010	IRVINE RANCH WATER DIST.	2,184.88
088829	01/27/2010	LAKE FOREST BEAUTY COLLEGE	34,734.04
088830	01/27/2010	MICRO CENTER A/R	566.46
088831	01/27/2010	MOULTON-NIGUEL WATER DIST.	8,083.05
088832	01/27/2010	NATIONAL CINE MEDIA CORP.	4,644.00
088833	01/27/2010	NAT'L INSTRUMENTS	29,138.79
088834	01/27/2010	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	395.00
088835	01/27/2010	OCEAN INSTITUTE	700.00
088836	01/27/2010	PACIFIC SAILING LLC	1,188.00
088837	01/27/2010	HYUN PARK	90.00
088838	01/27/2010	KARA PATTERSON	85.54
088839	01/27/2010	NICKOLAS PERRONE	221.52
088840	01/27/2010	PITNEY-BOWES	464.00
088841	01/27/2010	RESERVE ACCOUNT 13631908 (PITNEY-BOWES)	30,000.00
		POSTAGE BY PHONE	
088842	01/27/2010	QUICK SORT LOS ANGELES	1,157.11
088843	01/27/2010	REYNOLDS ADVANCED MATERIALS	623.09
088844	01/27/2010	SAMY'S CAMERA	1,343.62
088845	01/27/2010	SCHOOLS FIRST FEDERAL CREDIT UNION	6,573.00
088846	01/27/2010	SCIAC UNIVERSITY OF SO. CAL.	75.00
088847	01/27/2010	SECURE LIVE SCAN	75.00
088848	01/27/2010	SMASH HIT DISPLAYS	317.51
088849	01/27/2010	THINKING TOOLS, LLC	164.10

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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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	14.35
		Expensed Amount	178.45
088850	01/27/2010	TOTAL C S TEAM, INC.	196.14
088851	01/27/2010	VANIMAN MANUFACTURING INC.	79.01
088852	01/27/2010	WARE DISPOSAL CO., INC.	14,352.90
088853	01/27/2010	WELLS FARGO BANK TRUST DIVISION	21,191.18
088854	01/27/2010	WGBH VIDEO	27.90
		Unpaid Sales Tax	1.74
		Expensed Amount	29.64
088855	01/27/2010	WHITE CAP INDUSTRIES	155.97
088856	01/27/2010	WIRED PLANET	2,825.00
088857	01/27/2010	ACCUVANT INC.	18,000.00
088858	01/27/2010	BAMWALL CO.	3,385.00
088859	01/27/2010	BEN'S ASPHALT, INC.	1,420.00
088860	01/27/2010	CABLES PLUS	59.82
		Unpaid Sales Tax	4.26
		Expensed Amount	64.08
088861	01/27/2010	CLASS LEASING, INC.	712,162.70
088862	01/27/2010	COMPUTERLAND	34,620.00
088863	01/27/2010	gkkworks	22,001.80
088864	01/27/2010	JOSE MARTINEZ TREE SERVICE	4,050.00
088865	01/27/2010	NEWPORT COMPUTER SOLUTIONS, INC.	20,670.11
088866	01/27/2010	PINNACLE LANDSCAPE COMPANY	13,578.00
088867	01/27/2010	QUEZADA PRO LANDSCAPE, INC.	3,080.00
088868	01/27/2010	SOUTHLAND EXTERIOR BUILDING SERVICES	27,775.00
088869	01/27/2010	SUNNY SLOPE TREES	1,497.49
088870	01/27/2010	TECHSMITH CORP SOFTWARE ORDER	1,423.31
088871	01/27/2010	TROXELL COMMUNICATIONS, INC.	5,788.64
088872	01/27/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	1,372.29
088873	01/28/2010	MODSPACE	215,280.00
088874	01/28/2010	TOTAL C S TEAM, INC.	35,715.25
088875	01/28/2010	SOLDERMASK INC.	7,500.00
088876	01/28/2010	ACCUVANT INC.	280,136.88
088877	01/28/2010	ADAMS-HALL PUBLISHING %PUBLISHER'S STORAGE & SHIP.	165.14
088878	01/28/2010	AVACOM	145.25
088879	01/28/2010	C & L REFRIGERATION CORP.	475.00
088880	01/28/2010	CALIFORNIA PRESENTERS	100.00
088881	01/28/2010	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	800.00
088882	01/28/2010	CAROLINA BIOLOGICAL SUPPLY	188.70
088883	01/28/2010	CASBO CASBO PROFESSIONAL DEVELOPMENT	786.00
088884	01/28/2010	CDW GOVERNMENT, INC.	392.56
088885	01/28/2010	CHEFS' TOYS	370.37
088886	01/28/2010	CINTAS CORPORATION	416.00
088887	01/28/2010	CLARK SECURITY PRODUCTS INC.	1,972.86
088888	01/28/2010	CLUB CAR, INC.	197.01
088889	01/28/2010	COMMUNITY PLAYTHINGS	685.13
088890	01/28/2010	COAST FITNESS REPAIR SHOP	500.00
088891	01/28/2010	COLLEGE ART ASSOCIATION GENERAL POST OFFICE	375.00
088892	01/28/2010	COMPETITIVE EDGE SOFTWARE, INC(CESI)	1,000.00
088893	01/28/2010	CORPORATE BUSINESS INTERIORS	369.75
088894	01/28/2010	CPP, INC. DAVIES-BLACK PUBLISHING	3,995.00
088895	01/28/2010	CRC CONSULTING GROUP, INC.	811.82

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Check Number	Check Date	Pay to the Order of	Check Amount
088896	01/28/2010	CSI ELECTRICAL CONTRACTORS, INC	13,037.00
088897	01/28/2010	CULLIGAN	738.14
088898	01/28/2010	D4 SOLUTIONS INC.	764.22
088899	01/28/2010	DANA POINT YACHT MAINTENANCE	31.90
088900	01/28/2010	MARIE DE LA PALME	689.00
088901	01/28/2010	JOHN DEERE LANDSCAPES, INC.	22.54
088902	01/28/2010	DELL MARKETING L.P. C/O DELL USA L.P.	1,291.95
088903	01/28/2010	DEMCO INC.	531.37
088904	01/28/2010	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	496.00
088905	01/28/2010	DEWEY'S APPLIANCES	462.19
088906	01/28/2010	DICK'S SPORTING GOODS	2,218.93
088907	01/28/2010	DIRECT SYSTEMS SUPPORT	30,095.65
088908	01/28/2010	CARMEN CORTEZ-DOMINGUEZ	36.96
088909	01/28/2010	SPARKLETTS	25.63
088910	01/28/2010	DUNN-EDWARDS CORPORATION	908.28
088911	01/28/2010	EVERYTHING KITCHENS	1,937.70
		Unpaid Sales Tax	169.55
		Expensed Amount	2,107.25
088912	01/28/2010	ACCCA ACCCA CONFERENCE	475.00
088913	01/28/2010	ALDA BABUSEK	1,000.00
088914	01/28/2010	CALIOFRNIA COMMUNITY COLLEGES % JULIE MOORE	200.00
088915	01/28/2010	CALIOFRNIA COMMUNITY COLLEGES % JULIE MOORE	200.00
088916	01/28/2010	CCCAOE ATTN: BOBBIE EDGIN	395.00
088917	01/28/2010	CCCAOE	395.00
088918	01/28/2010	COADN-SOUTH DR. DIANE MOREY, CHAIR, NURSNG	400.00
088919	01/28/2010	ANDREW CRAVEN	10.00
088920	01/28/2010	EMBASSY SUITES ATTN: RESERVATIONS	314.30
088921	01/28/2010	EMBASSY SUITES ATTN: RESERVATIONS	314.30
088922	01/28/2010	MARGOT LOVETT	1,100.00
088923	01/28/2010	SAN FRANCISCO AIRPORT MARRIOTT	269.00
088924	01/28/2010	KEVIN O'CONNOR	676.86
088925	01/28/2010	JANET OLSEN	635.68
088926	01/28/2010	RAMADA INN-RENO	389.85
088927	01/28/2010	REGISTRATIONS FOR YOU	355.00
088928	01/28/2010	REGISTRATIONS FOR YOU	405.00
088929	01/28/2010	REGISTRATIONS FOR YOU	355.00
088930	01/28/2010	REGISTRATIONS FOR YOU	405.00
088931	01/28/2010	REGISTRATIONS FOR YOU	405.00
088932	01/28/2010	REGISTRATIONS FOR YOU	405.00
088933	01/29/2010	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	17,392.36
		Unpaid Sales Tax	142.49
		Expensed Amount	17,534.85
088934	01/29/2010	JOYCE BARTLOMAIN	101.06
088935	01/29/2010	BOYS TOWN PRESS	1,166.00
		Unpaid Sales Tax	96.25
		Expensed Amount	1,262.25
088936	01/29/2010	SUSAN M. COLEMAN DBA EDUCATION 4 WORK	8,750.00
088937	01/29/2010	EAGLE COMMUNICATIONS	2,015.49
088938	01/29/2010	EBERHARD EQUIPMENT	599.68
088939	01/29/2010	ECONOMIC ALTERNATIVES, INC.	11,075.50
088940	01/29/2010	ELECTRONIX EXPRESS	152.80
		Unpaid Sales Tax	12.50
		Expensed Amount	165.30

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Check Number	Check Date	Pay to the Order of	Check Amount
088941	01/29/2010	EmbroidMe Irvine	506.12
088942	01/29/2010	YVETTE ESTRADA	50.00
088943	01/29/2010	EUREKA CAREER INFO. SYSTEMS	1,975.00
088944	01/29/2010	EXCELSIOR ELEVATOR CORPORATION	975.00
088945	01/29/2010	EXPERIAN	154.15
088946	01/29/2010	FEDERAL EXPRESS	167.37
088947	01/29/2010	TINA FIETSAM	225.00
088948	01/29/2010	FISHER SCIENTIFIC	1,898.66
088949	01/29/2010	FREEWAY AUTO SUPPLY	518.65
088950	01/29/2010	DAIRY DEPOT	44.72
088951	02/01/2010	AT&T	50.00
088952	02/01/2010	AT&T	49.55
088953	02/01/2010	AT&T	11.49
088954	02/01/2010	AT&T	31.97
088955	02/01/2010	AT&T	1,067.90
088956	02/01/2010	AT&T	868.96
088957	02/01/2010	AT&T	2,304.02
088958	02/01/2010	SOUTHERN CALIFORNIA EDISON CO.	128.00
088959	02/01/2010	SOUTHERN CALIFORNIA GAS CO.	3,298.77
088960	02/01/2010	SOUTHERN CALIFORNIA GAS CO.	3,798.07
088961	02/01/2010	POSTMASTER	185.00
088962	02/01/2010	VERIZON WIRELESS	439.82
088963	02/01/2010	VERIZON WIRELESS	78.57
088964	02/01/2010	ACP/CMA CONVENTION REGISTRATION	139.00
088965	02/01/2010	ADVANTAGE MARKETING ADM GROUP INC.	1,684.51
088966	02/01/2010	AFFILIATED COMPUTER SERVICES	100.00
088967	02/01/2010	ALL TECH SERVICE	1,437.78
088968	02/01/2010	AMTECH ELEVATOR SERVICES	1,693.33
088969	02/01/2010	WARREN ANSALDO	21.73
088970	02/01/2010	APPERSON PRINT MANAGEMENT SERVICES	126.96
088971	02/01/2010	ARAMARK UNIFORM SERVICES	35.10
088972	02/01/2010	LEE ARMSTRONG CO., INC.	2,687.00
088973	02/01/2010	ASI-MODULEX	1,704.59
088974	02/01/2010	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	10,805.29
088975	02/01/2010	BAKER & TAYLOR	1,572.64
088976	02/01/2010	BLACK CORAL HAWAII WHOLESALER	260.00
088977	02/01/2010	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	46,856.18
088978	02/01/2010	BUDDY'S ALL STARS	130.50
088979	02/01/2010	CA DEPT OF MOTOR VEHICLES REGISTRATION	423.00
088980	02/01/2010	CA DEPT OF MOTOR VEHICLES REGISTRATION	423.00
088981	02/01/2010	CA DEPT OF MOTOR VEHICLES REGISTRATION	326.00
088982	02/01/2010	CINTAS CORPORATION	66.00
088983	02/01/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	1,006.00
088984	02/01/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	5,009.00
088985	02/01/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	12,869.00
088986	02/01/2010	EDUCATIONAL MUSIC SERVICE	394.05
088987	02/01/2010	ADVANTA ENERGY	800.00
088988	02/01/2010	AFFILIATED COMPUTER SERVICES	75.85
088989	02/01/2010	MAGDALENA CASIS (aka NENA CASIS)	60.00
088990	02/02/2010	BARBARA BELYEA	1,100.00
088991	02/02/2010	HYATT REGENCY ALBUQUERQUE	503.43
088992	02/02/2010	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	525.00
088993	02/02/2010	BOB PARRETT CONSTRUCTION	2,669.00
088994	02/02/2010	PAYAM-E-ASHENA	600.00

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Check Number	Check Date	Pay to the Order of	Check Amount
088995	02/02/2010	PB AMERICAS, INC.	2,400.00
088996	02/02/2010	PBM SUPPLY & MFG., INC.	100.68
088997	02/02/2010	PEOPLE ADMIN, INC.	21,525.00
088998	02/02/2010	J.W. PEPPER & SON, INC.	73.07
088999	02/02/2010	GWEN PLANO	70.56
089000	02/02/2010	POCKET NURSE ENTERPRISES, INC.	1,570.56
		Unpaid Sales Tax	124.96
		Expensed Amount	1,695.52
089001	02/02/2010	POLICE EQUIPMENT WORLDWIDE	81.43
089002	02/02/2010	SANDRA POPE	97.79
089003	02/02/2010	PRAXAIR	32.60
089004	02/02/2010	PYRO-COMM SYSTEMS	240.00
089005	02/02/2010	QUARTERMASTER	1,465.97
089006	02/02/2010	QUEST DIAGNOSTICS	658.79
089007	02/02/2010	QUICK CAPTION	2,890.00
089008	02/02/2010	QUICK SORT LOS ANGELES	3,675.83
089009	02/02/2010	R.M. SYSTEMS, INC.	660.00
089010	02/02/2010	THE RIEGLE PRESS, INC.	40.75
		Unpaid Sales Tax	3.57
		Expensed Amount	44.32
089011	02/02/2010	RIO HONDO COLLEGE	60.00
089012	02/02/2010	Sara Raham	412.23
089013	02/02/2010	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
089014	02/02/2010	RIO GRANDE ALBUQUERQUE THE BELL GROUP	643.42
089015	02/02/2010	DIANE RIOPKA	161.54
089016	02/02/2010	S & S COMMUNICATIONS	103.48
089017	02/02/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	2,859.00
089018	02/02/2010	SAXON UNIFORM NETWORK, INC.	2,564.14
		Unpaid Sales Tax	211.66
		Expensed Amount	2,775.80
089019	02/02/2010	SCOPE CITY	176.88
089020	02/02/2010	GUISELLE SCOTT	525.00
089021	02/02/2010	SECURITAS SECURITY SVCS, USA	8,941.87
089022	02/02/2010	SHOKRAI LAW	3,026.25
089023	02/02/2010	PENNY SKAFF	1,800.00
089024	02/02/2010	DANIEL SMITH, INC.	23.24
		Unpaid Sales Tax	2.03
		Expensed Amount	25.27
089025	02/02/2010	SPECTRUM CHEMICAL MFG. CORP.	236.48
089026	02/02/2010	SUMMIT SUPPLY	1,297.00
		Unpaid Sales Tax	100.80
		Expensed Amount	1,397.80
089027	02/02/2010	LISE S. TELSON	547.55
089028	02/02/2010	UNITED RENTALS	1,017.49
089029	02/02/2010	VenTek International	540.00
089030	02/02/2010	VICENTI, LLOYD & STUTZMAN LLP	103,603.75
089031	02/02/2010	VWR INTERNATIONAL, INC.	84.39
089032	02/02/2010	WALTERS WHOLESALE ELECTRIC	725.50
089033	02/02/2010	WARD'S NATURAL SCIENCE	254.82
089034	02/02/2010	WEST-LITE SUPPLY CO.	198.22
089035	02/02/2010	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	162.95
089036	02/03/2010	CHEVRON AND TEXACO BUSINESS CARD SERVICES	55.86

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Check Number	Check Date	Pay to the Order of	Check Amount
089037	02/03/2010	CHEVRON AND TEXACO BUSINESS CARD SERVICES	55.86
089038	02/04/2010	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	2,198.40
089039	02/04/2010	WELLS FARGO BANK #3317	3,407.74
		Unpaid Sales Tax	197.46
		Expensed Amount	3,605.20
089040	02/04/2010	WELLS FARGO BANK #3465	2,544.74
089041	02/04/2010	WELLS FARGO BANK #4214	433.51
089042	02/04/2010	WELLS FARGO #2078	8,526.94
089043	02/04/2010	A-1 AWARDS	15.23
089044	02/04/2010	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	386.06
089045	02/04/2010	ARROWHEAD DRINKING WATER	43.49
089046	02/04/2010	KRISTEN BUSH	2,000.00
089047	02/04/2010	CA EDUCATIONAL MATERIALS, INC CAL-ED OPTICAL	997.94
089048	02/04/2010	CAPISTRANO-LAGUNA BEACH ROP	2,000.00
089049	02/04/2010	CLARK SECURITY PRODUCTS INC.	1,406.82
089050	02/04/2010	JUDITH CLOUD PUBLISHER OF MUSIC	500.00
089051	02/04/2010	JULIAN COLLINS	627.89
089052	02/04/2010	MIKE COLLINS	210.95
089053	02/04/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	27.00
089054	02/04/2010	CROSSLINE COMMUNITY CHURCH	2,000.00
089055	02/04/2010	D3 SPORTS, INC.	2,518.76
089056	02/04/2010	DE NAULT'S TRUE VALUE HARDWARE	51.85
089057	02/04/2010	DELL MARKETING L.P. C/O DELL USA L.P.	7,531.40
089058	02/04/2010	DELTA BIOLOGICALS	1,968.00
		Unpaid Sales Tax	172.20
		Expensed Amount	2,140.20
089059	02/04/2010	DHK PLUMBING & PIPING, INC.	2,908.59
089060	02/04/2010	DISCOUNT SCHOOL SUPPLY	2,275.95
089061	02/04/2010	HELENE DOMON	100.00
089062	02/04/2010	EEDEC % TRINDA HOXIE	250.00
089063	02/04/2010	ELECTRONIX EXPRESS	357.00
		Unpaid Sales Tax	28.44
		Expensed Amount	385.44
089064	02/04/2010	EmbroidMe Irvine	330.93
089065	02/04/2010	ENTERPRISE RENT-A-CAR	1,760.44
089066	02/04/2010	ESSENCE ENTERTAINMENT	2,365.00
089067	02/04/2010	ETR ASSOCIATES	471.01
089068	02/04/2010	FANTASY DESIGNS	2,871.73
089069	02/04/2010	FLEET SAFETY EQUIPMENT, INC.	13.80
		Unpaid Sales Tax	1.21
		Expensed Amount	15.01
089070	02/04/2010	KAREN FONG	33.28
089071	02/04/2010	FOSTER CARE AUXILIARY OF OC	240.00
089072	02/04/2010	JULIE HANKS	97.86
Total			5,984,638.78

Includes checks for only Bank Account COUNTY



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

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	General Fund	688	3,009,390.63
12	Child Development Fund	13	3,968.25
40	Capital Outlay Fund	68	2,737,399.11
68	Self-Insurance Fund	2	3,368.38
71	Retiree Benefit Fund	3	232,958.16
	Total	<u>772</u>	<u>5,987,084.53</u>
	Less Unpaid Sales Tax Liability		<u>2,445.75</u>
	<b>Net (Check Amount)</b>		<b>5,984,638.78</b>

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Check Number	Check Date	Pay to the Order of	Check Amount
009755	01/28/2010	CALIFORNIA MIND INSTITUTE % BALAJI NETTIMI	1,173.00
009756	01/28/2010	CSNP, INC.	476.00
009757	01/28/2010	EDUCATION TO GO	1,107.75
009758	01/28/2010	OFFICEMAX CONTRACT INC.	261.92
009759	01/28/2010	REGINA ROCHA TOURS	1,830.00
009760	01/28/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	257,536.87
009761	01/28/2010	SOUTHWEST OFFSET PRINTING CO.	26,213.21
Total			7 <u>288,598.75</u>

Includes checks for only Bank Account SC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
09	SC Community Education F	7	288,598.75
	Total		
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		288,598.75

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

ESCAPE ONLINE

Page 1 of 1

Checks Dated 01/06/2010 through 02/04/2010

Board Meeting Date 02/22/2010

Check Number	Check Date	Pay to the Order of	Check Amount
008656	01/13/2010	SHARON LOUIE	437.12
008657	01/20/2010	SERINA DUTCHER-CENTERS	12.32
008658	01/20/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	28,629.82
008659	01/20/2010	WORLD INSTRUCTOR TRAINING SCHOOLS (WITS)	1,995.00
008660	01/29/2010	Barbara Burch	36.00
008661	01/29/2010	Bonnie Wilkinson	15.00
008662	01/29/2010	Clara Baker	30.00
008663	01/29/2010	Jeanette Polevoi	50.00
008664	01/29/2010	Patricia Chatlin	30.00
008665	01/29/2010	EDUCATION TO GO	955.00
Total			10 <u>32,190.26</u>

Includes checks for only Bank Account IVC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
07	IVC Community Education F	10	32,190.26
	Total		
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		32,190.26

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

ESCAPE ONLINE

Page 1 of 1

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Transfer of Budget Appropriations

**ACTION:** Ratify

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**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**

In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations delineated on EXHIBIT A is presented for ratification.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as detailed in EXHIBIT A.

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## TRANSFER OF BUDGET APPROPRIATIONS

Journal Number	Account	Description	From	To
BR10-00093	96-5270-E-M42-4-077-006-0000	CONFERENCES/TRAVEL	\$41,530.00	
	96-5163-E-M42-4-077-006-0000	GAME WORKER		\$33,280.00
	96-4900-E-M42-4-077-006-0000	AWARDS/RECOGNITION		\$3,250.00
	96-5374-E-M39-4-077-006-0000	MEMBERSHIPS		\$5,000.00
			<b>\$41,530.00</b>	<b>\$41,530.00</b>
Journal Number	Account	Description	From	To
BR10-00100	01-6412-0-000-4-024-000-6320	SOFTWARE: Matriculation & Student Assessment	\$58,908.00	
	01-5999-0-000-4-024-000-6620	BALANCING ACCOUNT: Executive College Administration	\$3,500.00	
	01-1414-0-000-4-073-074-6310	HR NCLSRM FAC SUM: Counselling & Guidance		\$58,908.00
	01-5270-0-000-4-024-000-6620	CONFERENCES/TRAVEL: Executive College Administration		\$3,500.00
			<b>\$62,408.00</b>	<b>\$62,408.00</b>
Journal Number	Account	Description	From	To
BR10-00107	01-1415-1-002-4-080-093-6011	HR NCLSRM FAC STI: Instructional Deans	\$14,500.00	
	01-2131-1-002-4-080-093-6011	RG CLASS MGMT (N-I) CONT: Instructional Deans		\$14,500.00
			<b>\$14,500.00</b>	<b>\$14,500.00</b>
Journal Number	Account	Description	From	To
BR10-00111	01-1313-0-000-8-022-000-4900	HR CLS FPT: Interdisciplinary Studies	\$9,434.00	
	01-3110-0-000-8-022-000-4900	STRS INSTR: Interdisciplinary Studies	\$862.00	
	01-3350-0-000-8-022-000-4900	MEDICARE INSTR: Interdisciplinary Studies	\$129.00	
	01-3510-0-000-8-022-000-4900	UNEMP INS INSTR: Interdisciplinary Studies	\$27.00	
	01-3610-0-000-8-022-000-4900	WC INS INSTR: Interdisciplinary Studies	\$160.00	
	01-2131-0-000-8-016-060-6011	RG CLASS MGMT (N-I) CONT: Instructional Deans		\$8,883.00
	01-3220-0-000-8-016-060-6011	PERS NON-INSTR: Instructional Deans		\$862.00
	01-3320-0-000-8-016-060-6011	OASD! NON-INSTR: Instructional Deans		\$551.00
	01-3360-0-000-8-016-060-6011	MEDICARE NON-INSTR: Instructional Deans		\$129.00
	01-3520-0-000-8-016-060-6011	UNEMP INS NON-INSTR: Instructional Deans		\$27.00
	01-3620-0-000-8-016-060-6011	WC INS NON-INSTR: Instructional Deans		\$160.00
			<b>\$10,612.00</b>	<b>\$10,612.00</b>
Journal Number	Account	Description	From	To
BR10-00122	01-5651-1-088-1-054-033-1230	EQUIP MAINT AGRMT: Nursing	\$15,000.00	
	01-7600-1-088-1-054-033-1230	OTHER PMTS: Nursing	\$1,000.00	
	01-1111-1-088-1-054-033-1230	RG CL FSAL: Nursing		\$15,000.00
	01-1111-1-088-1-054-033-1230	RG CL FSAL: Nursing		\$1,000.00
			<b>\$16,000.00</b>	<b>\$16,000.00</b>
Journal Number	Account	Description	From	To
BR10-00123	01-1313-1-219-1-024-000-6499	HR CLS FPT: Other Student Services	\$20,000.00	
	01-5811-1-219-1-024-000-6499	CONTRACT SERVICES: Other Student Services		\$20,000.00
			<b>\$20,000.00</b>	<b>\$20,000.00</b>
Journal Number	Account	Description	From	To
BR10-00124	01-2131-1-069-1-058-036-1305	RG CLASS MGMT (N-I) CONT: Child Development	\$6,092.00	
	01-2346-1-069-1-058-036-1305	NON-INSTR CLASS SUB: Child Development	\$30,719.00	
	01-5153-1-069-1-058-036-1305	CONSULTANT: Child Development	\$7,047.00	
	01-3220-1-069-1-058-036-1305	PERS NON-INSTR: Child Development	\$5,589.00	
	01-1415-1-069-1-058-036-1305	HR NCLSRM FAC STI: Child Development		\$3,000.00
	01-2141-1-069-1-058-036-1305	RG CLER/SEC (N-I) CONT: Child Development		\$25,889.00
	01-2342-1-069-1-058-036-1305	NON-INSTR CLASS OT: Child Development		\$2,524.00
	01-2383-1-069-1-058-036-1305	HR ST SAL: Child Development		\$12,445.00
	01-3120-1-069-1-058-036-1305	STRS NON-INSTR: Child Development		\$704.00
	01-3360-1-069-1-058-036-1305	MEDICARE NON-INSTR: Child Development		\$109.00
	01-3520-1-069-1-058-036-1305	UNEMP INS NON-INSTR: Child Development		\$23.00
	01-3620-1-069-1-058-036-1305	WC INS NON-INSTR: Child Development		\$137.00
	01-4580-1-069-1-058-036-1305	DUPL CHGBACKS: Child Development		\$4,616.00
			<b>\$49,447.00</b>	<b>\$49,447.00</b>

Journal Number	Account	Description	From	To
BR10-00125	01-1412-1-024-1-051-075-6420	HR NC FOL: DSPS	\$2,000.00	
	01-1413-1-024-1-051-075-6420	HR NC FPT: DSPS	\$2,000.00	
	01-1413-1-024-1-051-075-6420	HR NC FPT: DSPS	\$1,600.00	
	01-2141-1-024-1-051-075-6420	RG CLER/SEC (N-I) CONT: DSPS	\$5,000.00	
	01-2251-1-024-1-051-101-6420	RG TECH/PARA INSTR CONT: DSPS	\$5,677.00	
	01-3210-1-024-1-051-101-6420	PERS INSTR: DSPS	\$551.00	
	01-3310-1-024-1-051-101-6420	OASDI INSTR: DSPS	\$340.00	
	01-3350-1-024-1-051-101-6420	MEDICARE INSTR: DSPS	\$80.00	
	01-3411-1-024-1-051-101-6420	H&W BEN CLASS INSTR: DSPS	\$1,775.00	
	01-3510-1-024-1-051-101-6420	UNEMP INS INSTR: DSPS	\$16.00	
	01-3610-1-024-1-051-101-6420	WC INS INSTR: DSPS	\$101.00	
	01-2453-1-024-1-051-101-4930	INSTR CLASS HRLY: General Studies	\$1,000.00	
	01-2453-1-024-1-051-101-4930	INSTR CLASS HRLY: General Studies	\$5,512.00	
	01-1413-1-024-1-051-075-6420	HR NC FPT: DSPS	\$1,000.00	
	01-1413-1-024-1-051-075-6420	HR NC FPT: DSPS	\$300.00	
	01-1413-1-024-1-051-075-6420	HR NC FPT: DSPS	\$200.00	
	01-1414-1-024-1-051-075-6420	HR NCLSRM FAC SUM: DSPS		\$2,000.00
	01-2383-1-024-1-051-075-6420	HR ST SAL: DSPS		\$2,000.00
	01-3110-1-024-1-051-075-4930	STRS INSTR: General Studies		\$1,600.00
	01-2483-1-024-1-051-075-0835	HR IN SSAL: Physical Education & Athletics		\$5,000.00
	01-2251-1-024-1-051-101-4930	RG TECH/PARA INSTR CONT: General Studies		\$5,677.00
	01-3210-1-024-1-051-101-4930	PERS INSTR: General Studies		\$551.00
	01-3310-1-024-1-051-101-4930	OASDI INSTR: General Studies		\$340.00
	01-3350-1-024-1-051-101-4930	MEDICARE INSTR: General Studies		\$80.00
	01-3411-1-024-1-051-101-4930	H&W BEN CLASS INSTR: General Studies		\$1,775.00
	01-3510-1-024-1-051-101-4930	UNEMP INS INSTR: General Studies		\$16.00
	01-3610-1-024-1-051-101-4930	WC INS INSTR: General Studies		\$101.00
	01-2483-1-024-1-051-075-4930	HR IN SSAL: General Studies		\$1,000.00
	01-1111-1-024-1-051-075-4930	RG CL FSAL: General Studies		\$5,512.00
	01-3310-1-024-1-051-075-0835	OASDI INSTR: Physical Education & Athletics		\$1,000.00
	01-3350-1-024-1-051-075-0835	MEDICARE INSTR: Physical Education & Athletics		\$300.00
	01-3360-1-024-1-051-075-0835	MEDICARE NON-INSTR: Physical Education & Athletics		\$200.00
			<b>\$27,152.00</b>	<b>\$27,152.00</b>
Journal Number	Account	Description	From	To
BR10-00126	01-6120-0-000-4-025-068-6599	SITE IMPROV CONT SVCS: Physical Plant	\$11,800.00	
	01-5811-0-000-4-021-080-6599	CONTRACT SERVICES: Physical Plant		\$11,800.00
			<b>\$11,800.00</b>	<b>\$11,800.00</b>
Journal Number	Account	Description	From	To
BR10-00129	01-1313-1-219-1-024-000-6499	HR CLS FPT: Other Student Services	\$65,000.00	
	01-5811-1-219-1-024-000-6499	CONTRACT SERVICES: Other Student Services		\$55,000.00
	01-5271-1-219-1-024-000-6499	DIST EVENT: Other Student Services		\$10,000.00
			<b>\$65,000.00</b>	<b>\$65,000.00</b>
Journal Number	Account	Description	From	To
BR10-00143	01-1413-1-203-4-080-093-6310	HR NC FPT: Counseling & Guidance	\$20,000.00	
	01-1313-1-203-4-080-093-6310	HR CLS FPT: Counseling & Guidance	\$5,000.00	
	01-3110-1-203-4-080-093-6310	STRS INSTR: Counseling & Guidance	\$7,000.00	
	01-2342-1-203-4-080-093-6310	NON-INSTR CLASS OT: Counseling & Guidance		\$20,000.00
	01-2383-1-203-4-080-093-6310	HR ST SAL: Counseling & Guidance		\$5,000.00
	01-2383-1-203-4-080-093-6310	HR ST SAL: Counseling & Guidance		\$7,000.00
			<b>\$32,000.00</b>	<b>\$32,000.00</b>
Journal Number	Account	Description	From	To
BR10-00144	01-1415-1-006-4-080-093-0504	HR NC FSTI: Business Administration	\$22,182.00	
	01-1415-1-006-4-080-093-0303	HR NC FSTI: Environmental Technology		\$2,251.00
	01-1415-1-006-4-080-093-0956	HR NC FSTI: Manufacturing & Industrial Technology		\$2,700.00
	01-1415-1-006-4-080-093-1008	HR NC FSTI: Dance		\$700.00
	01-2383-1-006-4-080-093-1222	HR ST SAL: Physical Therapy Assistant		\$105.00
	01-1415-1-006-4-080-093-1402	HR NC FSTI: Paralegal		\$5,400.00
	01-2342-1-006-4-080-093-6021	NON-INSTR CLASS OT: Curriculum Development & Mgmt		\$900.00
	01-1412-1-006-4-080-093-6310	HR NC FOL: Counseling & Guidance		\$10,000.00
	01-4300-1-006-4-080-093-6011	INSTRUCTIONAL SUPPLIES: Instructional Deans		\$126.00
			<b>\$22,182.00</b>	<b>\$22,182.00</b>

Journal Number	Account	Description	From	To
BR10-00148	01-2131-1-002-4-080-093-6011	RG CLASS MGMT (N-I) CONT: Instructional Deans	\$14,500.00	
	01-5270-1-002-4-080-093-6011	CONFERENCES/TRAVEL: Instructional Deans	\$2,000.00	
	01-5271-1-002-4-080-093-6011	DIST EVENT: Instructional Deans	\$218.00	
	01-1414-1-002-4-080-093-6011	HR NCLSRM FAC SUM: Instructional Deans		\$2,352.00
	01-2131-1-002-4-080-093-6630	RG CLASS MGMT (N-I) CONT: Research, Planning & Grants		\$14,148.00
	01-5271-1-002-4-080-093-6630	DIST EVENT: Research, Planning & Grants		\$218.00
			<b>\$16,718.00</b>	<b>\$16,718.00</b>
Journal Number	Account	Description	From	To
BR10-00152	01-2383-2-100-1-050-000-4900	HR ST SAL: Interdisciplinary Studies	\$8,500.00	
	01-5811-2-100-1-050-000-4900	CONTRACT SERVICES: Interdisciplinary Studies		\$5,000.00
	01-5271-2-100-1-050-000-4900	DIST EVENT: Interdisciplinary Studies		\$3,500.00
			<b>\$8,500.00</b>	<b>\$8,500.00</b>
Journal Number	Account	Description	From	To
BR10-00155	01-4300-0-000-1-020-000-6630	INSTRUCTIONAL SUPPLIES: Research, Planning & Grants	\$6,102.00	
	01-6410-0-000-1-020-000-6620	NEW EQUIPMENT: Executive College Administration	\$25,000.00	
	01-4580-0-000-1-024-100-6890	DUPL CHGBACKS: Other Community Services		\$1,200.00
	01-4600-0-000-1-024-100-6890	NON-INSTR SUPPLIES: Other Community Services		\$1,000.00
	01-6220-0-000-1-024-100-6890	BUILDINGS - CONT SVCS: Other Community Services		\$3,902.00
	01-6220-0-000-1-024-100-6890	BUILDINGS - CONT SVCS: Other Community Services		\$626.00
	01-6410-0-000-1-024-100-6890	NEW EQUIPMENT: Other Community Services		\$24,374.00
			<b>\$31,102.00</b>	<b>\$31,102.00</b>
Journal Number	Account	Description	From	To
BR10-00156	01-2383-2-100-1-050-000-4900	HR ST SAL: Interdisciplinary Studies	\$6,166.00	
	01-5830-2-100-1-050-000-4900	ADVERTISNG: Interdisciplinary Studies		\$2,900.00
	01-5270-2-100-1-050-000-4900	CONFERENCES/TRAVEL: Interdisciplinary Studies		\$3,266.00
			<b>\$6,166.00</b>	<b>\$6,166.00</b>
			<b>\$435,117.00</b>	<b>\$435,117.00</b>

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Recommended for Ratification

By The Board of Trustees of South Orange County Community College District

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**Saddleback College**

Journal Number	BR10-00090	BR10-00110	BR10-00135
	BR10-00091	BR10-00114	BR10-00136
	BR10-00092	BR10-00115	BR10-00139
	BR10-00094	BR10-00117	BR10-00140
	BR10-00095	BR10-00118	BR10-00141
	BR10-00096	BR10-00121	BR10-00147
	BR10-00097	BR10-00127	BR10-00149
	BR10-00102	BR10-00128	BR10-00150
	BR10-00103	BR10-00131	BR10-00151
	BR10-00104	BR10-00132	BR10-00153
	BR10-00105	BR10-00133	BR10-00154
	BR10-00106	BR10-00134	BR10-00159
	BR10-00109		

**Irvine Valley College**

Journal Number	BR10-00088	BR10-00112	BR10-00137
	BR10-00089	BR10-00116	BR10-00138
	BR10-00098	BR10-00119	BR10-00145
	BR10-00099	BR10-00120	BR10-00146
	BR10-00101	BR10-00130	BR10-00158
	BR10-00108		

**ATEP**

Journal Number	BR10-00113
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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.17**  
**DATE: 02/22/10**

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 10-03 to Amend 2009-2010 Restricted General Fund

**ACTION:** Approval

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**BACKGROUND**

Title 5 of the California Code of Regulations, Section 58199.5 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 2009/10 Adopted Budget.

The District is updating the adopted budget with current information as follows:

Tech Prep VTEA (Perkins) Title II at Saddleback College	(2,000)
Staff Diversity (EEO) at the District	(2,210)
2009-10 Teacher Preparation Pipeline (TPP) at IVC	180
C.A.C.T. OP-TEC at ATEP	15,000
Total Increase to the General Fund	<u>10,970</u>
 Total Budget Amendment	 <u>10,970</u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 10-03 to amend the 2009/2010 Adopted Budget as indicated in Exhibits A & B

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 10-03**

February 22, 2010

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$10,970.00 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 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8170	Federal Revenue	(\$2,000)
01	8629	State Revenue	(\$2,210)
01	8690	State Revenue	\$180
01	8890	Local Revenue	\$15,000
			<u>\$10,970</u>

WHEREAS, the Governing Board of the South Orange County Community College District can show just cause for the expenditure of such funds:

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$180
01	2000	Classified Salaries	\$13,025
01	3000	Fringe Benefits	\$1,225
01	4000	Books and Supplies	\$250
01	5000	Other Operating Expenses & Services	(\$3,710)
01	6000	Capital Outlay	\$0
01	7000	Other Outgo	\$0
			<u>\$10,970</u>

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58199.5, such excess funds are to be appropriated according to the following schedule:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 10-03**

February 22, 2010

BUDGET AMENDMENT EXPENDITURE DETAIL

**Tech Prep VTEA (Perkins) Title II at Saddleback College**

INCOME

01-	8170-	1-002-1-050-000-6011	Tech Prep VTEA (Perkins) Title II at Saddleback	<u>(2,000)</u>
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EXPENDITURE

01-	5830-	1-002-1-050-000-6011	Advertising	(1,923)
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01-	5891-	1-002-1-050-000-6011	Indirect Charges	<u>(77)</u>
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<u>(2,000)</u>
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**Staff Diversity (EEO) at the District**

INCOME

01-	8629-	1-034-7-014-090-6760	Staff Diversity (EEO) at the District	<u>(2,210)</u>
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EXPENDITURE

01-	5270-	1-034-7-014-090-6760	Conferences/Travel	<u>(2,210)</u>
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<u>(2,210)</u>
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**2009-10 Teacher Preparation Pipeline (TPP) at Irvine Valley College**

INCOME

01-	8690-	1-223-4-080-093-6310	09-10 TPP at Irvine Valley College	<u>180</u>
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EXPENDITURE

01-	1413-	1-223-4-080-093-6310	Temp NC Faculty, Part-time	<u>180</u>
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<u>180</u>
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**C.A.C.T OP-TEC: The National Center for Optics and Photonics Education at ATEP**

INCOME

01-	8890-	1-322-8-016-060-6011	C.A.C.T. OP-TEC at ATEP	<u>15,000</u>
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EXPENDITURE

01-	2383-	1-322-8-016-060-6011	Temp Short-Term Staff (Non-Instr), Hourly	5,722
01-	2483-	1-322-8-016-060-6011	Temp Short-Term Staff (Instr), Hourly	7,303
01-	3310-	1-322-8-016-060-6011	OASDI - Instructional Staff	453
01-	3320-	1-322-8-016-060-6011	OASDI - Non-Instructional Staff	355
01-	3350-	1-322-8-016-060-6011	MEDICARE - Instructional Staff	106
01-	3360-	1-322-8-016-060-6011	MEDICARE - Non-Instructional Staff	83
01-	3510-	1-322-8-016-060-6011	UNEMP - Instructional Staff	22
01-	3520-	1-322-8-016-060-6011	UNEMP - Non-Instructional Staff	17
01-	3610-	1-322-8-016-060-6011	W COMP - Instructional Staff	106
01-	3620-	1-322-8-016-060-6011	W COMP - Non-Instructional Staff	83
01-	4600-	1-322-8-016-060-6011	Supplies & Materials (< \$200 or life of < 1 yr)	250
01-	5810-	1-322-8-016-060-6011	Contracted Printing - Off Campus	150
01-	5840-	1-322-8-016-060-6011	Postage	<u>350</u>
				<u>15,000</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 10-03**

February 22, 2010

STATE OF CALIFORNIA )  
 )  
COUNTY OF ORANGE )

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on February 22, 2010.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 23rd day of February, 2010.

---

Raghu P. Mathur, Ed.D.  
Secretary to the Board of Trustees

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, 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**  
**February 22, 2010**

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Books	Garrett Rolland 22612 Napoli Laguna Hills, California 92653
Thanksgiving Lunch and Christmas Luncheon	Karima Feldhus Irvine Valley College
3 "Green Screens", clamps supplies and materials to assemble	Chester Savage 6 Harvest Irvine, California 92604
Breakfast for visiting British National Debate Team	Al Tello 17261 Chestnut Irvine, California 92612
2 Cases of Wine	Southern Wine & Spirits 17101 Valley View Avenue Cerritos, California 90703
Food for yearend events and supplies Instructional Music	Stephen M. Rochford Irvine Valley College
Book	Richard M. Dahlke, Ph.D. P.O. Box 701785 Plymouth, MI 48170-0970
Office and Classroom supplies	Dr. Stephen M. Rochford 11 Spicewood Way Irvine, California 92612
Food	Mr. Praveen Bansal - The Clay Oven 15435 Jeffrey Road #116 Irvine, California 92618
Music, Keys and Key Rings	Stephen M. Rochford 11 Spicewood Way Irvine, California 92612

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Assorted 35mm Film Camera Equipment	Tom Johnston 3161 Alta Vista, Unit C Laguna Woods, California 92637
2008 Hyundai Elantra	Hyundai Motor America 10550 Talbert Avenue Fountain Valley, California 92708

**DONATIONS**  
**February 22, 2010**

Women's wool coat with fur collar	Katherine Szambellone 34568 Camino Capistrano Capistrano Beach, California 92624
Small mammal and reptile cages and 2 - hooded, 18" fluorescent lights and 2 reptile-shop lights	Private Individual 33811 Via Cascada San Juan Capistrano, California 92675
Various photography equipment	Individual 26401 Via Galicia Mission Viejo, California 92692



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Trustees' Requests for Attending Conferences

**ACTION:** Approval

---

**BACKGROUND**

The Orange County Department of Education requires that all travel/mileage expenses claimed by Trustees for official college business be approved by the Board of Trustees as well as their requests to attend upcoming conferences and meetings.

**STATUS**

The official trips reported in Exhibit A require Board approval for payment by the County of Orange.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the Trustees' requests for attending conference(s) as shown in Exhibit A.

Item Submitted By: *Dr. Raghu P. Mathur, Chancellor*

**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
Campus Safety Conference Long Beach Convention Center Long Beach, CA	March 30-31, 2010	\$320.00

\* The figure in parentheses is the estimated number of nights lodging

\*\* The amount listed includes estimated airfare, lodging, meals, and other expenditures



# THE **Campus Safety** Conference

MARCH 30-31, 2010

LONG BEACH CONVENTION CENTER  
LONG BEACH, CA

No school, university or hospital should ever have to deal with a critical safety or security incident, yet each must be prepared for this possibility.

## Is your campus ready?

### REGISTER TODAY!

Got a tight budget?

We have a super low early bird rate of \$249! That's almost \$200 less than last year!

#### Why You Should Attend:

- Receive the information and tools you need to respond to active shooters on healthcare and education campuses
- Take advantage of our numerous educational sessions and networking opportunities providing you with a healthy exchange of contacts and ideas
- Learn about the latest Clery Act updates
- Visit our exhibit hall, featuring today's top law enforcement, security and safety equipment and service providers

BROUGHT TO YOU BY:

SPECIAL, SCHOOL & CAMPUS SECURITY  
**Campus Safety**

**POLICE  
TREXPO**  
THE LAW ENFORCEMENT EXPO

PLATINUM SPONSOR:



### REGISTER NOW!

Visit [www.CampusSafetyConference.com/register](http://www.CampusSafetyConference.com/register), or call 800-576-8788 for additional information.

[www.policemag.com/freeinfo/11511](http://www.policemag.com/freeinfo/11511)

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: January/February 2010 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: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$76,700 for equipment, supplies and maintenance projects. During January/February 2010, the following contracts were reviewed and approved by the Deputy Chancellor, following review by legal counsel, when appropriate.

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

RPM Consultant Group Consultant Agreement to retain for consulting contract services to continue the implementation of the District's GASB 43 & 45 compliance process.	\$59,880.00
ASI Sign Plan Agreement to develop an exterior signage program at Irvine Valley College.	\$41,600.00
Keenan & Associates Approve Amendment to Agreement to revise term of agreement, revise scope of work and annual amount not to exceed.	\$25,000.00
Higher One Services Agreement to arrange for each user to have access to a DDA and will allow for deposits and withdrawals from DDA at Saddleback College.	\$10,000.00 est.

In-N-Out Burger  
Mobile Unit Agreement for event held at Saddleback College.

Presidium \$7,015.25  
Agreement to provide support to the students and faculty of Saddleback College for all Blackboard products deployed as well as all related software.

Accuvant, Inc. \$5,400.00  
Agreement for Palo Alto Firewall Deployment through the District and provide training.

Oxford Computer Group \$5,000.00  
Statement of Work Agreement to assist with the transition from the existing Netscape student email system to the Microsoft Live @ Edu student email solution at the District office.

Presidium \$4,243.50  
Agreement to provide support to the students and faculty of Irvine Valley College for all Blackboard products deployed as well as all related software.

Rachel's Challenge \$3,500.00  
Agreement for Services to provide College Concepts Programming at Saddleback College.

Mary J. Allen \$1,900.00  
Consultant Agreement to conduct SLO training workshop for LALR faculty at Saddleback College.

NCATC – Craig McAtee \$800.00  
Consultant Agreement to attend National Visiting Committee Meeting, participate in panel discussion and submit annual reports to NSF for Saddleback College.

Danville Community College-Jerry H. Franklin  
Consultant Agreement to attend National Visiting  
Committee Meeting, participate in panel discussion and  
submit annual reports to NSF for Saddleback College.

\$800.00

William Vitale  
Consultant Agreement to attend National Visiting  
Committee Meeting, participate in panel discussion and  
submit annual report to NSF for Saddleback College.

\$150.00

Tao Yang  
Consultant Agreement to attend National Visiting  
Committee meeting, participate in panel discussion and  
submit annual reports to NSF for Saddleback College.

\$150.00

Gary Barnak  
Consultant Agreement to attend National Visiting  
Committee Meeting, participate in panel discussion and  
submit annual reports to NSF for Saddleback College.

\$150.00

Mervyn Rudgley  
Consultant Agreement to attend National Visiting  
Committee meeting, participate in panel discussion and  
submit annual report to NSF for Saddleback College.

\$150.00

Jean Gaudreau  
Consultant Agreement to attend National Visiting  
Committee Meeting, participate in panel discussion and  
submit annual reports to NSF for Saddleback College.

\$0.00

Ebrary  
Perpetual Access Ordering Agreement for hosting and  
providing access to purchase books and providing  
associated customer services and technical support at  
Saddleback College.

\$0.00

Institute of Reading Development  
Partnership Agreement for Noncredit Programs to teach a  
series of reading enrichment programs at Saddleback  
College.

Mission Hospital

\$0.00

Affiliation Agreement to provide clinical internship for students at Saddleback College-Human Services Student Program.

Embrace Recovery

\$0.00

Affiliation Agreement to provide clinical internship for students at Saddleback College-Human Services Student Program.

Mission OB/Gyn Medical Group, Inc.

\$0.00

Affiliation Agreement to provide clinical internship for students at Saddleback College-Human Services Student Program.

### **RECOMMENDATION**

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

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Chancellor Recruitment  
**ACTION:** Approval

---

**BACKGROUND**

Board Policy 4011.6, which formalizes the process for employment procedures for Chancellor, was approved by the Board of Trustees and adopted July 26, 2006. This policy formalizes the process for recruitment.

**STATUS**

Pursuant to Board Policy 4011.6, Section II.1., Recruitment, the Board of Trustees must authorize recruitment action. Action by the Board of Trustees is necessary to implement this policy.

**RECOMMENDATION**

It is recommended the Board of Trustees discuss this matter and take appropriate action.



**EMPLOYMENT PROCEDURES FOR CHANCELLOR**

**SECTION I: GENERAL PROVISIONS**

1. **Preface:** The hiring of a highly qualified Chancellor is essential to the mission of the South Orange County Community College District. Therefore, the governing board, with input through this process from administration, faculty and staff, has the responsibility to select a highly qualified Chancellor.

The Office of Human Resources shall ensure that every aspect of the hiring process is implemented appropriately.

2. **Scope:** This policy applies to the recruitment and hiring process for Chancellor.
3. **Equal Employment Opportunity Policy and Statement:** The South Orange County Community College District shall recruit, hire, and promote in all job titles without regard to ethnic group identification, race, color, religion, sex, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law. The District shall comply with the Board of Governors regulations relating to equal employment opportunity.
4. **Definitions:**
  - **Board:** The Board of Trustees of the South Orange County Community College District.
  - **Board Designee:** The Board of Trustees may elect to appoint an alternate designee to oversee the hiring process.
  - **Chair:** Chair of the Hiring Committee.
  - **Chancellor:** The Chancellor of the South Orange County Community College District. The policy also refers to Chancellor during the process, meaning the current, interim or acting Chancellor.
  - **Committee:** The Hiring Committee, also known as the Search Committee.
  - **District:** The South Orange County Community College District.
  - **EEO:** Equal Employment Opportunity.

- HR Specialist: Human Resources Specialist, Hiring Compliance Officer and EEO representative assigned to the job opening.
  - OHR: Office of Human Resources.
  - SOC CCD: The South Orange County Community College District.
  - Vice Chancellor: Vice Chancellor, Human Resources, or designee
5. Confidentiality and Conflict of Interest Statements: The South Orange County Community College District Confidentiality and Conflict of Interest Statements apply to this process.
6. Compliance: This policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Any provision of this policy that directly conflicts with any applicable state or federal law or regulation may be disregarded and a procedure that complies with the superseding authority shall be developed by the Chancellor and substituted until such time as the Board may adopt a formal amendment to this policy.
7. Oversight: Normally, the current, acting or interim Chancellor will provide oversight of the hiring process. However, the Board may appoint an alternate designee, as appropriate, to insure avoidance of any conflict of interest. The Chancellor or Board designee, with the assistance of the OHR, oversees the implementation of the hiring process and the activities of the hiring committees as they exercise their duties, specifically to ensure that actions of hiring committees are consistent with both the written stipulations and the intentions of this policy.

It is the responsibility of the Chancellor or Board designee, to ensure the integrity of the hiring process established by this policy. If, in the judgment of the Chancellor or Board designee, the integrity of the process described herein has been substantially violated or abused, the Chancellor or Board designee, may order that the process be suspended, pending determination of an appropriate action in consultation with the Office of the Human Resources and the Board President.

8. Interpretation: Technical questions and minor problems will ordinarily be resolved by the HR Specialist in consultation with the OHR. In the event that a question of the procedural interpretation of this policy arises and cannot be resolved by the HR Specialist, the question shall be submitted in writing to the Vice Chancellor, or designee via the HR Specialist.

If in the judgment of the HR Specialist, the Chair, the Chancellor or Board designee, a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified, and the hiring process shall be suspended pending resolution of the problem. The Chancellor or Board designee, in consultation with OHR, shall attempt to resolve any problem or difference of interpretation of this policy.

9. Exceptions: The Chancellor or Board designee, in consultation with the OHR, may reduce or extend the time period for any step established in this policy. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. In the event of such an alteration to the process as described herein, the Chancellor or Board designee will notify the OHR in writing, stating the unusual circumstances necessitating the extension or exception.

## SECTION II: RECRUITMENT

1. When the need for hiring a new Chancellor is determined and recommended by the Board of Trustees, and upon the Board's approval, a Request to Announce Form is completed and submitted to the Office of Human Resources.
2. The Board of Trustees may consider employment of a professional consultant to assist with the Chancellor search process.
3. Job Announcement Content: The job announcement will determine the screening criteria for review of applicant files. Care must be taken to ensure accurate and job-related criteria. It shall contain:
  - a. Opening and closing dates
  - b. Summary of duties and responsibilities
  - c. Minimum qualifications
  - d. Desirable qualifications
  - e. Application requirements and procedures
  - f. Special testing, if applicable
  - g. Submission of materials, if required
  - h. EEO Statement
4. All openings will be advertised through the Office of Human Resources.
5. As a position is opened, it will be announced by the Office of Human Resources with sufficient lead-time to advertise the position. This should normally be a minimum of ten weeks or 50 working days, unless otherwise requested by the Chancellor.
6. Applications, resumes, and other required materials are accepted only by the Office of Human Resources.
7. Announcement brochures will be distributed to appropriate professional sources.

## SECTION III: APPLICATION PROCESS

1. Submission: Applications, resumes, and other required materials are accepted only by the OHR via the District's online employment site.
2. Application Period: Applications may be submitted for a set period of time or "until filled." In the case where a position is "open until filled," screening may not begin until at least 30 working days after advertising has appeared in some public forum. In

the case where a position is “open until filled,” applications submitted less than two working days prior to the beginning of the screening process may be excluded from consideration.

3. Search Extension: The recruitment period will be extended when the applicant pool has fewer than five minimally qualified applications, unless the OHR, the Chancellor or Board designee and Board President agree to forward the pool.

#### SECTION IV: SEARCH COMMITTEE

The Chancellor or Board designee will appoint the Search Committee according to the following criteria:

The Search Committee shall consist of no more than eleven and no less than seven voting members. A majority of the appointees to the Search Committee will be administrators and managers.

- a. The Chancellor or Board designee will select six administrators and managers. The Chancellor or Board designee also will appoint the Search Committee Chair
  - b. Each Academic Senate will select one faculty member
  - c. The South Orange County Community College District Faculty Association will select one faculty member
  - d. The California School Employees Association Chapter 586 (“CSEA”) will select one classified employee
  - e. The Police Officers Association (“POA”) will select one of its members
1. Terminate Process: The Chancellor or Board designee may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the hiring process.
  2. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor or designee, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative.
  3. Orientation: The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines, and the rating process to the Committee members. At this time, the Committee will agree on the schedule. All members must also sign a Confidentiality and Conflict of Interest Statement. All HR forms must be completed in ink.
  4. Relative Weights: At the Orientation, the Committee will assign the value to be given to the application and to the interview components. Neither the screening nor the interview may be weighted less than 30 percent each.

5. Duration: At the Orientation, the Committee will determine the length of the interview.
6. Criteria: The Committee shall establish in writing the criteria to be used in screening the applications and selecting the applicants to be interviewed. The screening criteria shall be job related, and based on the position description and the District hiring policy.
7. Interview Questions: All questions and other requirements must be kept confidential throughout the process. The Committee will develop and forward to OHR for approval a list of interview questions to be asked of each candidate, as well as any exercise, presentation, or other requirement. The list of questions and requirements will be provided to OHR at least five business days prior to the first scheduled interview.

All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement. OHR may provide sample questions at the request of the Chair for the consideration of the Committee.

The list of questions and other requirements as described above must be approved by a majority vote of the Committee. The Vice Chancellor or designee reviews all Committee approved questions and other requirements if applicable to ensure compliance with District policies and State and Federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor or designee may make editorial changes; however, if a particular question is deemed by the Vice Chancellor or designee to be in need of substantive changes, these changes will be made in consultation with the Chair or designated discipline expert. The Chair or designee will be provided with the OHR-approved list of questions and other requirements if applicable one (1) business day before the interview.

8. Participation: Committee members are expected to be available as necessary for Committee functions, to fully participate in all required meetings and related Committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the Chancellor or Board designee after consultation with the Chair and the OHR. The scores or ratings of a Committee member who withdraws prematurely or is removed will not be counted in the uncompleted phase or section of the process.
9. Minimum Membership: In the event that the Committee membership falls below the required minimum number of members, the Chancellor or Board designee, after discussion with the OHR, shall determine whether to restart the hiring process, appoint a replacement Committee member, or continue the hiring process with fewer than the minimum number of committee members.

#### SECTION V: SCREENING PROCESS

1. Determination of Application Completeness: The OHR will screen all applicants for minimum qualifications as specified in the official announcement for that position

before submission to the Committee, thereby determining applicants who will be paper screened and eligible for interviewing. The Search Committee Chair has the option to be involved in the minimum qualification screening process.

2. Review of Application: The review of application and resumes is done online on the District's employment site on an individual basis by each committee member.
3. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period has elapsed. At the Orientation meeting, the Committee in consultation with the HR Specialist shall specify the time(s) and location(s) when application materials shall be available. During the screening process, Committee members may not remove the files or their contents, copy or alter any material contained in the files, or append comments or marks. Notes on the candidates must be kept in the Committee member's evaluation file, which will be maintained by the OHR.
4. Scoring: Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee. The Committee members shall rate each applicant on the appropriate forms provided by the OHR.
5. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair will meet to determine the lowest score to qualify for an interview. On the basis of the lowest qualifying score, the OHR shall assemble a list of candidates to be interviewed.
6. Interview Scheduling: The OHR shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving them at least five business days notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor or designee.
7. Travel Reimbursement: Reimbursement claims for over 300 miles must be submitted no later than 30 days after the interview. Any reimbursement claim is limited to standard District reimbursement guidelines and shall not exceed \$1500.

## SECTION VI: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee, along with the appropriate OHR forms. Each member of the Committee will receive a schedule of interviews, and the interview questions.
2. Site: The Chair will inform the HR Specialist of any special interview needs. After consultation with the Chair, the HR Specialist will make the arrangements for the interview location.
3. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length.

4. Search Committee Names: Each candidate will be provided with a list of the names and titles of the Search Committee just prior to the interview.
5. Review of Interview Questions: Candidates will have the opportunity to review the interview questions 15 minutes in advance of their interview. All questions must be job-related. Answers to core questions should reveal attitudes towards the job, appropriateness of education and experience, competency in the field, extent of responsibility and philosophical orientation with respect to the functions involved.
6. Writing Sample: The candidate will be asked to provide a writing sample in response to a question provided to the candidate by the Search Committee before the interview.
7. Questions: Each candidate will be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the HR Specialist, a follow-up question violates standards of non-discrimination, the HR Specialist will direct the candidate to disregard the question. Follow-up questions should be kept to a minimum to maintain consistent standards of candidate evaluation throughout the interview process. Any question by the candidate pertaining to conditions of employment, such as salary, benefits, or policy, must be referred to the OHR.
8. Group Discussion: Committee members shall be given an opportunity to discuss each applicant and only that applicant after each interview. Comprehensive discussion shall not take place until after all interviews are completed. No discussion of any candidate may take place unless the HR Specialist and all committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job-related criteria in a candid and thorough manner, but shall not discuss specific numeric scores to be given to any candidate. The HR Specialist shall be responsible for ensuring that discussion is limited to job-related criteria.
9. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each committee member shall rate independently each candidate using the appropriate form provided by the OHR. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. The OHR will verify and compile final scores for all candidates.
10. Selection of Finalists: After the conclusion of interviews, the Chair and the HR Specialist shall assemble a ranked list of candidates and their final scores. Using this list, the Committee will determine the lowest score to qualify as a preliminary finalist for a second level interview. The committee shall provide job related reason why a candidate interviewed is not forwarded to the second level for final interviews.

The committee shall forward at least three (3) finalists for second level interview.

## SECTION VII: REFERENCE CHECKS

1. Timing: Official reference checks, in accordance with the OHR Guidelines, will be performed prior to the submission of the recommended candidates to the Chancellor for second-level interviews.
2. Required Professional References: Each applicant will be asked to provide at least three references, preferably from the following categories:
  - Current supervisor(s);
  - Previous supervisor (from the past five years);
  - Colleague/co-worker who can address professional competency and appropriate practical skills;
  - Other professional references

If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, the OHR, in consultation with the Chair, may request additional references from the candidate.

3. Reference Contacts: The Vice Chancellor, in conjunction with the Chair, will conduct the reference checks and record the information on the appropriate OHR form. The HR Specialist will verify all data on the application.

Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checker(s) shall not provide any derogatory or confidential information about the finalist, and shall not provide with any assessment of the quality of the finalist's qualifications.

## SECTION VIII: SECOND-LEVEL INTERVIEW

1. Finalists: The Board of Trustees shall be provided an unranked list of finalists by the Chair, and a report of the final scores for all candidates including job related reason(s) for not forwarding candidates interviewed.
2. Second-level Interview: The Board of Trustees will interview the finalists for the position. The Board may invite the Chancellor or Board designee to participate in the interview process.
3. Second-level Interview Schedule: Finalists shall be given at least five (5) business days notice of the interview.
4. Content: The Board may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor



or designee must review any questions, exercises or other requirements prior to the interview to ensure compliance with district policies and State and Federal laws and regulations.

5. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the Board shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.
6. Additional Interviews: After completing this initial round of second level interviews, the Board of Trustees has the authority to interview additional candidates from the first level interview pool in the order of the next highest Search Committee rankings.
7. Consultation: The Board may consult with the Chair of the committee after the second-level interviews and before any offer of employment is made.
8. Termination of Search: After the completion of all second level interviews, the Board of Trustees may decide to stop the process, at which point the position would be reopened.
9. Board Reference Checks: Following candidate interviews, the Board of Trustees may make further job-related reference checks. The Board may conduct site visits.
10. Recommendation for Appointment: Upon selection of the finalist by the Board of Trustees, the Chancellor or Board designee will submit the recommendation to the Office of Human Resources for the offer of employment and presentation to the Board for final approval.
11. Travel Reimbursement: Reimbursement claims for over 300 miles must be submitted no later than 30 days after the interview. Any reimbursement claim is limited to standard District reimbursement guidelines and shall not exceed \$1500.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: District Educational and Facilities Master Plan

**ACTION:** Approval

---

### **BACKGROUND**

The California Code of Regulations and the Education Code require that governing boards of community colleges review and approve comprehensive plans for each college and for the district as a whole in order to receive state funds. The Capital Outlay Handbook of the Chancellor's Office provides guidelines for relating educational master plans with facilities needs. In March 2006, the current plan was adopted by the District and the Colleges.

### **STATUS**

The State Chancellor's Office Facilities Planning Manual indicates that the Master Plan should be reviewed periodically to determine if its goals and stated objectives should be changed and provides guidelines for the planning process (Exhibit A). A tentative schedule is attached as Exhibit B. A steering committee comprised of the Chancellor's Cabinet will guide the process with the assistance of outside consultants as needed. Prioritization and detail work for the Education and Facilities Master Plan will take place at Saddleback, Irvine Valley College and ATEP with each establishing their respective committees.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees direct the development and update of the District Educational and Facilities Master Plan.

## **EDUCATIONAL AND FACILITIES MASTER PLAN**

### **MASTER PLANNING PROCESS:**

This is a conventional planning process that has the advantage of being well understood. The educational plan precedes and drives the facilities plan. The resulting facilities plan can be easily used to identify capital outlay projects and produce the Five-Year Construction Plan.

The word "program" is used broadly here to include basic skills, student services, and all other college activities.

The steps are:

1. Developing the Educational Plan.
  - A. Alignment with state, California Community Colleges, and regional educational policy and objectives.
  - B. Definition of the college educational philosophy and mission.
  - C. Analysis of the current program scope and quality in relation to the mission.
  - D. Discussion of ways to improve programs e.g. program review, program delivery.
  - E. Survey community and college needs and demands for current and proposed programs.
    1. Demographic study and forecast.
    2. Economic and job market forecast.
    3. Area college and university plans.
    4. Area community plans.
  - F. Project future enrollment in current and proposed programs.
  - G. Develop program objectives including:
    1. A list of current and proposed programs with projected life spans.
    2. Objectives for reduction, conversion, and phase out of programs.
    3. Objectives for improving, expanding, and adding programs.
  - H. Provide the information necessary to develop the facilities plan:
    1. The learning experience and environment associated with every program.
    2. Any specific educational delivery systems required by programs.
    3. Any comments about the programmatic adequacy of current facilities.
    4. Level of support/student service needs.
  - I. Provide the information necessary to develop the resource plan.
    1. Possible revisions in staff associated with program revisions.
    2. Any special costs associated with revisions in programs.
2. Developing the Facilities Plan.
  - A. Inventory all owned facilities e.g. site, buildings, equipment, systems.

- B. Evaluate the physical condition and projected life span of all facilities.
  - C. Research new and upcoming regulations and trends affecting facilities.
  - D. Prepare a plan to correct current and upcoming physical and regulatory deficiencies.
  - E. Identify physical and regulatory deficiencies that require facility and system improvements.
  - F. Evaluate the program use and adequacy of facilities.
  - G. Evaluate the capacity and utilization of facilities.
  - H. Review the educational plan for changes in programs and program requirements.
  - I. Prepare a plan to improve assignment, adequacy, and utilization.
  - J. Identify inadequacies and capacity deficiencies that require facility/system improvements.
  - K. Combine the lists of facility and system and evaluate physical, financial feasibility.
  - L. Prepare a physical design of the campus.
  - M. Propose a prioritized list of projects showing time frames and magnitude of cost.
3. Developing the Resource Plan.
- A. Evaluate current and future human, financial, and material resources.
  - B. Review the feasibility of program changes in the education plan.
  - C. Review the feasibility of capital outlay projects in the facilities plan.
  - D. Show proposed district, State and alternative funding sources and schedules for capital outlay projects.
  - E. Indicate project feasibility in terms of downstream operational funding.
4. Combining the plans into the comprehensive plan.
- A. Reconcile any conflicts between the educational, facilities, and resource plans
  - B. Prepare a description of purpose, community context, and educational approach.
  - C. Describe long term goals.
  - D. Describe shorter term objectives.
  - E. Set timetable and accountabilities for the objectives.
  - F. Produce the Master Plan document.
  - G. Review and approve the Master Plan document. (Approval procedures should include the educational program and academic senate representatives, faculty staff and college/district management.)
5. Follow through
- A. Monitor objectives, timetables, and accountabilities.
  - B. Make program improvements and changes within the context of the plan.
  - C. Plan and develop the Five-Year Construction Plan and Initial Project Proposals within the context of the plan.
  - D. Prepare annual feedback and revisions.

## Tentative Schedule for 2011 Master Plan

Exhibit B

ID	Task Name	Duration	Start	Finish
1	<b>Consultant Selection</b>	<b>29 days</b>	<b>Mon 2/15/10</b>	<b>Fri 3/26/10</b>
2	Request for Proposals	14 days	Mon 2/15/10	Thu 3/4/10
3	Interview Candidates-First and second round	5 days	Mon 3/8/10	Fri 3/12/10
4	Spring Break	5 days	Mon 3/15/10	Fri 3/19/10
5	Board Approval	0 days	Thu 3/25/10	Thu 3/25/10
6	Notice to Proceed	0 days	Fri 3/26/10	Fri 3/26/10
7	Kick off Meeting- Distribute interview schedule availability	1 day	Fri 4/9/10	Fri 4/9/10
8	<b>Surveys and Interviews</b>	<b>35 days</b>	<b>Mon 4/12/10</b>	<b>Fri 5/28/10</b>
9	Division Level Analysis/Review	15 days	Mon 4/12/10	Fri 4/30/10
10	Interview Deans/Directors/Faculty/Students/Admin/Staff	20 days	Mon 5/3/10	Fri 5/28/10
11	Develop and Distribute Survey/Questionnaire	20 days	Mon 4/12/10	Fri 5/7/10
12	<b>Physical Analysis</b>	<b>35 days</b>	<b>Mon 4/12/10</b>	<b>Fri 5/28/10</b>
13	Site Analysis	35 days	Mon 4/12/10	Fri 5/28/10
14	Facility Analysis	35 days	Mon 4/12/10	Fri 5/28/10
15	Finals	5 days	Fri 5/14/10	Thu 5/20/10
16	District Holiday	1 day	Fri 5/21/10	Fri 5/21/10
17	Campus Meetings-Review Analysis & Education Program	3 days	Mon 5/24/10	Wed 5/26/10
18	<b>Strategic Review</b>	<b>35 days</b>	<b>Thu 5/27/10</b>	<b>Wed 7/14/10</b>
19	Data Review	15 days	Thu 5/27/10	Wed 6/16/10
20	Educational Program	35 days	Thu 5/27/10	Wed 7/14/10
21	Community Input	20 days	Thu 5/27/10	Wed 6/23/10
22	Staff Meeting-Review Process	0 days	Wed 6/23/10	Wed 6/23/10
23	<b>Functional Analysis</b>	<b>42 days</b>	<b>Thu 6/24/10</b>	<b>Fri 8/20/10</b>
24	Utilization Review	15 days	Thu 6/24/10	Wed 7/14/10
25	District Holiday	0 days	Mon 7/5/10	Mon 7/5/10
26	Space Program	10 days	Thu 7/8/10	Wed 7/21/10
27	Staff Development Days- Validation of Programming	5 days	Mon 8/16/10	Fri 8/20/10
28	<b>Solution Development</b>	<b>75 days</b>	<b>Mon 8/23/10</b>	<b>Mon 12/6/10</b>
29	Development Potential	15 days	Mon 8/23/10	Fri 9/10/10
30	District Holiday	0 days	Mon 9/6/10	Mon 9/6/10
31	Submittal for Board Presentation	0 days	Fri 9/10/10	Fri 9/10/10
32	Board Presentaion	0 days	Mon 9/27/10	Mon 9/27/10
33	Options Evaluation & Presentation Development	29 days	Tue 9/28/10	Fri 11/5/10
34	Campus Meetings - Review Options	4 days	Mon 11/8/10	Thu 11/11/10
35	District Holiday	0 days	Fri 11/12/10	Fri 11/12/10
36	Submittal for Board Presentation	0 days	Fri 11/19/10	Fri 11/19/10
37	District Holiday	2 days	Thu 11/25/10	Fri 11/26/10
38	Board Presentation	0 days	Mon 12/6/10	Mon 12/6/10
39	<b>Plan Document</b>	<b>55 days</b>	<b>Mon 12/6/10</b>	<b>Mon 2/21/11</b>
40	Draft Report	20 days	Mon 12/6/10	Fri 12/31/10
41	Winter Break	10 days	Tue 12/21/10	Mon 1/3/11
42	Final Meetings - Present Report for minor modifications	3 days	Fri 1/21/11	Tue 1/25/11
43	Final Report	8 days	Wed 1/26/11	Fri 2/4/11
44	Submittal for Board Presentation	0 days	Fri 2/4/11	Fri 2/4/11
45	Board Presentation	0 days	Mon 2/21/11	Mon 2/21/11

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and Irvine Valley College: Revised 2010-2011  
Instructional Material/Laboratory Fees

**ACTION:** Approval

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### **BACKGROUND**

The Board of Trustees annually approves changes in instructional material and laboratory fees. Such fees are charged, in compliance with the California Education Code and state regulations, in order to support the cost of specialized materials, supplies, and activities of various types of instruction. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

### **STATUS**

The introduction of new courses, the alteration of courses in the curriculum, and changes in costs for certain materials and supplies have required Saddleback College and Irvine Valley College to augment and revise instructional material and laboratory fees for 2010-2011. The revised fees for 2010-2011 are presented in Exhibits A and B.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for 2010-2011 as presented in Exhibits A and B.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*

South Orange County Community College District

**SADDLEBACK COLLEGE**  
**2010-2011 Revised Laboratory Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Fee</b>	<b>Fee</b>	<b>Purpose</b>
<b><u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u></b>					
			<b>Current</b>	<b>Proposed</b>	
FN 220	338160.10	Country French Foods	55.00	65.00	Food, paper goods
FN 221	430744.00	French Cuisine	55.00	65.00	Food, paper goods
FN 222	338180.00	Chinese Foods	55.00	65.00	Food, paper goods
FN 226	338195.00	Mexican Foods	55.00	65.00	Food, paper goods
HORT 20	18060.00	Intro to Horticulture Science	8.00	10.00	Sphagnum Moss
HORT 7	18150.00	Into to Landscape Design	-0-	4.00	Velium sheets, pens/pencils

**BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT**

ACCT 1A	601000.05	Financial Accounting	3.00	-0-	
ACCT 215	613000.05	General Accounting	3.00	-0-	

**EMERITUS INSTITUTE**

ART 14XA	970501.10	Beginning Slipcasting	5.00	-0-	
ART 15X	970510.00	Fabric Draping Porcelain	2.00	5.00	Materials
ART 31XA	970577.00	Beginning Intarsia	5.00	-0-	
ART 33XB	970602.00	Intermediate Enameling	2.00	8.00	Materials
ART 34XA	970612.00	China Paint Design	2.00	5.00	Materials
ART 50X	971005.20	Beginning Oil/Acrylic Painting	2.00	-0-	
ART 51X	971007.20	Intermediate Oil/Acrylic Painting	2.00	-0-	
ART 52X	971009.20	Advanced Oil/Acrylic Painting	2.00	-0-	
ART 82X	971025.10	Advanced Sketching	2.00	-0-	
ART 85X	970706.05	Beginning Life Drawing	2.00	3.00	Materials

**FINE ARTS**

No changes.

**HEALTH SCIENCES & HUMAN SERVICES**

N 170	639010.00	Nursing Process Lab	209.00	187.00	Materials
N 172	639110.00	Med-Surgical Nursing Lab	168.25	177.00	Materials
N 173	431173.00	Nursing Care Child Family Lab	55.00	60.00	Materials
N 176	639410.00	Advanced Nursing Lab	138.00	146.00	Materials

**KINESIOLOGY & ATHLETICS**

REC 104	746040.00	Camping & Outdoor Education	35.00	Food, maps, compass, park entry fees
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**LIBERAL ARTS & LEARNING RESOURCES**

No changes

**MATHEMATICS, SCIENCE & ENGINEERING**

ASTR 20	114020.00	General Astronomy	3.00	-0-
ASTR 20	114020.15	General Astronomy	3.00	-0-
ASTR 25	114040.00	Observational Astronomy	5.00	-0-
PHYS 2A	698010.00	Introduction to Physics	5.00	-0-
PHYS 2B	698020.00	Introduction to Physics	5.00	-0-
PHYS 4B	698040.00	General Physics	5.00	-0-
PHYS 4C	698050.00	General Physics	5.00	-0-
PHYS 20	698060.00	Ideas & Events/Physics	5.00	-0-
PHYS 20	698060.15	Ideas & Events/Physics	5.00	-0-

**SOCIAL & BEHAVIORAL SCIENCES**

GEOG 102	430497.00	Geography Field Studies	-0-	50.00	campground fees, food & site visit fees
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South Orange County Community College District

**IRVINE VALLEY COLLEGE**  
**2010/2011 Revised Instructional Material Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Purpose</b>
<b><u>MATH, COMPUTER SCIENCE, ENGINEERING</u></b>					
DR 100	2045.00	Fundamentals of Drafting And Design	\$8.00	\$0.00	Eliminate fee
DR 101	2050.00	Engineering Drawing and Design	\$8.00	\$0.00	Eliminate fee
ENGR 23	2260.00	Engineering Graphics and Descriptive Geometry	\$8.00	\$0.00	Eliminate fee
<b><u>EMERITUS</u></b>					
ART 400	6750.00	Art History	\$2.00	\$0.00	Eliminate fee
ART 405	7030.20	Beginning Oil Painting	\$2.00	\$0.00	Eliminate fee
ART 410	7035.10	Intermediate Oil Painting	\$2.00	\$0.00	Eliminate fee
ART 424	10168.10	Beginning Sketching	\$2.00	\$0.00	Eliminate fee
ART 425	7085.10	Intermediate Sketching	\$2.00	\$0.00	Eliminate fee
ART 426	10162.30	Advanced Sketching	\$2.00	\$0.00	Eliminate fee
ART 430	10164.15	Beginning Watercolor	\$2.00	\$0.00	Eliminate fee
ART 435	10166.15	Int./Adv. Watercolor	\$2.00	\$0.00	Eliminate fee
FN 400	7895.00	Nutritional Cooking 1 or 2	\$15.00	\$0.00	Eliminate fee
MUS 460	10316.00	Rehearsal/Perf. Inst.	\$2.00	\$0.00	Eliminate fee
TA 415	10192.15	Theatre Performance	\$5.00	\$0.00	Eliminate fee
TA 441	10056.30	Theatre: Modern	\$2.00	\$0.00	Eliminate fee

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Lease Agreement: Park Place Lexus  
**ACTION:** Approval

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### **BACKGROUND**

At its December 7, 2009, public meeting, the Board of Trustees approved a resolution declaring its intent to lease certain portions of the Saddleback College campus and directed that bids be accepted for this purpose. On January 25, 2010, the Board of Trustees approved the Chancellor or his designee to negotiate the final lease agreement with Park Place Lexus.

### **STATUS**

A draft lease was provided to Park Place Lexus which was returned with recommended modifications. The lease was reviewed and further modified by the District's attorney. Saddleback's President reviewed and approved the attached contract, EXHIBIT A, for recommended approval to the Board of Trustees. In summary, the terms include an initial five year lease with three five year options.

Lease rates are consistent with appraisal recommendations.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the final lease agreement with Park Place Lexus, EXHIBIT A.

SADDLEBACK COLLEGE  
MARGUERITE PARKWAY (PARK PLACE LEXUS)  
LEASE AGREEMENT

This Lease Agreement ("**Agreement**") is entered into effective February 23, 2010, (the "**Effective Date**"), by and between South Orange County Community College District, a California community college district duly organized and validly existing under the Constitution and laws of said State of California ("**Landlord**") and Park Place LXMV, LP, a Texas limited partnership ("**Tenant**"). This Agreement is sometimes referred to herein as this "**Lease**".

1.     **Lease; Premises.** Landlord hereby leases to Tenant and Tenant hereby leases from Landlord that certain real property, and all improvements located thereon, located in the City of Mission Viejo, County of Orange, State of California as more particularly described in *Exhibit A* attached hereto (the "**Premises**").

2.     **Term.**

2.1     **Initial Term.** The term of this Lease (the "**Initial Term**") shall be for five (5) years commencing on the day (the "**Commencement Date**") which is the ninetieth (90<sup>th</sup>) day following the first to occur of (x) the Final Approval Date (defined below) and (y) the expiration of the Inspection Period (defined below), and ending on the last day of the sixtieth (60<sup>th</sup>) calendar month thereafter, unless sooner terminated pursuant to any provision of this Lease or extended for either or both of the Extended Terms (defined below). As used herein, the word (a) "**Term**" means the Initial Term and, when and if the Extension Option (defined below) therefor is exercised, the First Extended Term (defined below), the Second Extended Term (defined below), and the Third Extended Term (defined below) and (b) "**Termination Date**" means the date upon which the Term expires or this Lease is sooner terminated in accordance with its terms.

2.2     **Extended Terms.** Tenant shall have three (3) successive options (each an "**Extension Option**" and collectively, the "**Extension Options**") to extend the Term for a period of five (5) years each (the first such 5-year period being herein called the "**First Extended Term**", the second 5-year period being herein called the "**Second Extended Term**", the third 5-year period being herein called the "**Third Extended Term**", and the First Extended Term, the Second Extended Term and the Third Extended Term being collectively called the "**Extended Terms**") on all the terms and conditions contained in this Lease, except that the amount of Base Rent (as defined below) due monthly shall increase pursuant to Section 3.1 below. Tenant shall deliver, if at all, written notice of its exercise of an Extension Option ("**Extension Notice**") to Landlord at least six (6) months but not more than one (1) year before the expiration of the Initial Term or, as applicable, the First Extended Term or Second Extended Term. In the event Tenant fails to deliver an Extension Notice to Landlord at least six (6) months before the expiration of the Initial Term or, as applicable, the First Extended Term or Second Extended Term and such failure continues for a period of ten (10) days following written notice from Landlord to Tenant notifying Tenant that Tenant has failed to exercise the Extension Option (a "**Reminder Notice**"), Tenant shall be considered to have elected not to extend the Term of this Lease and Tenant shall have no further right to extend the Term. If Tenant provides an Extension Notice within ten (10) days following receipt of a Reminder Notice, Tenant shall be deemed to have exercised timely the Extension Option.

2.3 **Landlord's Early Termination Right.** Landlord shall have the right at any time during the First Extended Term, the Second Extended Term or the Third Extended Term to terminate this Lease and Tenant's occupancy of the Premises by delivering written notice (an "**Early Termination Notice**") of early termination to Tenant and if Landlord exercises such option during either the First Extended Term or the Second Extended Term, concurrently paying to Tenant the Unamortized Amount (defined below). In the event Landlord delivers an Early Termination Notice and pays Tenant the Unamortized Amount, this Lease shall terminate on that date which is ninety (90) days following delivery of an Early Termination Notice. As used herein, the term "**Unamortized Amount**" means the amount of principal which would remain unpaid as of the date of the Early Termination Notice on a loan have the following terms: (a) an original principal sum equal to the Improvements Costs (defined below); (b) having been made effective as of the date the Initial Improvements (defined below) have been substantially completed; (c) having a term ending upon the date the Second Extended Term would expire; (d) being payable in equal monthly installments, principal and interest, over its term; and (e) bearing interest at six percent (6%) per annum.

2.4 **Tenant's Special Termination Rights.**

2.4.1 This Lease is effective on the Effective Date. Notwithstanding anything to the contrary contained herein, Tenant shall have the right and option to terminate this Lease for any or no reason at anytime during the period commencing on the Effective Date hereof and ending ninety (90) days after the Effective Date (such period being herein called the "**Inspection Period**") and upon any such termination neither party hereto shall have any further rights, duties or obligations one to the other except that Tenant shall pay Landlord \$100.00 in consideration of Landlord's execution and delivery of this Lease. Landlord acknowledges that during and after the Inspection Period Tenant intends, among other things, to seek approval from all applicable governmental and regulatory authorities of Tenant's proposed use of the Premises and improvements thereto. Both during and after the Inspection Period, Landlord agrees to reasonably cooperate with Tenant, at Tenant's expense and at no expense to the Landlord, in obtaining such approvals including, without limitation, executing and delivering submittals to applicable governmental authorities zoning requests, and the granting of easements to public utility companies and the general public for the provision of utilities to the Premises. The date upon which Tenant obtains all such approvals, and the same are final and non-appealable, is herein called the "**Final Approval Date**". Tenant's failure to timely terminate this Lease within the Inspection Period shall be deemed a waiver of Tenant's right to terminate this Lease pursuant to this paragraph.

2.4.2 Tenant shall have the right at any time during the First Extended Term, the Second Extended Term or the Third Extended Term to terminate this Lease and Tenant's occupancy of the Premises by delivering written notice (a "**Tenant Early Termination Notice**") of early termination to Landlord. In the event Tenant delivers a Tenant Early Termination Notice, this Lease shall terminate on that date which is ninety (90) days following the delivery of such Tenant Early Termination Notice.

3. **Rent.**

3.1 **Base Rent.** Tenant shall pay to Landlord as monthly base rent ("**Base Rent**") for the Premises, in advance on the Commencement Date and on the first (1st) day of each and every calendar month of the Term thereafter, without deduction, set-off, prior notice or demand in a lawful currency of the United States of America, the Base Rent as described in this Lease. The Base Rent commencing as of the Commencement Date shall be the sum of \$2,875.00 per month. This Base Rent will be adjusted at the beginning of each of the First Extended Term, Second Extended Term and Third Extended Term by an amount equal to the lesser of (x) ten percent (10%) and (y) a percentage equal to the percentage change in the Consumer Price Index ("CPI") for the Los Angeles-Riverside-Orange County area, as determined by the United States Department of Labor, Bureau of Labor Statistics for the most recently available twelve (12) month period preceding the commencement of the First Extended Term, Second Extended Term and Third Extended Term, as compared to the CPI for the month in which this Lease is executed ("Extended Term Rent"). References to Base Rent in this Lease shall apply to Extended Term Rent during any Extended Term.

3.2 **Late Charge.** Tenant acknowledges that late payment by Tenant to Landlord of any Base Rent shall cause Landlord to incur costs not contemplated by this Lease, the exact amount of such cost being extremely difficult and impracticable to ascertain. Such costs include, without limitation, processing and accounting charges and late charges that may be imposed on Landlord by the terms of any encumbrance or note secured by the Premises. Therefore, if any Base Rent is not received by Landlord within five (5) business days of its due date, Tenant shall pay to Landlord a late charge equal to ten percent (10%) of the amount of the overdue payment. Landlord and Tenant hereby agree that such late charge represents a fair and reasonable estimate of the costs that Landlord will incur by reason of any such late payment and that the late charge is in addition to any and all remedies available to the Landlord and that the assessment and/or collection of the late charge shall not be deemed a waiver of any other default.

3.3 **Proration.** If the Term begins or ends on a day other than the first or last day of a calendar month, the Base Rent payable for such calendar month of the Term shall be prorated on the basis which the number of days of the Term in the calendar month bears to the total number of days in such month. The term "**Rent**" as used in this Lease shall refer to Base Rent, prepaid rent, if any, real property taxes, insurance costs, repairs and maintenance costs, utilities, late charges and other similar charges payable by Tenant pursuant to this Lease, either directly to Landlord or otherwise.

4. **Taxes.**

4.1 **Personal Property Taxes.** Tenant shall pay prior to delinquency all taxes assessed during the Term against and levied upon Tenant owned leasehold improvements, trade fixtures, furnishings, equipment and all personal property of Tenant contained in the Premises or elsewhere.

4.2 **Real Property Taxes.** Tenant shall pay prior to delinquency all Real Property Taxes (as defined below) which accrue in connection with the Premises during the Term of this Lease. Upon request, Tenant shall furnish Landlord with satisfactory evidence that all Real

Property Taxes are paid and current. Real Property Taxes for the year in which the Term commences and the year in which this Lease terminates shall be prorated between Landlord and Tenant based upon the number of days of the Term in the year bears to 365. If Tenant shall fail to pay any Real Property Taxes required by this Lease to be paid by Tenant, Landlord shall have the right to pay the same upon ten (10) days written notice to Tenant, and Tenant shall reimburse Landlord therefor, including any interest and penalties, upon demand.

As used herein, the term "**Real Property Taxes**" shall include any form of real estate tax, any general, special, ordinary or extraordinary assessment, any improvement bond, levy or similar tax (or any other fee, charge, or excise which may be imposed as a substitute for any of the foregoing) imposed upon the Premises during the Term by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district, levied against any legal or equitable interest of Landlord in the Premises. Real Property Taxes shall not include estate, income or inheritance taxes levied against Landlord or its heirs or successors. Real Property taxes shall also not include increases in taxes due to increases in appraised or assessed value of the Premises following the sale thereof by Landlord to any person or entity controlled by, controlling, or under common control with Landlord (for purposes of this sentence, the term "sale" shall not include any transfer as a result of death). With respect to any taxes that may be paid in installments, only the amount of installments attributable to periods of time within the term hereof shall be included in the term "taxes" for the purposes hereof. Tenant shall have the right to contest such taxes by appropriate proceedings conducted diligently by Tenant, but Tenant shall be responsible for all costs and expenses associated therewith and all interest and penalties imposed as a result of the delay in payment of the taxes associated with such contest.

5. **Uses.**

5.1 **Authorized.** The Premises shall be used by Tenant for the storage, display, sale and lease of new and used vehicles, and all uses incidental and related thereto, and no other use without Landlord's prior written consent which shall not be unreasonably withheld. Tenant shall have no right to access the Premises from any of the Landlord's property.

5.2 **Compliance with Laws.** Tenant shall not do anything in or on the Premises which will in any way conflict with any law, statute, ordinance or other governmental rule, regulation or requirement applicable to the Premises during the Term, or cause or create any nuisance. Tenant shall, at its sole cost and expense, promptly comply with each and all of said governmental measures existing now or in the future.

6. **Hazardous Materials.**

6.1 **Permitted Use.** Landlord acknowledges that the use of the Premises contemplated by Section 5 above necessarily requires that Tenant have and maintain certain petroleum-based and other substances on the Premises during the Term which constitute Hazardous Materials. At all times, Tenant shall store, handle and otherwise maintain all Hazardous Materials kept on the Premises in full compliance with all applicable laws and regulations, and Tenant shall take every commercially reasonable caution in connection with the presence and handling of Hazardous Materials on the Premises.

**6.2 Indemnification of Landlord.** Tenant shall defend, indemnify and hold Landlord harmless from and against any and all claims, demands, liabilities, responsibilities, losses, damages, penalties, fines and/or costs (including reasonable attorney's and consultant fees) made against or incurred by Landlord arising from or relating to the release of Hazardous Materials in, on or under the Premises, or any neighboring property, resulting from Tenant's use or storage of Hazardous Materials at the Premises. Tenant's indemnification obligations created by this section shall include, without limitation, all costs of (i) site investigation and testing, (ii) clean-up, remediation, removal or restoration work, and (iii) all monitoring activities which are required by any federal, state or local governmental agency with jurisdiction over the matter as a result of use or storage of Hazardous Materials at the Premises by Tenant.

**6.3 Hazardous Materials Defined.** As used herein, the term "**Hazardous Materials**" means any hazardous or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the State of California or the United States Government. The term "hazardous material" includes, without limitation, any material or substance which is (i) defined as a "hazardous waste," "extremely hazardous waste" or "restricted hazardous waste" under Section 25115, 25117 or 25122.7, or listed pursuant to Section 25140, of the California Health and Safety Code, Division 20, Chapter 6.5 (Hazardous Waste Control Law), (ii) defined as a "hazardous substance" under Section 25316 of the California Health and Safety Code, Division 20, Chapter 6.8 (Carpenter-Presley-Tanner Hazardous Substance Account Act), (iii) defined as a "hazardous material," "hazardous substance," or "hazardous waste" under Section 25501 of the California Health and Safety Code, Division 20, Chapter 6.95 (Hazardous Materials Release Response Plans and Inventory), (iv) defined as a "hazardous substance" under Section 25281 of the California Health and Safety Code, Division 20, Chapter 6.7 (Under Storage of Hazardous Substances), (v) petroleum, (vi) friable asbestos not in compliance with applicable laws or regulations, (vii) listed under Article 9 or defined as hazardous or extremely hazardous pursuant to Article 11 of Title 22 of the California Administrative Code, Division 4, Chapter 20, (viii) designated as a "hazardous substance" pursuant to Section 311 of the Federal Water Pollution Control Act (33 U.S.C. Section 1317), (ix) defined as a "hazardous waste" pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 et seq. (42 U.S.C. Section 6903), or (x) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601 et seq. (42 U.S.C. Section 9601).

**7. Services and Utilities.** Tenant shall pay prior to delinquency all charges for water, gas, heat, light, power, telephone, sewage, air conditioning and ventilating, scavenger, janitorial, landscaping, and all other materials and utilities supplied to the Premises during the Term. Landlord shall not be liable, and Tenant shall not be entitled to any abatement of Rent (including without limitation, Base Rent) for the reduction, interruption or suspension of any utility service to the Premises unless caused by the negligent act or omission of Landlord or its agents. No such interruption, reduction or suspension of utilities shall constitute an eviction of Tenant from the Premises. Tenant acknowledges that it shall not have access to utility connections located on Landlord's property.

## 8. Alterations.

8.1 **Tenant Improvements.** Tenant shall obtain Landlord's written consent prior to performing any alteration, addition or improvement on or to the Premises; provided, however, that Landlord hereby consents to the following (the "**Tenant's Initial Improvements**") as specifically described in *Exhibit A-1* attached hereto and incorporated by this reference: All costs of design, permitting, construction and installation of the Tenant Initial Improvements and the Additional Work (defined below) which are incurred by Tenant are herein called the "**Improvements Costs**". In the event Landlord's consent is required, such consent shall not be unreasonably withheld or delayed. In all events, Tenant shall provide to Landlord a written description of any alterations (other than alterations involving expenditure of less than \$10,000). In the event a request for consent is made under this paragraph, Landlord shall respond to the same within thirty (30) days following receipt of such request. To constitute a notice of disapproval the notice must set forth the reasons therefor with specificity and the modifications which would result in Landlord's approval. All alterations, additions and improvements shall be constructed in a good and workmanlike manner by licensed contractors and in compliance with all applicable laws, regulations, zoning ordinances and building codes (Landlord hereby agrees, to the extent reasonable, to cooperate with Tenant in the submittal of documents and materials necessary to obtain such approvals, so long as such actions are at no cost to Landlord). Except as provided above with regard to payment of the Unamortized Amount, all alterations, additions and improvements constructed in or on the Premises by Tenant shall remain on the Premises without compensation of any kind to Tenant upon expiration of the Term. Tenant shall not be required to remove any of the alterations, additions or improvements made to the Premises during the Term. Tenant shall maintain insurance as required by Section 11.2 covering any improvements, alterations or additions to the Premises made by Tenant under the provisions of this Section, it being understood and agreed that none of such improvements shall be insured by Landlord.

8.2 **Landlord's Adjacent Property.** Tenant agrees that, in addition to the Initial Improvements, Tenant will install certain landscaping upon and make other improvements to certain land owned by Landlord (the "**Landlord's Adjacent Property**") and lying adjacent to the Premises and being shown or described on *Exhibit A-2* attached hereto, such landscaping and other improvements being described on *Exhibit A-3* attached hereto (the "**Additional Work**"). Tenant agrees to perform the Additional Work at Tenant's sole cost and expense. Landlord hereby grants to Tenant the right to enter the Landlord's Adjacent Property to complete the Additional Work and maintain the Additional Work at Tenant's sole cost and expense; provided that Landlord is not required to retain the Additional Work and may use the Landlord's Adjacent Property for any purpose. The indemnity provisions found in Sections 6.2 and 10 of this Lease shall apply to Tenant's use of and access to the Landlord's Adjacent Property.

8.3 **Liens.** Tenant shall keep the Premises free from (or promptly bond over or around) any liens arising out of work performed, materials furnished, or obligations incurred by Tenant and shall indemnify, hold harmless and defend Landlord from any liens and encumbrances arising out of any work performed or materials furnished by or at the direction of Tenant. Landlord shall have the right to post and keep posted on the Premises any notices permitted or required by law, or which Landlord shall deem proper, for the protection of



Landlord and the Premises, and any other party having an interest therein, from mechanics' and materialmen's liens. Tenant shall give Landlord written notice at least twenty (20) days prior to the expected date of commencement of any work done or materials delivered to the Premises for the purpose of posting notices.

**9. Maintenance and Repairs.**

**9.1 Tenant's Obligations.**

9.1.1 Tenant shall, at all times during the Term and at Tenant's sole cost and expense, keep the Premises (and any improvements constructed thereon during the Term) and every part thereof, in good order, condition and repair, ordinary wear and tear and casualty as described in Section 19 (and damage resulting from condemnation) excepted. Tenant shall exercise and perform good maintenance practices. Tenant's obligations shall include restorations, replacements or renewals when necessary to keep the Premises and all improvements thereon or a part thereof in as good order, condition and state of repair, as exists on the Commencement Date, subject to the provisions of Sections 18 and 19 below.

9.1.2 Upon the expiration or earlier termination of this Lease, Tenant shall surrender the Premises in the same condition as delivered on the Commencement Date, subject to permitted alterations, additions and improvements, and ordinary wear and tear and casualty and condemnation damage.

**9.2 Landlord's Obligations.** Landlord shall have no obligation of any kind whatsoever to repair or maintain the Premises or any equipment therein, whether structural or non-structural, all of which obligations are intended to be that of Tenant. It is the intention of the parties that the terms of this Lease govern the respective obligations of the parties as to the maintenance and repair of the Premises. Tenant expressly waives the benefits of any statute now or hereafter in effect which would otherwise afford the Tenant the right to make repairs at Landlord's expense or to terminate this Lease because of Landlord's failure to keep the Premises in good order, condition and repair.

**9.3 Compliance with Law.** Tenant shall do all acts required to comply with all present and future applicable laws, ordinances, regulations and rules of any public authority relating to its maintenance obligations as set forth herein.

**10. Indemnity.**

**10.1 Tenant's Obligations.** Tenant shall defend, indemnify and hold Landlord harmless from and against any and all claims, demands, liabilities, responsibilities, losses, damages, penalties, fees, expenses and costs (including attorney's fees) of any kind and nature whatsoever made against or incurred by Landlord arising from or related to (i) Tenant's use and occupancy of the Premises, (ii) any personal injury or property damage occurring at the Premises during the Term, or (iii) the negligence or willful misconduct of Tenant. In the event any action or proceeding is brought against Landlord which falls within the scope of this section, Tenant, upon written notice from Landlord, shall defend Landlord in such action at Tenant's expense by counsel reasonably satisfactory to Landlord. For purposes of this Section 10, "Tenant" shall include all of the employees, agents, officers and directors of Tenant.

10.1.1 Tenant, on behalf of itself and any and all successors-in-interest to all or a portion of the Premises hereby waives, releases and discharges the Landlord from, and covenants not to sue the Landlord for, any and all damages, which may be related to flooding, runoff or drainage flowing from the Landlord's property, except to the extent that such is caused by the sole negligence or willful misconduct of the Landlord.

**10.2 Landlord's Obligations.** Landlord shall defend, indemnify and hold Tenant harmless from and against any and all claims, demands, liabilities, responsibilities, losses, damages, penalties, fees, expenses and costs (including attorney's fees) of any kind and nature whatsoever made against or incurred by Tenant arising from or related to the negligence or willful misconduct of Landlord. In the event any action or proceeding is brought against Tenant which falls within the scope of this section, Landlord, upon written notice from Tenant, shall defend Tenant in such action at Landlord's expense by counsel reasonably satisfactory to Tenant. For purposes of this Section 10, "Landlord" shall include all of the employees, agents, and officers of Landlord.

## **11. Insurance.**

**11.1 General.** All insurance required to be carried by Tenant hereunder shall be issued by responsible insurance companies reasonably acceptable to Landlord. All policies of insurance provided for in this Lease shall be issued by insurance companies licensed to do business in the State of California, with general policy holder's rating of not less than "A-" and a financial rating of not less than "Class VII" as rated in the most current available "Best's Insurance Reports." Each policy shall name Landlord as an additional insured, as their respective interests may appear, and a duplicate original of all policies or certificates evidencing the existence and amounts of such insurance shall be delivered to Landlord prior to the Tenant occupying the Premises. Such insurance documents shall automatically be provided to Landlord at the time of any policy change or renewal. All policies of insurance delivered to Landlord shall contain a provision that the company writing said policy will give Landlord thirty (30) days written notice in advance of any cancellation or lapse of such insurance. All public liability policies shall be written as primary policies, not contributing with, and not in excess of coverage which Landlord may carry. Tenant shall furnish Landlord with renewals or "binders" of any such policy at least thirty (30) days prior to the expiration thereof. If Tenant does not procure and maintain such insurance, Landlord may (but shall not be required to) obtain such insurance on Tenant's behalf and charge Tenant the premiums therefor which shall be payable upon demand, and no such action by Landlord shall constitute a waiver of Tenant's default hereunder. Tenant may carry such insurance under a blanket policy, provided such blanket policy expressly affords the coverage required by this Lease by a landlord's protective liability endorsement or otherwise.

**11.2 Property Insurance.** Tenant shall obtain and keep in force during the Term a policy of insurance in the name of Landlord and Tenant, with loss payable to Landlord insuring loss or damage to the Premises (but subject to the provisions of the second paragraph of this Section 11.2). The amount of such insurance shall be equal to the full replacement cost of the improvements on the Premises as the same shall exist from time to time, but in no event more than the commercially reasonable and available insurable value thereof. The insurance required by this section shall, in addition, include coverage for any additional costs resulting from debris removal and reasonable amounts of coverage for the enforcement of any ordinance or law

regulating the reconstruction or replacement of any undamaged sections of the Premises required to be demolished, and shall also contain an agreed valuation provision in lieu of any coinsurance clause, waiver of subrogation and inflation guard protection causing an increase in the annual property insurance coverage amount by a factor of not less than the adjusted U.S. Department of Labor Consumer Price Index for All Urban Consumers for the city nearest to where the Premises are located. If such insurance coverage has a deductible clause, then Tenant shall be liable for such deductible amount provided that with respect to earthquake coverage, if applicable, Tenant shall not be liable for a deductible amount in excess of \$20,000.00

Notwithstanding any provision of this Lease to the contrary, (a) all insurance proceeds attributable to damage or destruction of any of Tenant's equipment, machinery or other personal property, or payable in respect to interruption of Tenant's business, shall be the sole and exclusive property of, and shall be paid solely to, Tenant, and (b) all insurance proceeds payable in respect to damage to any of the buildings or other improvements located on the Premises shall be provided to Tenant to pay the costs of repair or restoration if this Lease is not terminated pursuant to Section 19 below, otherwise the same shall be paid to Landlord.

**11.3 Liability Insurance.** Tenant shall obtain and keep in force during the Term of this Lease a commercial general liability policy of insurance protecting Tenant and Landlord (as an additional insured) against claims for bodily injury, personal injury and property damage based upon, involving or arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than Two Million Dollars (\$2,000,000) per occurrence with an "Additional Insured-Managers or Landlords of Premises" endorsement and contain an "Amendment of the Pollution Exclusion" for damage caused by heat, smoke or fumes from a hostile fire. The policy shall not contain any intra-insured exclusions as between insured persons or organizations. All insurance to be carried by Tenant shall be primary to and not contributory with any similar insurance carried by Landlord, whose insurance shall be considered excess insurance only.

## **12. Assignment and Subletting.**

**12.1 Assignment to Affiliate.** Tenant shall have the right to assign its interest in this Lease, or sublet any portion of the Premises, to any person or entity, without the prior consent of Landlord, provided that (a) such person or entity is controlled by, under common control with, or controlling Tenant, or (b) such person or entity (or affiliates of such person or entity) purchases (or is purchasing concurrent with such assignment or sublease) all, or substantially all, of the Lexus automotive dealership owned or operated by Tenant (or its affiliate), or (c) in connection with the grant of a deed of trust lien against the leasehold estate of Tenant under this Lease (and the foreclosure thereof or conveyance in lieu thereof). If Tenant grants a lien upon its leasehold estate to an unaffiliated third party, Landlord will, at the request of Tenant, enter into documentation with such mortgagee whereby Landlord agrees to provide such mortgagee notice of defaults by Tenant under this Lease (and a reasonable opportunity to cure the same) before exercising any of Landlord's remedies under this Lease.

**12.2 Assignment to Third Parties.** Except as provided in Section 12.1 above, Tenant shall not assign or encumber its interest in this Lease or the Premises without first obtaining Landlord's written consent, which consent shall not be unreasonably withheld but may be

conditioned. Landlord shall give written notice of its consent or its determination not to consent within thirty (30) days following written request for such consent given by Tenant to Landlord. Any assignment or encumbrance without Landlord's prior written consent shall be voidable and at Landlord's election shall constitute a material default of this Lease.

**12.3 No Release of Tenant.** Notwithstanding any assignment or subletting of any interest in this Lease or the Premises by Tenant under subclause (a) of Section 12.1, unless Landlord otherwise consents in writing, Tenant shall continue to be liable for the full performance of all Tenant obligations set forth in the Lease. Tenant shall, however, be released herefrom upon an assignment under subclause (b) of Section 12.1 provided that the purchaser of such dealership (or its affiliate) assumes all obligations of Tenant arising under this Lease from and after the date of such assignment.

**13. Sale of Premises.** Each conveyance by Landlord or its successor in interest of Landlord's interest in the Premises prior to the expiration or termination of this Lease shall be subject to this Lease and shall relieve the grantor of all further liability or obligations as Landlord, except for such liability or obligations accruing prior to the date of such conveyance. Tenant agrees to attorn to Landlord's successors in interest, whether such interest is acquired by sale, transfer, foreclosure, deed in lieu of foreclosure or otherwise.

**14. Entry by Landlord.** Landlord and its authorized representatives shall have the right to enter the Premises during business hours and after reasonable notice (except in the event of an emergency in which case entry may be at any time and with such prior notice to Tenant as is reasonable under the circumstances): (a) to inspect the Premises; (b) to supply any service provided to Tenant hereunder; (c) to show the Premises to prospective lenders, purchasers, or broker and agents in connection with a sale of the property; (d) to show the Premises to prospective tenants or brokers and agents in connection with a leasing of the Premises, but only during the last twelve (12) months of the Term; (e) to post notices of non-responsibility; and (f) to remedy any default of Tenant (after notice and failure of Tenant to cure the same within the applicable curative period set forth in this Lease).

**15. Insolvency or Bankruptcy.**

**15.1 Acts of Default.** Without limitation, the following events shall constitute a default under this Lease: (a) if Tenant shall admit in writing its inability to pay its debts as they mature; (b) if Tenant shall make an assignment for the benefit of creditors or take any other similar action for the protection or benefit of creditors; (c) if Tenant shall give notice to any governmental body of insolvency or pending insolvency, or suspension or pending suspension of operations; (d) if Tenant shall file a voluntary petition in bankruptcy or shall be adjudicated a bankrupt or insolvent; (e) if Tenant shall file any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or other similar relief for itself under any present or future applicable federal, state or other statute or law relative to bankruptcy, insolvency or other relief for debtors; (f) if a court of competent jurisdiction shall enter an order, judgment or decree approving a petition filed against Tenant seeking any relief described in the preceding clause (e), and (i) Tenant acquiesces in the entry of such order, judgment or decree (the term "**acquiesce**" as used in this Section shall include, without limitation, Tenant's failure to file a petition or motion to vacate or discharge any order, judgment or decree within sixty (60) days after entry of such order, judgment or decree), or (ii) such order, judgment or decree shall

remain unvacated and unstayed for an aggregate of sixty (60) days, whether or not consecutive, from the date of entry thereof; (g) if Tenant shall seek or consent to or acquiesce in the appointment of any trustee, receiver, conservator or liquidator of Tenant of all or any substantial part of Tenant's properties or its interest in the Premises; (h) if any trustee, receiver, conservator or liquidator of Tenant or of all or any substantial part of its property or its interest in the Premises shall be appointed without the consent or acquiescence of Tenant and such appointment shall remain unvacated and unstayed for an aggregate of sixty (60) days, whether or not consecutive; or (i) if this Lease or any estate of Tenant hereunder shall be levied upon under any attachment or execution and such attachment or execution shall remain unvacated and unstayed for an aggregate of sixty (60) days, whether or not consecutive. Notwithstanding the foregoing, the above described events shall not constitute a default under this Lease where Tenant has assigned the Premises as permitted in this Lease, such assignee has assumed this Lease, and such assignee is not otherwise in default hereunder.

**15.2 Rights and Obligations under the Bankruptcy Code.** Upon the filing of a petition by or against Tenant under the United States Bankruptcy Code, Tenant, as debtor in possession, and any trustee who may be appointed agree as follows: (a) to perform each and every obligation of Tenant under this Lease until such time as this Lease is either rejected or assumed by order of the United States Bankruptcy Court; (b) to pay monthly in advance on the first day of each month as reasonable compensation for use and occupancy of the Premises the sum required under Section 4, and all other charges otherwise due pursuant to this Lease; (c) to reject or assume this Lease within sixty (60) days of the filing of such petition; (d) to give Landlord at least forty-five (45) days prior written notice of any abandonment of the Premises, any such abandonment to be deemed a rejection of this Lease; (e) to do all other things of benefit to Landlord otherwise required under the Bankruptcy Code; (f) to be deemed to have rejected this Lease in the event of the failure to comply with any of the above; and (g) to have consented to the entry of an order by an appropriate United States Bankruptcy Court providing all of the above, waiving notice and hearing of the entry of same.

## **16. Default by Tenant.**

**16.1 Acts Constituting Defaults.** In addition to the events specified as a default under Section 16.1 or elsewhere in this Lease, the material failure of Tenant to perform each and every material covenant made under this Lease, including any abandonment of the Premises by Tenant, shall constitute a default hereunder (each, a **"Default"**). However, Landlord shall not commence any action to terminate Tenant's right of possession (or exercise any other right or remedy) as a consequence of a Default until any period of grace with respect thereto has elapsed; provided, such period of grace shall be in lieu of and not in addition to the period during which Tenant may cure such Default following the delivery of notice pursuant to California Code of Civil Procedure Section 1161.

**16.1.1** Tenant shall have a period of five (5) business days from the date of written notice from Landlord to Tenant within which to cure any default in the payment of Base Rent.

**16.1.2** Tenant shall have a period of ten (10) days from the date of written notice from Landlord to Tenant (which notice shall specifically state the nature of the asserted

default) within which to cure any default in the payment of any monetary obligation of Tenant pursuant to this Lease other than the payment of Base Rent.

16.1.3 Tenant shall have a period of thirty (30) days from the date of written notice from Landlord to Tenant (which notice shall specifically state the nature of the asserted default) within which to cure any nonmonetary default under this Lease; provided, however, that with respect to any default which cannot reasonably be cured within thirty (30) days, the default shall not be deemed to be uncured if Tenant commences to cure within thirty (30) days from Landlord's notice and thereafter prosecutes diligently and continuously to completion all acts required to cure the default.

16.2 **Landlord's Remedies.** If Tenant fails to cure a default within the time allowed, Landlord shall have the following rights and remedies in addition to any other rights and remedies available to Landlord at law or in equity.

16.2.1 Landlord may, pursuant to Civil Code § 1951.4, continue this Lease in full force and effect, and this Lease will continue in effect so long as Landlord does not terminate Tenant's right to possession, and Landlord shall have the right to collect Rent (including, without limitation, Base Rent) as it becomes due. During the period Tenant is in default, Landlord can enter the Premises and relet the Premises, or any part of the Premises, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in reletting the Premises, including without limitation, brokers' commissions, expenses of remodeling the Premises required by the reletting, and like costs. Reletting can be for a period shorter or longer than the remaining Term of this Lease. Tenant shall pay to Landlord the Rent due under this Lease on the dates the Rent is due, less the rental amounts Landlord receives from any reletting. No act by Landlord allowed by this section shall terminate this Lease unless Landlord notifies Tenant in writing that Landlord elects to terminate this Lease. After Tenant's default and for so long as Landlord does not terminate Tenant's right to possession of the Premises, if Tenant obtains Landlord's consent, Tenant shall have the right to assign or sublet its interest in this Lease, but Tenant shall not be released from liability. Landlord's consent to such a proposed assignment or subletting shall not be unreasonably withheld. If Landlord elects to relet the Premises as provided in this section, any rental amounts that Landlord receives from reletting shall be applied to the payment of: first, any indebtedness from Tenant to Landlord other than Rent due from Tenant; second, all costs, including for maintenance incurred by Landlord in reletting; and third, Rent due and unpaid under this Lease. After deducting the payments referred to in this section, any sum remaining from the rental amounts Landlord receives from reletting shall be held by Landlord and applied in payment of future Rent as Rent becomes due under this Lease. In no event shall Tenant be entitled to any excess rental received by Landlord. If, on the date Rent is due under this Lease, the rent received from the reletting is less than the Rent due on that date, Tenant shall pay to Landlord, in addition to the remaining Rent due, all costs including for maintenance Landlord incurred in reletting that remain after applying the rent received from the reletting as provided in this section.

16.2.2 Landlord may, pursuant to Civil Code § 1951.2, terminate Tenant's right to possession of the Premises at any time. No act by Landlord other than giving express written notice thereof to Tenant shall terminate this Lease. Acts of maintenance, efforts to relet the Premises, or the appointment of a receiver on Landlord's initiative to protect Landlord's interest under this Lease shall not constitute a termination of Tenant's right to possession. Upon

termination of Tenant's right to possession, Landlord has the right to recover from Tenant: (1) the Worth of the unpaid Rent that had been earned at the time of termination of Tenant's right to possession; (2) the Worth of the amount by which the unpaid Rent that would have been earned after the date of termination until the time of award exceeds the amount of the loss of Rent that Tenant proves could have been reasonably avoided; (3) the Worth of the amount of the unpaid Rent that would have been earned after the award throughout the remaining Term of the Lease to the extent such unpaid Rent exceeds the amount of the loss of Rent that Tenant proves could have been reasonably avoided; and (4) any other amount, including but not limited to, expenses incurred to relet the Premises, court costs, attorneys' fees and collection costs necessary to compensate Landlord for all detriment caused by Tenant's default. The "Worth", as used above in (1) and (2) in this subsection is to be computed by allowing interest at the lesser of ten percent (10%) per annum or the maximum legal interest rate permitted by law. The "Worth", as used above in (3) in this subsection is to be computed by discounting the amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of the award, plus one percent (1%).

**16.3 Landlord's Right to Cure Default.** All covenants and agreements to be performed by Tenant under the terms of this Lease shall be performed by Tenant at Tenant's sole cost and expense and without any reduction of Rent. If Tenant shall be in default of its obligations under this Lease to pay any money other than rental or to perform any other act hereunder, and if such default is not cured within the applicable grace period (if any) provided in this Section 16, Landlord may, but shall not be obligated to, make any such payment or perform any such act on Tenant's part without waiving its rights based upon any default of Tenant and without releasing Tenant from any of its obligations. All sums so paid and all costs incurred by Landlord shall be paid to Landlord on demand.

**17. Default by Landlord.** Landlord shall not be deemed to be in default in the performance of any obligation under this Lease unless and until it has failed to perform such obligation within thirty (30) days after receipt of written notice by Tenant to Landlord specifying such failure; provided, however, that if the nature of Landlord's default is such that more than thirty (30) days are required for its cure, then Landlord shall not be deemed to be in default if Landlord meaningfully commences such cure within the thirty (30) day period and thereafter diligently prosecutes such cure to completion.

**18. Damage and Destruction.**

**18.1 Damage - Insured.** In the event that the Premises is damaged by fire or other casualty which is covered under insurance pursuant to the provisions of Section 11 above, Tenant shall restore such damage to the extent of insurance proceeds from insurance Tenant is required to maintain under this Lease. The deductible amount of any insurance coverage shall be paid by Tenant except in the case of flood or earthquake and in such case the deductible amount shall be paid by Landlord. If such conditions apply so as to require Tenant to restore such damage pursuant to this Section, this Lease shall continue in full force and effect, unless otherwise agreed to in writing by Landlord and Tenant. Tenant shall be entitled to a proportionate reduction of Rent at all times during which Tenant's use of the Premises is interrupted, such proportionate reduction to be based on the extent to which Landlord receives insurance proceeds from the rental interruption insurance policy to be maintained by Tenant pursuant to this Lease. Tenant's right to a reduction of Rent hereunder shall be Tenant's sole and exclusive remedy in connection with any such damage.

**18.2 Damage - Uninsured.** In the event that the Premises is damaged by a fire or other casualty and Tenant is not required to restore such damage in accordance with the provisions of Section 18.1 immediately above, Tenant shall have the option to either (i) repair or restore such damage, with the Lease continuing in full force and effect, but Rent to be proportionately abated as provided in Section 18.1 above; or (ii) give notice to Landlord at any time within ninety (90) days after the occurrence of such damage terminating this Lease as of a date to be specified in such notice which date shall not be less than thirty (30) nor more than ninety (90) days after the date on which such notice of termination is given. In the event of the giving of such notice of termination, this Lease shall expire and all interest of Tenant in the Premises shall terminate on the date so specified in such notice and the Rent, reduced by any proportionate reduction in Rent as provided for in Section 19.1 above, shall be paid to the date of such termination.

**18.3 End of Term Casualty.** Notwithstanding the provisions of Sections 18.1 and 18.2 above, Tenant may terminate this Lease if the Premises is damaged by fire or other casualty occurring during the last twelve (12) months of the Term of this Lease (or either of the Extended Terms, if applicable). Such notice shall specify the date of such termination which date shall not be less than thirty (30) nor more than ninety (90) days following the date on which such notice of termination is given. In the event of the giving of such notice of termination, this Lease shall expire and all interest of Tenant in the Premises shall terminate on the date so specified in such notice and the Rent shall be paid to the date of such termination.

**18.4 Restoration.** Tenant agrees that, in any case in which Tenant is required to, or otherwise agrees to restore the Premises, that Tenant shall proceed with due diligence to make all appropriate claims and applications for the proceeds of insurance and to apply for and obtain all permits necessary for the restoration of the Premises. Tenant shall restore the Premises to the condition existing prior to the date of the damage if permitted by applicable law. Tenant shall not be required to restore alterations made by Tenant, Tenant's improvements, Tenant's trade fixtures, and Tenant's personal property.

**18.5 Waiver.** Tenant waives the provisions of Civil Code §1932(2) and Civil Code §1933(4) with respect to any destruction of the Premises.

**19. Condemnation.**

**19.1 Definitions.** The following definitions shall apply: (1) "**Condemnation**" means (a) the exercise of any governmental power of eminent domain, whether by legal proceedings or otherwise by condemnor, or (b) the voluntary sale or transfer by Landlord to any condemnor either under threat of condemnation or while legal proceedings for condemnation are proceeding; (2) "**Date of Taking**" means the date the condemnor has right to possession of the property being condemned; (3) "**Award**" means all compensation, sums or anything of value awarded, paid or received on a total or partial condemnation; and (4) "**Condemnor**" means any public or quasi-public authority, or private corporation or individual, having power of condemnation.

**19.2 Obligations to be Governed by Lease.** If during the Term of the Lease there is any Condemnation of all or any part of the Premises, the rights and obligations of the parties shall be determined strictly pursuant to this Lease. Each party waives the provisions of Code of



Civil Procedure §1265.130 allowing either party to petition the Superior Court to terminate this Lease in the event of a partial Condemnation of the Premises.

**19.3 Total or Partial Taking.** If the Premises are totally taken by Condemnation, this Lease shall terminate on the Date of Taking. If any portion of the Premises is taken by Condemnation, this Lease shall remain in effect, except that Tenant can elect to terminate this Lease if the remaining portion of the Premises is rendered unsuitable for Tenant's continued use of the Premises. If Tenant elects to terminate this Lease, Tenant must exercise its right to terminate by giving notice to Landlord within ninety (90) days after the nature and extent of the Condemnation have been finally determined. If Tenant elects to terminate this Lease, Tenant shall also notify Landlord of the date of termination, which date shall not be earlier than thirty (30) days nor later than ninety (90) days after Tenant has notified Landlord of its election to terminate; except that this Lease shall terminate on the Date of Taking if the Date of Taking falls on a date before the date of termination as designated by Tenant. If any portion of the Premises is taken by Condemnation and this Lease remains in full force and effect, on the Date of Taking the Base Rent shall be reduced by an amount in the same ratio as the total number of square feet in the Premises taken bears to the total number of square feet in the Premises immediately before the Date of Taking. Any Award for the taking of all or any part of the Premises under the power of eminent domain or any payment made under threat of the exercise of such power shall be the property of Landlord, whether such Award shall be made as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance damages; provided, however, that Tenant shall be entitled to any compensation separately awarded to Tenant for Tenant's relocation expenses and/or loss of Tenant's trade fixtures, and for interruption to Tenant's business (Tenant's rights to such compensation shall expressly survive the termination of this Lease).

**20. Holding Over.** Any holding over after the expiration of the Term shall be a tenancy from month to month. The terms, covenants and conditions of such tenancy shall be the same as provided herein, except that the Base Rent shall be one hundred twenty-five percent (125%) of the Base Rent in effect immediately prior to the commencement of such holding over. Acceptance by Landlord of Rent after such expiration shall not result in any other tenancy or any renewal of the Term of this Lease, and the provisions of this section are in addition to and do not affect Landlord's right of reentry or other rights provided under this Lease or by applicable law.

**21. Estoppel Certificates.** Within thirty (30) days following any written request which Landlord and Tenant may make from time to time, Tenant or Landlord, without any charge therefor, shall execute, acknowledge and deliver to the other a statement certifying: (a) the Commencement Date of this Lease; (b) the fact that this Lease is unmodified and in full force and effect (or, if there have been modifications hereto, that this Lease is in full force and effect, as modified, and stating the date and nature of such modifications); (c) the date to which the Base Rent and other sums payable under this Lease have been paid; (d) the fact that there are no current defaults under this Lease by either Landlord or Tenant except as specified in the statement; and (e) such other reasonable matters requested by Landlord or Tenant. Landlord and Tenant intend that any statement delivered pursuant to this Section may be relied upon by a mortgagee, beneficiary, purchaser or prospective purchaser of the Premises or any interest therein, or any financial institution, investment banker, underwriter or the counsel of each of the foregoing, providing credit or seeking capital for Tenant or Landlord. The failure of Landlord or Tenant to deliver any such statement within said thirty (30) day period shall constitute a material

default, and the defaulting party shall indemnify and hold the other party harmless from and against any and all liability, loss, cost, damage and expense which such party may sustain or incur as a result of or in connection with the defaulting party's failure or delay in delivering such statement.

22. **Waiver.** If either Landlord or Tenant waives the performance of any term, covenant or condition contained in this Lease, such waiver shall not be deemed to be a waiver of the term, covenant or condition itself or a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein. Furthermore, the acceptance of rent by Landlord shall not constitute a waiver of any preceding breach by Tenant of any term, covenant or condition of this Lease, regardless of Landlord's knowledge of such preceding breach at the time Landlord accepts such rent. Failure by either Landlord or Tenant to enforce any of the terms, covenants or conditions of this Lease for any length of time shall not be deemed to waive or to decrease the right to insist thereafter upon strict performance by the nonperforming party. Waiver by either party to this Lease may only be made by a written document signed by the waiving party.

23. **Attorneys' Fees.** In the event that any action or proceeding (including arbitration) is brought to enforce or interpret any term, covenant or condition of this Lease on the part of Landlord or Tenant, the prevailing party in such action or proceeding (whether after trial or appeal) shall be entitled to recover from the party not prevailing its expenses therein, including reasonable attorneys' fees and all allowable costs.

24. **Notices.** All notices, requests or demands to a party hereunder shall be in writing and shall be given or served upon the other party by personal service, by certified return receipt requested or registered mail, postage prepaid, or by Federal Express or other nationally recognized commercial courier, charges prepaid, addressed as set forth below. Any such notice, demand, request or other communication shall be deemed to have been given upon the earlier of personal delivery thereof, three (3) business days after having been mailed as provided above, or one (1) business day after delivery through a commercial courier, as the case may be. Notices may be given by facsimile and shall be effective upon the transmission of such facsimile notice provided that the facsimile notice is transmitted on a business day and a copy of the facsimile notice together with evidence of its successful transmission indicating the date and time of transmission is sent on the day of transmission by recognized overnight carrier for delivery on the immediately succeeding business day. Each party shall be entitled to modify its address by notice given in accordance with this Section.

If to Landlord:	South Orange County Community College District Saddleback Valley College 28000 Marguerite Parkway Mission Viejo, CA 92692 Attn: Tod A. Burnett, Ed.D., President
-----------------	--

With a copy to: Atkinson, Andelson, Loya, Rudd & Romo  
12800 Center Court Drive, Suite 300

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Attn: Warren S. Kinsler  
Telecopy: (562) 653-3333

If to Tenant: Mr. Kenneth L. Schnitzer  
2100 McKinney, Suite 1760  
Dallas, Texas 75201  
Telecopy: (214) 443-8200

With a copy to: Locke Lord Bissell & Liddell LLP  
600 Travis Street, 32<sup>nd</sup> Floor  
Houston, Texas 77002-3095  
Attn: Stephen Jacobs  
Telecopy: (713) 223-3717

25. **Merger.** Notwithstanding the acquisition (if same should occur) by the same party of the title and interests of both Landlord and Tenant under this Lease, there shall not be a merger of the estates of Landlord and Tenant under this Lease, but instead the separate estates, rights, duties and obligations of Landlord and Tenant, as existing hereunder, shall remain unextinguished and continue, separately, in full force and effect until this Lease expires or otherwise terminates in accordance with the express provisions herein contained.

26. **Defined Terms and Headings.** The words "Landlord" and "Tenant" as used herein shall include the plural as well as the singular. Words used in neuter gender include the feminine and masculine, where applicable. If there is more than one Tenant, the obligations imposed under this Lease upon Tenant shall be joint and several. The headings and titles to the sections and paragraphs of this Lease are used for convenience only and shall have no effect upon the construction or interpretation of this Lease.

27. **Time and Applicable Law.** Time is of the essence of this Lease and all of its provisions. This Lease shall in all respects be governed by and interpreted in accordance with the laws of the State of California.

28. **Successors and Assigns.** Subject to the provisions of Section 12 and the limitation expressed in the following sentence of this paragraph, the terms, covenants and conditions contained herein shall be binding upon and inure to the benefit of the heirs, successors, executors, administrators and assigns of the parties hereto. However, the obligations imposed on Landlord under this Lease shall be binding upon Landlord's successors and assigns only with respect to obligations arising during their respective periods of ownership of the Premises.

29. **Entire Agreement.** This Lease, together with its exhibits, contains all the agreements of the parties hereto and supersedes any previous negotiations. There have been no representations made by the Landlord or Tenant or understandings made between the parties other than those set forth in this Lease and its exhibits.

30. **Severability.** If any provision of this Lease or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this Lease and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

31. **Signs.** Tenant may not install, hand or paint any signage on the Premises, unless required for safety.

32. **Recordability of Lease.** Concurrent herewith Landlord and Tenant have recorded a Memorandum of Lease in the form attached hereto as *Exhibit B*.

33. **Interpretation.** All provisions hereof, whether covenants or conditions, shall be deemed to be both covenants and conditions. The definitions contained in this Lease shall be used to interpret the Lease. All rights and remedies of Landlord and Tenant shall, except as otherwise expressly provided, be cumulative and non-exclusive of any other remedy at law or in equity.

34. **Consent.** Whenever in this Lease the consent of a party is required to any act by or for the other party, such consent shall not be unreasonably withheld or delayed.

35. **Liability to Perform.** This Lease and the obligations of Tenant or Landlord hereunder as the case may be, shall not be affected or impaired because the other party is unable to fulfill any of its obligations hereunder, other than the payment of money, or is delayed in doing so, if such inability or delay is caused by reason of force majeure, strike, labor troubles, acts of God, acts of government, unavailability of materials or labor, or any other cause beyond the control of such other party.

36. **Authority.** Landlord and Tenant represent and warrant to each other that the individual executing this Lease on its behalf is duly authorized to execute and deliver this Lease.

37. **Quiet Enjoyment.** So long as Tenant is not in default under this Lease, Tenant shall have quiet enjoyment of the Premises for the Term, subject to all the terms and conditions of this Lease and all liens and encumbrances prior to this Lease.

38. **Waiver.** As material consideration to Landlord, Tenant agrees that Landlord shall not be liable to Tenant for any damage to Tenant or Tenant's property from any cause, except for damages resulting from Landlord's gross negligence or willful misconduct, and Tenant waives all claims against Landlord for damage to persons or property arising for any reason, except for damage resulting directly from Landlord's breach of its express obligations under this Lease which Landlord has not cured within a reasonable time after written notice of such breach from Tenant.

39. **Amendment.** This Lease may be modified only in writing, signed by the parties in interest at the time of the modification.

40. **Construction.** The Landlord and Tenant acknowledge that each has had its counsel review this Lease and hereby agree that the normal rule of construction to the effect that any

ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Lease or in any amendments or exhibits hereto.

***[End of Page; See Following Page for Signatures]***

Wherefore, Landlord and Tenant execute and deliver this Lease Agreement as of the day and year first above written.

SOUTH ORANGE COMMUNITY  
COLLEGE DISTRICT

PARK PLACE LXMV, LP, a Texas limited  
partnership

By: DKK West GP LLC, general partner

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Kenneth L. Schnitzer, Manager

EXHIBIT A  
PREMISES

Exhibits

- A - Premises
- A-1 - Tenant's Initial Improvements
- A-2 - Landlord's Adjacent Property
- A-3 - Additional Work

EXHIBIT A

PREMISES

[See Following Page for Description]



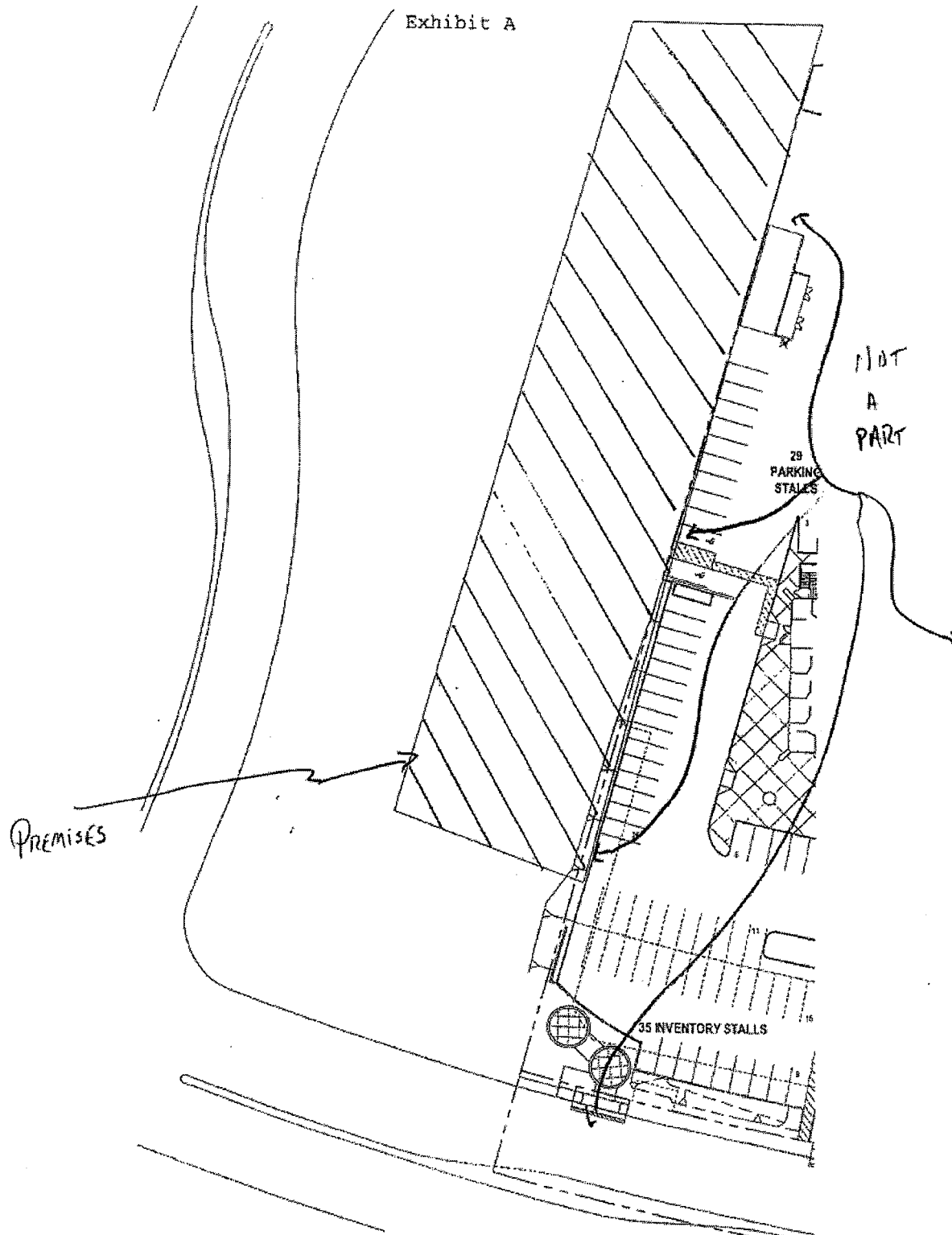


EXHIBIT A-1

TENANT'S INITIAL IMPROVEMENTS

[See Following Page for Description]

Exhibit A-1

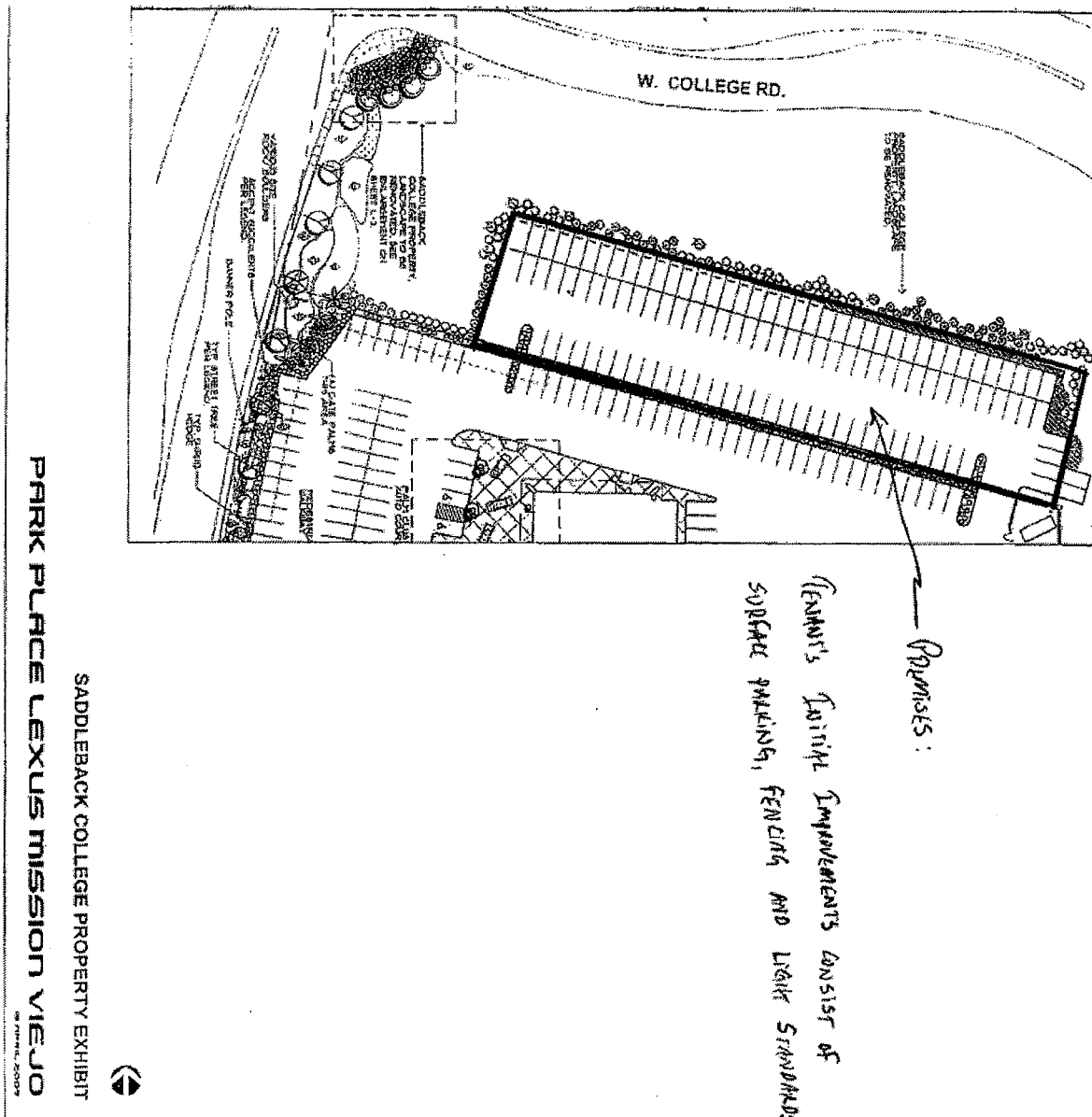


EXHIBIT A-2

LANDLORD'S ADJACENT PROPERTY

[See Following Page for Description]

EXHIBIT A-2

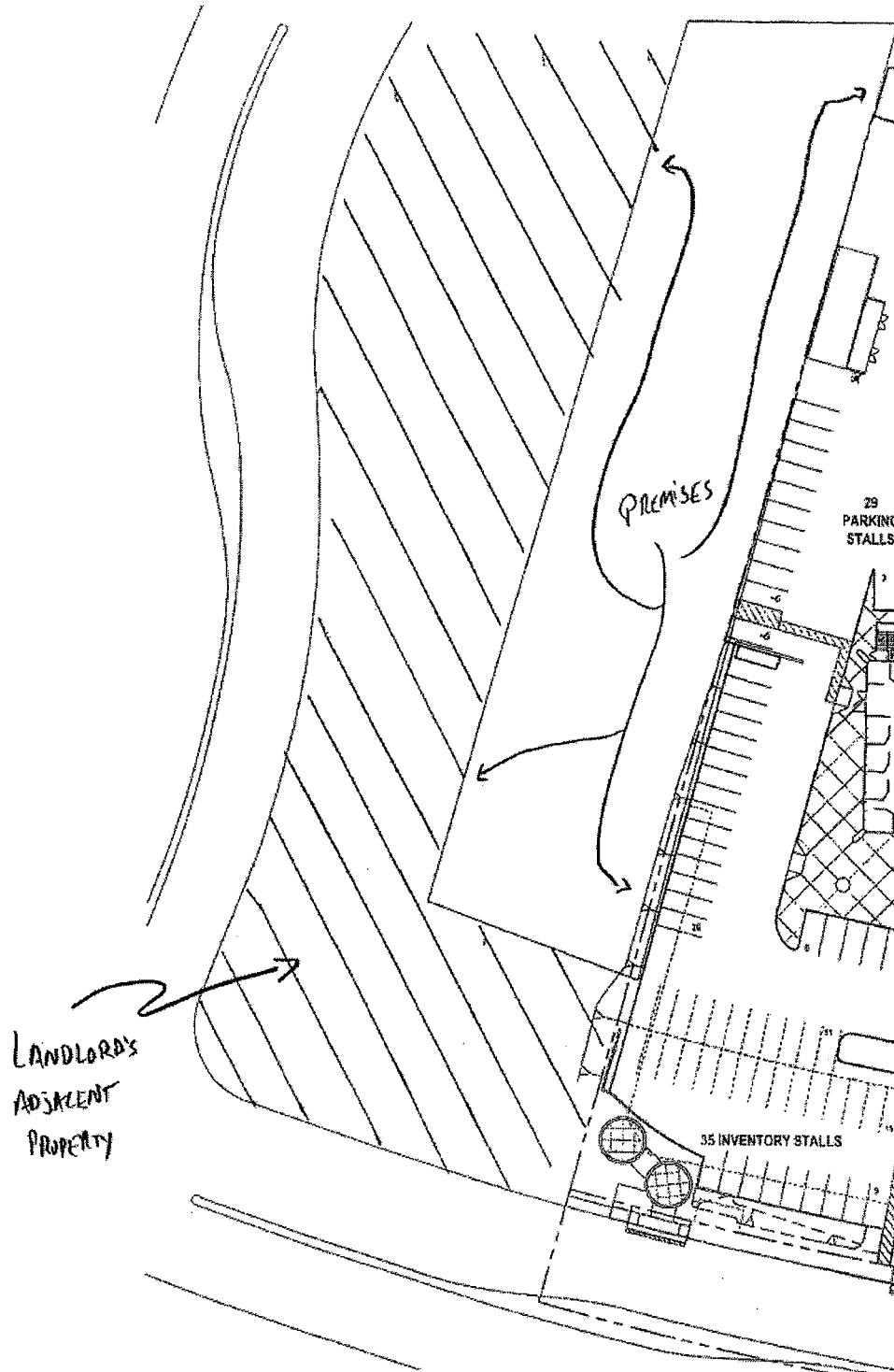
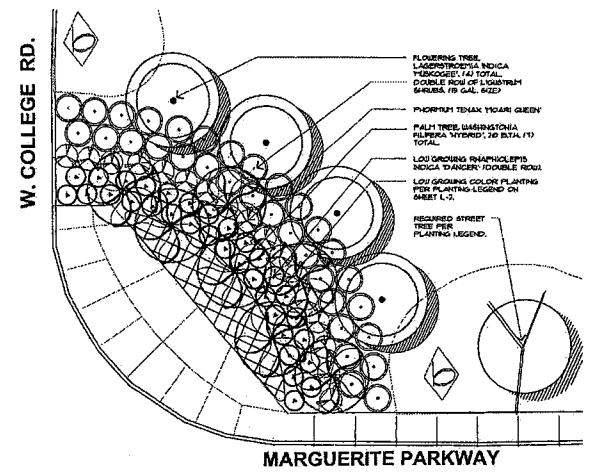
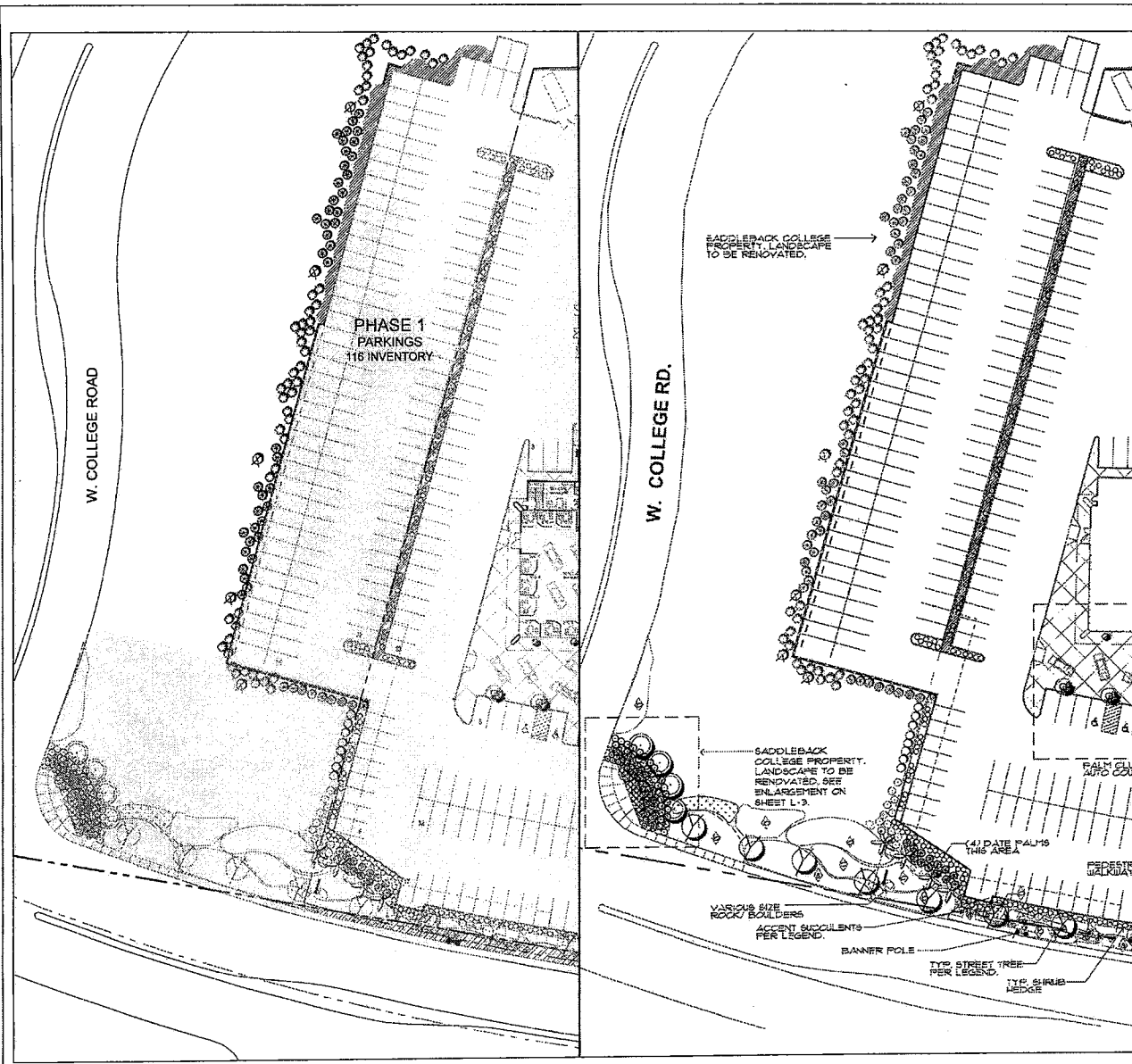


EXHIBIT A-3

ADDITIONAL WORK

[See Following Page for Description]



ENLARGED CORNER LANDSCAPE PLAN OF WEST COLLEGE ROAD AND MARGUERITE PARKWAY

- TREES**
- 1. METROSIDEROS ENCELBA, NEW ZEALAND CHRISTMAS TREE, 36" BOX SIZE
  - 2. TYPICAL PARKING LOT TREE SUCH AS JALISCO PAVONIA, CHINESE ELM TREE, 24" BOX SIZE
  - 3. VERTICAL CORNER TREE SUCH AS YUCCA, CORNUS, BASSWOOD, BOX, 24" BOX SIZE
  - 4. VERTICAL TREE SUCH AS YUCCA, CORNUS, BASSWOOD, BOX, 24" BOX SIZE
  - 5. PLATANUS RACEMOSA, COLUMBIA, CALIFORNIA PALM, 36" BOX SIZE
  - 6. PHODIPYI TEXAN THORN, 36" BOX SIZE
  - 7. PHODIPYI TEXAN THORN, 36" BOX SIZE
  - 8. SAMANSTONIA, 10' TOTAL, 10 GAL. SIZE
  - 9. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 10. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
- SUCCULENTS / ACCENT PLANTS**
- 1. AGAVE AMERICANA, 18" GAL. SIZE
  - 2. AGAVE AMERICANA, 18" GAL. SIZE
  - 3. AGAVE AMERICANA, 18" GAL. SIZE
  - 4. AGAVE AMERICANA, 18" GAL. SIZE
  - 5. AGAVE AMERICANA, 18" GAL. SIZE
  - 6. AGAVE AMERICANA, 18" GAL. SIZE
  - 7. AGAVE AMERICANA, 18" GAL. SIZE
  - 8. AGAVE AMERICANA, 18" GAL. SIZE
  - 9. AGAVE AMERICANA, 18" GAL. SIZE
  - 10. AGAVE AMERICANA, 18" GAL. SIZE
- SHRUBS**
- 1. TYPICAL SHRUB PLANTING CONSISTING OF DROUGHT TOLERANT SHRUBS
  - 2. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 3. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 4. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 5. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 6. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 7. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 8. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 9. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
  - 10. LAGERSTRÖMIA INDICA, 14' TOTAL, 18 GAL. SIZE
- GROUND COVERS**
- 1. TYPICAL DROUGHT TOLERANT
  - 2. TYPICAL DROUGHT TOLERANT
  - 3. TYPICAL DROUGHT TOLERANT
  - 4. TYPICAL DROUGHT TOLERANT
  - 5. TYPICAL DROUGHT TOLERANT
  - 6. TYPICAL DROUGHT TOLERANT
  - 7. TYPICAL DROUGHT TOLERANT
  - 8. TYPICAL DROUGHT TOLERANT
  - 9. TYPICAL DROUGHT TOLERANT
  - 10. TYPICAL DROUGHT TOLERANT
- ACCENT PLANTING**
- 1. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 2. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 3. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 4. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 5. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 6. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 7. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 8. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 9. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
  - 10. SENSITIVE, DANGEROUS, CRISP, 18" GAL. SIZE
- EXISTING DATE PALMS ALONG MARGUERITE PARKWAY SHALL BE TRANSPLANTED TO PROPOSED LOCATIONS AND SPOTTED IN THE FIELD BY LANDSCAPE ARCHITECT.**

PLANTING LEGEND

PARKING PHASING PLAN

LANDSCAPE PLAN

SADDLEBACK COLLEGE PROPERTY EXHIBIT

PARK PLACE LEXUS MISSION VIEJO

15 APRIL 2009

EXHIBIT B

LEASE MEMORANDUM

THIS LEASE MEMORANDUM ("Memorandum") made as of the 23rd day of February, 2010, by and between PARK PLACE LXMV, LP, a Texas limited partnership ("Tenant"), and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, a body politic under the laws of the State of California ("Landlord").

WITNESSETH:

1. Demised Premises. Landlord and Tenant have entered into a Lease Agreement ("Lease") effective \_\_\_\_\_, 2009, for that certain real property lying, being and situate in Orange County, California, together with all improvements now or hereafter existing thereon ("Premises"). The Premises are described on Schedule 1 attached hereto.

2. Term and Renewal Options. The Lease has an initial term of five (5) years, commencing on the date therein provided, subject to extension (at Tenant's option) as provided therein for three periods of five (5) years each.

3. Incorporation of Lease. This Memorandum is for informational purposes only and nothing contained herein shall be deemed to in any way modify or otherwise affect any of the terms and conditions of the Lease, the terms of which are incorporated herein by reference. This instrument is merely a memorandum of the Lease and is subject to all of the terms, provisions and conditions of the Lease. In the event of any inconsistency between the terms of the Lease and this instrument, the terms of the Lease shall prevail.

4. Binding Effect. The rights and obligations set forth herein shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.

*[end of page; signature page follows]*



The parties have executed this Memorandum of Lease as of the day and year first above written.

Tenant:

PARK PLACE LXMV, LP, a Texas limited partnership

By: DKK West GP LLC, general partner

By: \_\_\_\_\_  
Kenneth L. Schnitzer, Manager

Date: \_\_\_\_\_

Landlord:

SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Gary Poertner, Deputy Chancellor

Date: \_\_\_\_\_

Schedules  
1 – Premises

(Add Acknowledgments)

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-5420: Nursing Program, BP-5510: Student Accident Insurance, BP-5515: Transfer Center, BP-5640: Service Animals, BP-5301: Course Repetition, BP-154: Conflict of Interest

**ACTION:** Discussion/Approval

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### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations.

### **STATUS**

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, which was established by Chancellor Mathur, 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 Cabinet on January 14, 2009 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the January 25, 2010 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in EXHIBITS A through F.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5420  
STUDENTS

## NURSING PROGRAM

The District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;
- Life experiences or special circumstances of an applicant; and
- Proficiency or advanced level coursework in languages other than English.

The Nursing Program will admit qualified F-1 (student) visa applicants only after all fully qualified U.S. Citizen applicants have been placed. If the number of qualified U.S. citizen applicants exceeds the number of spaces available in the program for any academic term, no F-1 visa applicants will be admitted during that term.

Nursing students who have earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

Nursing students are subject to all policies, regulations, and guidelines outlined in the Associate Degree Nursing (ADN) Student Handbook published by the Saddleback College Nursing Department.

### References:

Education Code Sections 66055.8, 66055.9, 70101, 70106, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060, et seq.; Health and Safety Code Section 128050.

# BOARD POLICY

5510

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## STUDENT ACCIDENT INSURANCE

The Chancellor shall ensure that students are covered by accident insurance in those instances required by law or contract.

Reference:

Education Code Section 72506

# BOARD POLICY

---

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5515  
STUDENTS

## TRANSFER CENTER

The South Orange County Community College District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

Each College President in consultation with the College Vice President for Student Services shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with laws and regulations.

### Reference:

Title 5, Section 51027;

Education Code Section 66720-66744

# BOARD POLICY

5640

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## SERVICE ANIMALS

It is the policy of the South Orange County Community College District to permit qualified individuals with disabilities to use service animals in campus facilities and on campuses. The purpose of this policy is to ensure that qualified individuals with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability. This policy is established pursuant to the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Unruh Civil Rights Act of the California Civil Code.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5301  
STUDENTS

## COURSE REPETITION

### I. COURSE REPETITION FOR COURSES WITH A PASSING GRADE

As stated in Title 5, California Code of Regulations, Section 55761, no student may repeat a credit course for credit nor may state apportionment be claimed if the student has previously completed the course with a grade of A, B, C or CR except:

1. Where there has been a significant lapse of time (not less than three years) since the student previously took the course. A single repeat is the maximum allowed under this provision; or
2. Where the course is approved by the Board of Trustees as a repeatable course. Three repeats is the maximum allowable under this provision.

A course may be designated as repeatable only if:

- a. The course is approved specifically as a repeatable course by the Board of Trustees;
- b. The course content differs each time the course is offered as demonstrated through course syllabi;
- c. The course is so designed that students repeating the course will enhance their skills or proficiencies through supervised repetition and practice within class periods; or
- d. The mastery of course content is by design likely to require the repetition of the course by a substantial proportion of those who are expected to enroll.

Students seeking to enroll in a repeatable course under these provisions may not concurrently enroll in the same repeatable course.

An exception to the above stated conditions may be considered only through the formal appeal process.

A repeatable course shall be so designated in the catalog and shall contain as part of the course description notation of the maximum number of times the course may be taken for credit.

II. COURSE REPETITION FOR COURSES WITH A SUBSTANDARD GRADE

A student may repeat courses for which substandard work has been recorded in accordance with the policies described below. For purposes of course repetition, the term "substandard" shall be defined as meaning course work for which the grading symbols "D", "F" and/or "NC" have been recorded (Title 5, California Code of Regulations, Section 55040).

1. Previous grades and credits for each repetition are to be disregarded in the computation of grade point averages (Title 5, California Code of Regulations, Section 55040).
2. When course repetition occurs, the permanent academic record shall be annotated in such a manner that only the most recent grade and credit earned will be used to calculate the student's grade point average. All work shall remain legible, ensuring a true and complete academic history (Title 5, California Code of Regulations, Section 55040).
3. Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District and for which substandard academic performance has been recorded as defined in this section (Title 5, California Code of Regulations, Section 55040). Equivalency will be established by a college-determined process.
4. Students will automatically be allowed to repeat a course taken with a substandard grade only twice. A student may be allowed to repeat the course a third time only through a formal appeal process, which verifies that there are extenuating circumstances which justify the additional repetition. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student.. Each subsequent grade shall be recorded consistent with the provisions of Title 5, California Code of Regulations, Section 55040, as described above.
5. Prior course repetition actions by other accredited colleges and universities may be honored in determining transfer of a student's credits (Title 5, California Code of Regulations, Section 55762(g)).

III. APPORTIONMENT FOR COURSE REPETITION

The conditions under which state apportionment may be claimed for course repetition are contained in Title 5, Section 58161, which states:

1. Except as specifically authorized by statute or by this section, no state apportionment shall be allowed for the attendance of a student in a course in which the student has previously received a grade from the District
2. State apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:



- a. The student is repeating the course to alleviate substandard work that has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D", "F", or "N/C" has been recorded; or
- b. The District finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or
- c. The District has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course

The attendance of students repeating a course as authorized by this subsection may be claimed only once for state apportionment.

3. State apportionment for repetition of courses not expressly authorized by this section may be claimed upon approval of the Chancellor in accordance with the following procedure:
  - a. The District must identify the courses which are to be repeatable, and designate such courses in the college catalogs;
  - b. The District must determine and certify that each identified course is one in which the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the two following reasons:
    - Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
    - Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained
  - c. The District must develop and implement a mechanism for the proper monitoring of such repetition

The attendance of students repeating a course pursuant to this subsection, when approved by the Chancellor, may be claimed for state apportionment for not more than three semesters.

*Reference:*

*Title 5, Section 55040, 55041, 55042, 55044, 55253, 56029, 58161*

*Education Code Section 76224*

Adopted: 10-09-85  
Revised: 5-15-89  
Revised: 4-26-99

Revised: 5-22-06  
Revised: 4-28-08

# BOARD POLICY

154

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## CONFLICT OF INTEREST

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members.

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets or income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Pursuant to The Political Reform Act (Government Code Sections 81000-91014) and the Conflict of Interest Code, Board members shall file statements of economic interest (Form 700) with the filing officer identified by the administrative procedures.

### *Reference:*

*Government Code Sections 1090, et seq.; 1126; 87200, et seq.;  
Title 2, Sections 18730 et seq.*

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: OCSBA Marian Bergeson Award Nomination  
**ACTION:** Approval

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**BACKGROUND**

The Orange County School Boards Association (OCSBA) created the Marian Bergeson Award in 1974 to recognize those trustees who best exemplify the spirit of boardsmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

**STATUS**

OCSBA is now seeking nominations for the Marian Bergeson Award for transmittal to the Orange County Department of Education. The deadline for submission is Friday, March 5, 2010. The award will be presented on Wednesday, May 5, 2010 at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees determine if they wish to nominate a trustee for the Marian Bergeson Award, and, if so, approve the nomination for transmittal to OCDE.

Item Submitted By: *Dr. Raghu P. Mathur, Chancellor*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.7**

**DATE: 02/22/10**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

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

**RECOMMENDATION**

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

# **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

## **ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

### **A. NEW PERSONNEL APPOINTMENTS**

1. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
McCarty, James	MA/Library Science	Librarian/IVC	II/6	02/01/10
Spencer, Michael	MLIS/Library Science	Librarian/IVC	II/6	01/11/10
Scott, John Alan	BS/Mathematics	Physics/IVC	I/6	12/08/09

### **EQUIVALENCY**

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
<sup>1</sup> Goddard, Sally	BSN/Nursing	Nursing/SC	I/6	01/11/10

Equivalency is based on the California Board of Registered Nursing regulatory code 1425(d) which states, "An assistant instructor shall meet the following minimum qualifications: (1) A Baccalaureate Degree from an accredited college which shall include courses in nursing, or in the natural or behavioral or social science relevant to nursing practice." Ms. Goddard currently holds a Baccalaureate of Science in Nursing from Biola University in La Mirada and has performed direct patient care in an acute care setting within the past five years. This qualifies her to be a clinical assistant instructor.

Grimalda, Andrew	MS/Management	Emeritus/Econ's/IVC	II/6	02/01/10
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Equivalency is based on a Masters in Science Management degree from the Massachusetts Institute of Technology (M.I.T.) in Cambridge, Massachusetts, and on extensive past experience in the field. Mr. Grimalda has served as the CIO of several large companies through two decades of work in the private sector. He also has years of experience teaching Accounting and Economics classes at the U.S. Military Academy at West Point.

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<sup>1</sup> Also employed as Classified, Clinical Skills Specialist, Health Sciences and Human Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

1. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Approx. Salary</u>	<u>Assignment</u>	<u>Placement</u>	<u>Start Date</u>
<sup>2</sup> Scott, John Alan	BS/Mathematics		Physics/IVC	I/6	12/08/09

Equivalency is based upon a Bachelor of Science degree in Mathematics from University of Queensland, Australia. Mr. Scott's experience also includes four years in the theoretical physics division for the Australian Atomic Energy Commission and as a Tutor for the Office of Library Services at Irvine Valley College.

Yahya, Sahar	MS/Educ. Technology	Arabic/SC	II/6	01/11/10
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Equivalency is based upon a Master of Science degree in Educational Technology and a Bachelor of Arts degree in Behavioral Science from National University, Costa Mesa, CA. Mrs. Yahya has taught the Arabic language at New Horizons School in Irvine, CA for five years and English language development (ELD) at Fontana Unified School District for the past four years. In addition, Mrs. Yahya has presented at the California Language Teacher Association (CTLA) on Arabic language roots and culture.

**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 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount</u>	<u>Effective Date</u>
Galbraith, Mark	Team Physician/Athletics/SC	\$ 1,250.00	01/11/10-01/31/10
Marangi, Kent	Team Physician/Athletics/SC	1,500.00	01/11/10-01/31/10
Phelps, Lori	Chair, Human Services/SC	3,442.00	01/11/10-05/20/10
Tamialis, Barbara	Co-Chair, Child Dev./Ed Stu/SC	3,786.20	01/11/10-05/20/10
White, Richard	Design/Install Veterans Mem./SC	10,000.00	01/11/10-02/28/10

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 2009/2010 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Wilson, Jeff	ESL Reading and Writing Samples/IVC	01/04/10-05/21/10

<sup>2</sup> Mr. John Alan Scott is a part time Classified, Tutor/Professional Expert, Office of Library Services, Irvine Valley College.

**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 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Call, Linda	Faculty Advisor/Stud Success/SC	\$ 5,000.00	01/11/10-05/21/10
Ellis, Cynthia	Chamber Music Recital/ASG/SC	200.00	01/21/10-01/21/10
Etter, Bill	Co-Coord, Diag. Basic Skills/IVC	1,721.00	01/05/10-05/21/10
Evans, Julie	Basic Skills Workshop, Eng./IVC	1,721.00	01/05/10-05/21/10
Forouzesh, Jennifer	Faculty Advisor/Stud Success/SC	5,000.00	01/11/10-05/21/10
Haeri, Melanie	Basic Skills Workshop, Eng./IVC	1,721.00	01/05/10-05/21/10
Hagen, Gerard	Faculty Concert/Foundation/SC	150.00	01/25/10-01/25/10
Harper, Melody	Research Career Ctrs/CTE/CTEA/IVC	4,000.00	02/01/10-05/21/10
Hughes, Luther	Faculty Concert/Foundation/SC	150.00	01/25/10-01/25/10
Huntley, Anthony	Guest Speaker, Sci. Lecture/SC	750.00	01/15/10-01/15/10
Jerome, Amanda	Basic Skills, ESL/SC	725.00	01/11/10-05/20/10
Johnson, Paul	Faculty Concert/Foundation/SC	150.00	01/25/10-01/25/10
Meyer, Kurt	Basic Skills Project, Eng./IVC	1,721.00	01/05/10-05/21/10
Mikolajczak, M.	Academic Senate Past President/SC	3,442.00	01/11/10-05/21/10
Pinter, Gerald	Faculty Concert/Foundation/SC	150.00	01/25/10-01/25/10
Roley, William	Environmental Sustain. Prog./IVC	1,750.00 <sup>3</sup>	01/04/10-02/28/10
Schultz, Dolores	ESL Grammar Workshop/SC	100.00	08/24/09-12/20/09
Skaff, Penelope	Award prep/meeting/Foundation/SC	817.00	07/01/09-08/31/09
Tharpe, Loretta	Faculty Advisor/Stud Success/SC	10,000.00	01/11/10-05/21/10

**D. WORKLOAD BANKING**

1. MC GROGAN, MARTIN, ID #3511, Physical Education Instructor (Men's Soccer/Badminton Coach), School of Health, Physical Education and Athletics, Pos #1523, Irvine Valley College, is requesting a leave of absence for the **Spring 2011 Semester**, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.

<sup>3</sup> Stipend originally approved by the Board of Trustees on January 25, 2010 for \$1,250.00.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.8**

**DATE: 02/22/10**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

#### A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
  - a. BEAN, LEANNE is to be employed as Senior Administrative Assistant, Pos #3958, Division of Counseling Services and Special Programs, Saddleback College, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, 12 months per year, effective February 8, 2010. This is a replacement position Lucinda Zamora, who retired.
  - b. FAGUNDES, JULIE is to be employed as Laboratory Technician, Physical Education and Athletics, Pos #3427, School of Health, Physical Education and Athletics, Irvine Valley College, Classified Bargaining Unit Salary Range 122, Step 1, 20 hours per week, 12 months per year, effective February 1, 2010. This is a Danaka France, who resigned.
  - c. KIRSTEN, DONA is to be employed as Office Assistant, Pos #3205, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 29 hours per week, 12 months per year, effective January 19, 2010. This is a replacement position for Patricia O'Connor, who retired.
  - d. MEHRABIAN, SHAKEH is to be employed as Program Technician, Categorical funded, Pos #4203, Office of Career Tech Education and Workforce Development, Irvine Valley College, Classified Bargaining Unit Salary Range 122, Step 1, 40 hours per week, 12 months per year, effective February 8, 2010. This is a new categorical funded position approved by the Board of Trustees on June 22, 2009, with employment contingent upon the availability of funding by the Teachers Prep Pipeline Grant.
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>
Bollinger, Patricia	Office Assistant/SC	113/1	01/04/2010
Doherty, Paul	Electrician/SC	128/1	02/04/2010
Ilano, Rommel	Custodian/SC	113/1	01/28/2010
Lopez, Benjamin	Custodian/SC	113/1	01/28/2010
Macdougall Jackson, M.	Theater Production Manager/SC	132/1	01/28/2010
Mitchell, JoAnn	Accounting Assistant/SC	118/1	01/18/2010
Owens-Gilliam, Shirelle	Executive Assistant/SC	133/1	01/11/2010
Soifua, Monalito	Athletic Equipment Specialist/SC	121/1	01/19/2010

**A. NEW PERSONNEL APPOINTMENTS**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** 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>
Aldrich, David	TMD Aide/IVC	\$ 12.50	01/15/10-06/30/10
Anderson-Hernandez, K.	TPP Aide/SC	10.00	01/28/10-06/30/10
Biehl, Kyle	TPP Aide/SC	10.00	01/26/10-06/30/10
Blair, James	TPP Aide/SC	10.00	01/21/10-06/30/10
Brining, Christine	TPP Aide/SC	10.00	01/19/10-06/30/10
Buack, Jun	Project Specialist/SC	12.50	01/01/10-06/30/10
Butler, Kristin	Project Specialist/DIST	16.00	01/28/10-06/30/10
Caras, Amber	TMD Aide/SC	12.50	01/26/10-06/30/10
Chapin, Tamara	TPP Aide/SC	10.00	02/04/10-06/30/10
Chapman, Laura	TPP Aide/SC	10.00	01/29/10-06/30/10
Cohen, Jonathan	Project Specialist/SC	10.50	01/28/10-06/30/10
Cornejo, Lisa	Project Specialist/DIST	20.00	01/11/10-06/30/10
Cunningham, Kelly	Project Specialist/IVC	16.00	12/15/09-06/30/10
Dinh, Amber	Project Specialist/SC	16.00	01/12/10-06/30/10
Echeverria, Armando	TPP Aide/SC	10.00	01/21/10-06/30/10
Finnegan, Ryan	TPP Aide/SC	10.00	01/21/10-06/30/10
Flores, Gabriel	TPP Aide/SC	10.00	01/15/10-06/30/10
Gustus, Brooklyn	TPP Aide/SC	10.00	01/26/10-06/30/10
Harp, Terrence	Coaching Aide/SC	15.00	01/07/10-06/30/10
Hart, Charly	TPP Aide/SC	10.00	01/26/10-06/30/10
Hartzler, Xiomara	TMD Aide/IVC	12.50	01/25/10-06/30/10
Heise, Thomas	Project Specialist/IVC	10.50	01/25/10-06/30/10
James, Genevieve	Project Specialist/SC	10.50	01/01/10-06/30/10
Johnson, Scott	TMD Aide/SC	10.50	01/29/10-06/30/10
Keane, Margaret	Clerk, Short-Term/SC	10.50	01/04/10-06/30/10
Kredel, Ashley	Project Specialist/SC	20.00	02/04/10-06/30/10
Lake, Savannah	TPP Aide/SC	10.00	01/26/10-06/30/10
Lye, Lain	Project Specialist/IVC	14.00	01/11/10-06/30/10
Mahoney, Hilary	TPP Aide/SC	10.00	01/21/10-06/30/10
Marquina, Anthony	TPP Aide/SC	10.00	01/28/10-06/30/10
Mayeda, Brian	TPP Aide/SC	10.00	01/12/10-06/30/10
McGrath, Marguerite	Project Specialist/SC	8.50	01/15/10-06/30/10
Meissenburg, Michael	Coaching Aide/IVC	15.00	01/22/10-06/30/10
Monterola, Miguel	Coaching Aide/IVC	15.00	02/03/10-06/30/10
Nomil, Lance	TPP Aide/SC	10.00	02/02/10-06/30/10
Ochoa, Christina	TPP Aide/SC	10.00	01/28/10-06/30/10
Overduin, Alexander	Project Specialist/DIST	16.00	01/22/10-06/30/10
Perea, Michael	TPP Aide/SC	10.00	01/28/10-06/30/10
Quach, Brian	TPP Aide/SC	10.00	01/26/10-06/30/10
Reardon, Sean	TPP Aide/SC	10.00	01/26/10-06/30/10
Roehler, Trevor	TMD Aide/IVC	8.50	02/01/10-06/30/10
Roseth, Thomas	Adapted Kines. Aide/IVC	11.50	01/19/10-06/30/10
Schlesinger, David	Project Specialist/SC	20.00	02/04/10-06/30/10

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** 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>
Schuldt, Tyler	Project Specialist/SC	\$ 15.00	01/01/10-06/30/10
Sendaba, Mekiel	Project Specialist/SC	12.50	01/27/10-06/30/10
Speakman, Joyce	Project Specialist/SC	16.00	01/28/10-06/30/10
Thompson, Casey	TPP Aide/SC	10.00	02/02/10-06/30/10
Ton, Tan	Project Specialist/SC	12.50	01/14/10-06/30/10
Totheroh, Kathryn	TPP Aide/SC	10.00	01/28/10-06/30/10
Troiano, Anne	TPP Aide/SC	10.00	01/19/10-06/30/10
Venditti, Jeanne	Project Specialist/IVC	20.00	01/01/10-06/30/10
Williams, Mariel	TPP Aide/SC	10.00	01/28/10-06/30/10
Winn, Mallorie	Clerk, Short-Term/SC	11.00	02/01/10-06/30/10
Zinn, Caitlin	TPP Aide/SC	10.00	01/12/10-06/30/10

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 **2009/2010** academic year.

<u>Name</u>	<u>Start/End Date</u>
Brunton, Pamela	01/14/10-06/30/10
Ferrin, Sarah	01/04/10-06/30/10
Hammond, Kelly	01/05/10-06/30/10
Haririparsa, Neda	12/21/09-06/30/10
Ibarra, Kristina	02/04/10-06/30/10
Idris, Nwahil	02/02/10-06/30/10
Keyton, Kimberly	01/07/10-06/30/10
Sandhu, Ravinder	01/14/10-06/30/10
Welty, Rebecca	01/04/10-06/30/10

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 **2009/2010** 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>
Cheroff, Vicki	Clinical Skills Spec./SC	\$ 30.00/hr	01/14/10-06/30/10
Garza, Melissa	Clinical Skills Spec./SC	30.00/hr	01/07/10-06/30/10
Gormick, Valerie	Comm. Ed./SC	2500.00/cs	01/05/10-06/30/10
Hale, Alexander	Clinical Skills Spec./SC	30.00/hr	02/02/10-06/30/10
Kusunoki, Rebecca	Tutor/SC	12.00/hr	01/12/10-06/30/10
Nguyen, Tuyen	Clinical Skills Spec./SC	30.00/hr	01/07/10-06/30/10
Phelan, Linda	Model/SC	22.00/hr	01/28/10-06/30/10
Philip, Diana	Interpreter IV/SC	38.00/hr	01/14/10-06/30/10
Revelle, Rebecca	Model/SC	22.00/hr	01/29/10-06/30/10
Rogers, Elizabeth	Tutor/SC	12.00/hr	01/19/10-06/30/10

**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2009/2010** 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>
Smith, Michelle	Comm. Ed./IVC	\$ 2500.00/cs	02/01/10-06/30/10
Switzer-Parkinson, B.	Clinical Skills Spec./SC	30.00/hr	01/19/10-06/30/10
Wongvibulsin, Shannon	Tutor/IVC	12.00/hr	01/04/10-06/30/10
Zion, Kenneth	CACT Educator/ATEP	68.89/hr	01/29/10-06/30/10

**B. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE**

1. District seeks authorization to change the organization reporting structure for the following staff of Risk Management from reporting to the Office of the Vice Chancellor, Human Resources and to begin reporting to the Deputy Chancellor, Office of Administrative and Business Systems, effective February 1, 2010.

<u>Name</u>	<u>Position</u>
Pagal, Earl	Risk Manager
Childers, Brooke	Human Resources Benefits Specialist

**C. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. CAMPUS INFORMATION OFFICER, Pos #3520, Classified Bargaining Unit Salary Range 113, Office of Safety and Security, Irvine Valley College seeks authorization to eliminate this part-time, 15 hours per week, 12 months per year position from its staff complement, effective February 23, 2010. (Position approved: February 27, 2006)
2. POLICE OFFICER, Pos #3891, Classified Police Officers Association Salary Range II, Advanced Technology and Education Park, Office of Safety and Security, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective March 1, 2010. (Position approved: May 27, 2008)

**D. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. DISPATCHER, Classified Bargaining Unit Salary Range 117, Office of Safety and Security, Irvine Valley College seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 23, 2010.
2. POLICE OFFICER, Classified Police Officers Association Salary Range II, Advanced Technology and Education Park, Office of Safety and Security, Irvine Valley College seeks authorization to establish and announce this part-time, 16 hours per week, 12 months per year position to its staff complement, effective February 23, 2010.

**D. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION - Continued**

3. POLICE OFFICER, Classified Police Officers Association Salary Range II, Advanced Technology and Education Park, Office of Safety and Security, Irvine Valley College seeks authorization to establish and announce this part-time, 24 hours per week, 12 months per year position to its staff complement, effective February 23, 2010.

**E. CHANGE OF STATUS**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - a. LANGE, BROOKE, ID #15608, Curriculum Assistant, Pos #3939, Classified Bargaining Unit Salary Range 121, Step 2, 29 hours per week, 11 months per year, Office of Instruction, Saddleback College, has been given a temporary increase in hours to 40 hours per week, with benefits, effective January 20, 2010 through June 30, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.

**F. OUT OF CLASS ASSIGNMENTS**

1. AMANDIN, ELSA, ID #10652, Administrative Assistant, Pos #3268, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Emeritus Institute, Office of Instruction, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3282, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, Emeritus Institute, Office of Instruction, Saddleback College, effective February 8, 2010. This is a temporary reassignment for Donna Beck, who retired.
2. GODINEZ, JESUS, ID #11635, Lead Custodian, Pos #3379, a temporary reassignment, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per week, Facilities Custodial, Office of Physical Plant, Saddleback College, temporary assignment ended on December 31, 2009, and returned to permanent assignment as Custodian, Pos #1159, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, effective January 1, 2010.
3. KEITH, RANDEL, ID #14835, Electrician, Pos #3566, Classified Bargaining Unit Salary Range 128, Step 4, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Building Maintenance Worker, Classified Bargaining Unit Salary Range 130, Step 4, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Saddleback College, effective February 1, 2010. This is a temporary replacement for Rodney Fitz, who is retiring.

**G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. AGUILAR, RIGOBERTO, ID #16842, Custodian, Pos #4042, Facilities Custodial, Office of Physical Plant, Saddleback College, conclusion of probationary employment effective January 28, 2010. (Initial hire date: March 13, 2009; Probationary hire date: December 7, 2009)

**G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT** - Continued

2. BECK, DONNA, ID #9484, Senior Administrative Assistant, Pos #3282, Classified Bargaining Unit Salary Range 127, Step 6, Emeritus Institute, Office of Instruction, Saddleback College, resignation effective March 10, 2010 and retirement effective March 11, 2010. Payment is authorized for any compensated time off. (Permanent Hire Date: August 18, 1998)
3. SALDANA, VERONICA, ID #16099, Ticket Office Operations Manager, Pos #3780, School of Fine Arts, Irvine Valley College, conclusion of employment effective January 19, 2010. Employee shall be placed on a 39 month re-employment list in accordance with Education Code 88192. Payment is authorized for any compensated time off. (Initial and Permanent Hire date: March 3, 2008)

**H. AUTHORIZATION TO REVISE THE SALARY SCHEDULE FOR THE NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY EMPLOYEES**

1. Approval is requested to add salary ranges 11 and 12 to the position Clerk, Short term on the Non-Bargaining Unit, Temporary, Short Term Hourly Salary Schedule for 2009-2010, effective March 1, 2010. (Revised Salary Schedule, Exhibit B)

**I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2009/2010 academic year.

Advanced Technology and Applied Science, Saddleback College  
Geach, Raymond      Nowland, J.D.

Advanced Technology and Applied Science/Environmental Studies, Saddleback College

Aguilar, Frank	Alcantra, Kevin	Alexander, Robert	Allum, Jacob
Alston, Malcolm	Ambrosio, Aggie	Ambrosio Nathan	Amette, Gabrielle
Andara, Diana	Arrieta, Rachel	Avends, John	August, Trevor
Avdee, Daniel	Aye, Zach	Baglino, Kimberly	Bargerone, Jay
Barker, Steven	Barnecut, Shane	Barr, Erik	Beardslee, William
Bornstein, David	Brandon, Barbara	Bray, Victoria	Brown, Nicole
Cady, Mac	Cakie, Ninoslav	Cambright, Anthony	Camiolo, Amanda
Carchia, Alyssa	Carr, Madeline	Casciano, Blane	Casey, Courtney
Casillas, Crystal	Castillon, Michael	Castro, Adrian	Chapman, Rychelle
Christodoulou, Justin	Cisek, Raymond	Clavijo, Patrice	Cleve, Mark
Collier, Emily	Crowley, Todd	Curzon, Geoff	Daley, Molly
Daringer, Andrew	Dean, Tyler	Deskin, Shannon	Dias, Vondalynn
Dieckmeyer, Aubree	Disakli, Gaby	Donahue, Robert	Dunn, Margaret
Earley, Vinny	Edelstein, Casey	England, Jessica	Engelbrecht, Karleigh
Evans, Ruth	Fahami, Deebe	Falsa, Hedyeh	Farnham, Mike
Fiermonte, Amanda	Filippi, Daniel	Finch, Hillary	Fisher, Steven
Flores, Elizabeth	Fluetsch, Rea	Forsyth, Brad	Fulton, Timothy
Gage, Mitchell	Gallagher, Marissa	Garcia, Lucas	Garlich, Nick
Gates, Jennifer	Gavaletz, Aaron	Gavig-Meyer, Andrew	Geerken, Claire
Gherghina, Mihai	Giampolo, Gianni	Godin, Jeff	Gomez, Bryant
Gomez, Fermin	Gomez, Lacy	Gorman, Robert	Granados, Roberto
Graves, Katie	Griffin, Kapri	Gross, Andrew	Guilford, Jonathan

## I. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2009/2010 academic year.

### Advanced Technology and Applied Science/Environmental Studies, Saddleback College

Guilford, Jordan	Gunton, Ashley	Hall, Sam	Halpern, Samantha
Han, Matthew	Haneline, Christopher	Hanlin, David	Hansen, Shaun
Hedstrom, Kayla	Hennings, James	Hernandez, Ariana	Hoffski, Sue
Hopkins, Aaron	Houssainy, Sammy	Hovden, Brittany	Huang, Grace
Hutchinson, Matt	Hutto, Steven	Huynh, Jessica	Jacobs, Alejandra
Jeffers, Billy	Jensen, Vanessa	Jepson, Billy	Johnson, Christ
Johnson, Nicholas	Johnson, Timothy	Johnstone, Alyssa	Jordan, Matthew
Jung, Woo	Kalagian, Wayne	Kebler, Andrew	Kehiayan, Lauren
Kelly, Julie	Keyes, Madison	Khaef, Shereen	Kim, Peter
Kinder, Carley	Klos, Candice	Knapp, Jessica	Knight, Rachel
Ko, Linda	Kokinakes, Andrew	Koon, Garrett	Kross, Jonathan
Lacey, Tyler	Lackman, James	Lalague, Nicole	Lam, Tung Yan
Langdon, Ben	Lefler, Eric	Liddell, Caelidh	Lim, Hyona
Linder, Elizabeth	London, Steven	Lowe, Kristen	Lowe, Ryan
Magnusson, Trina	Marshall, Ryan	Martin, Michelle	Mason, Solange
Mcmanaman, Tyler	McNaught, Connor	Mechekak, Lila	Menges, Kevyn
Miller, Jennie	Miyashita, Kenneth	Mondi, Anthony	Montes, Erik
Moorehead, Sarah	Morey, Candice	Morgan, Laura	Moton, Allen
Muchou, Megan	Naillon, Andrew	Nakar, George	Nakhaie, Arioubarzan
Navarro, Nathan	Nettleton, Ian	Ngu, Michelle	Nguyen, Michael
Nguyen, Trung	Njaka, Adaeze	Njaka, Adaeze	Ashlyn, Noel
Nowak, Danielle	Olsen, Stephen	Panici, Tony	Papazian, Ryan
Pape, Ryan	Pariso, Julianne	Pasqualetto, Matt	Patton, Matt
Peck, Shawn	Petersen, Mike	Pezman, Jeffery	Pierce, Ian
Pinkow, Jake	Prince, MacKenzie	Pritchard, Heather	Puiggros, Jessica
Radpour, Adam	Ramirez, Raul	Ramirez, Rose	Ramirez, Taylor
Resendes, Anthony	Rice, Jordan	Ringuette, Bradley	Rueweler, Shane
Rohde, Jordan	Rosen, Jake	Rosenblit, Julia	Saeidghafelpoor, Emel
Saidi, Ghezal	Saifabad, Pantea	Salgado, Erik	Sanchez, Taylor
Sattler, Steven	Scarbro, Amberly	Schwartz, Dave	Schweitzer, Elizabeth
Scopellite, Avalon	Scopellite, Jourdan	Scott, Andrew	Scott, Tesa
Seebach, Jeff	Selegean, Andrew	Semione, Nick	Shapard, James
Sickles, Robert	Simpson, Robert	Sixt, McKensie	Small, Tyler
Smith, Chantal	Spencer, David	Springer, Nolan	Stark, Kyle
Stephens, Blake	Stevens, Sable	Stoikowitz, Holli	Strickland, Jeff
Sutton-Pryor, Matt	Tajik, Faraz	Teffeteller, Ariel	Thorsell, William
Tobiassen, Nicole	Tomlin, Melanie	Truong-Beatie, Maile	Twilegar, Joe
Ulmer, Chris	Urquilla, Yessenia	Vanderford, Ty	Vazquez, Veronica
Valentino, Joel	Ventura, Wilma	Villavisencio, Jason	Waters, Maxwell
Wedgley, Zachary	Wells, Perry	Werner-Lawrence Taylor	
Wert, Dan	Whitaker, Alyssa	Wigton, Braden	Winninghoff, Olivia
Wolpin, Alyssa	Woolston, Brett	Zarif, Philippe	

## **I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2009/2010 academic year.

### Counseling Services and Special Programs, Saddleback College

Johansen, Vick                      Taherian, Narjes

### Fine Arts and Media Technology, Saddleback College

Dominguez, Nichole      Faulkner, Bryn                      Isen, Thalia  
Parag-Hanna, Barbara      Van Hanswyk, Stacey      Williams, Scott

### Health Sciences and Human Services, Saddleback College

Anderson, Amanda      Bernardino, Mary D.      Boehm Natlie  
Bonapart, Vanessa      Danko, Carolyn      Eichler, Corrie  
Gonzales, Dana      Martin, Becky      Meeker, Matt  
Ngo, Truc      Osland, Cari      Sleigh, Jennifer  
Teter, Nicole

### Kinesiology, Physical Education and Athletics, Saddleback College

Gray, Patricia

### Liberal Arts and Learning Resources, Saddleback College

Eskandari, Mojdeh

### Mathematics, Sciences and Engineering, Saddleback College

Bickler, Joseph                      Bishop, Frances                      Burridge, Jeanette  
Huizar, Fred

### Office of Vice President, Student Services, Saddleback College

<sup>1</sup>Telson, Michael

### Veterans Office, Office of College Fiscal Services, Saddleback College

Christensen, Eric                      Espino, Michael                      Saldivar, Chritopher

### School of Fine Arts, Irvine Valley College

Lee, Susan

### Health, Physical Education and Athletics, Irvine Valley College

Barbier, Heath                      Barbier, Trevor                      Carlin, Amy  
Kimm, Ed                      Ly, Raymond                      Manzella, Jennifer  
Manzella, Joseph                      Park, Jeong                      Tey, Kiam  
Tung, Helen                      Vu, Khanh

### Learning Assistance Program, Irvine Valley College

Arceo, Josue                      Gomez, Jose de Jesus      Ihm, Soo  
Newcomer, Yizhi

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<sup>1</sup> Nephew of Lise Telson, Vice President of Student Services, Saddleback College.



**I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2009/2010 academic year.

Office of Special Programs and Services, Irvine Valley College

Kaplan, Harriet                  Kaplan, Hunter                  Youngs, Roy

School of Guidance and Counseling, Irvine Valley College

Ikeda, Fonz

School of Social Sciences, Irvine Valley College

Mainthow, Robert

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
NON-BARGAINING UNIT SALARY SCHEDULES  
2009-2010 (eff. 03/01/10)**

**NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY  
SCHEDULE\***

\*Non-Bargaining Unit, Temporary, Short Term, Hourly employees do not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Any number of hours per day constitutes a day worked. The Department/Division is responsible for tracking the amount of days. All ranges are based on skill level/departamental budget, not longevity.

<b><u>Job Title</u></b>		<b><u>Level of Service</u></b>	<b><u>Hourly Rate</u></b>
Adapted Kinesiology Aide (HRNBU08)	Range 001	Entry Level .....	8.50
	Range 002	.....	9.00
	Range 003	.....	9.50
	Range 004	Intermediate Level	10.50
	Range 005	.....	11.50
	Range 006	.....	12.50
	Range 007	.....	13.00
	Range 008	Skilled Level.....	14.00
	Range 009	.....	15.00
	Range 010	.....	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app req.....	18.00
	Range 013	HR app req.....	20.00
Child Development Center Aide (HRNBU17)	Range 001	12 ECE Units.....	10.00
	Range 002	18 ECE Units.....	11.00
	Range 003	24 ECE Units.....	12.00
Child Development Center Project Specialist (HRNBU17)	Range 013	Child Dev. Teacher	
		Permit .....	20.00
Clerk -- Short Term (A&R/Registration/Comm. Ed./Fiscal) (HRNBU09)	Range 001	Entry .....	8.50
	Range 002	.....	9.00
	Range 003	.....	9.50
	Range 004	Intermediate.....	10.00
	Range 005	.....	10.50
	Range 006	Skilled.....	11.00
	Range 007	.....	11.50
	Range 008	Advanced.....	12.00
	Range 009	.....	12.50
	Range 010	.....	13.00
	Range 011	.....	14.00
	Range 012	.....	15.00

**South Orange County Community College District**  
Page 2 – NBU Salary Schedules, 2009-2010

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Coaching Aide (HRNBU12)	Range 001	.....	14.00
	Range 002	.....	15.00
DSPS Proctor (Short-Term) (HRNBU08)	Range 004	.....	10.50
	Range 005	.....	11.50
	Range 006	.....	12.50
	Range 007	.....	13.00
	Range 008	.....	14.00
Lab. Aide (HRNBU11)	Range 001	Entry .....	8.50
	Range 002	.....	9.00
	Range 003	.....	9.50
	Range 004	Intermediate.....	10.00
	Range 005	.....	10.50
	Range 006	Skilled.....	11.00
	Range 007	.....	11.50
	Range 008	Advanced.....	12.00
Matriculation Proctor (HRNBU13)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	.....	9.50
	Range 004	.....	10.50
	Range 005	.....	11.50
	Range 006	Skilled.....	12.50
	Range 007	.....	13.00
	Range 008	.....	14.00
	Range 009	.....	15.00
	Range 010	.....	15.50
	Range 011	Advanced Level..	16.00
Outreach Aide (HRNBU14)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	.....	9.50
	Range 004	Skilled.....	10.00
	Range 005	.....	10.50
	Range 006	.....	11.00
	Range 007	.....	11.50
	Range 008	Advanced Level..	12.00
	Range 009	.....	12.50
	Range 010	.....	13.00
	Range 011	.....	14.00
	Range 012	.....	15.00

South Orange County Community College District  
Page 3 – NBU Salary Schedules, 2009-2010

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Project Specialist (HRNBU02)	Range 001	Entry Level .....	8.50
	Range 002	.....	9.00
	Range 003	.....	9.50
	Range 004	.....	10.50
	Range 005	.....	11.50
	Range 006	.....	12.50
	Range 007	Intermediate Level	13.00
	Range 008	Skilled Level.....	14.00
	Range 009	.....	15.00
	Range 010	.....	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app req.....	18.00
	Range 013	HR app req.....	20.00
Project Specialist (IT) (HRNBU15)	Range 001	Entry Level .....	10.00
	Range 002	.....	12.00
	Range 003	.....	15.00
	Range 004	.....	16.00
	Range 005	HR app req.....	17.00
	Range 006	HR app req.....	18.00
	Range 007	HR app req.....	20.00
	Range 008	HR app req.....	25.00
	Range 009	HR app req.....	30.00
	Range 010	HR app req.....	40.00
	Range 011	HR app req.....	50.00
Short-Term Campus Security Officer (HRNBU10)	Range 001	Entry-Level.....	12.00
	Range 002	Intermediate Level	14.50
	Range 003	Skilled Level.....	15.25
	Range 004	.....	15.50
	Range 005	Advanced.....	16.00
	Range 006	.....	18.00
	Range 007	.....	20.00
Teacher Prep. Program (TPP) (HRNBU16)	Range 004	.....	10.00
	Range 005	.....	10.50
	Range 006	.....	11.00
	Range 007	.....	11.50
	Range 008	.....	12.00

South Orange County Community College District  
Page 4 – NBU Salary Schedules, 2009-2010

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Theatre/Music/Dance (TMD) Aide (HRNBU04)	Range 001	Entry Level .....	8.50
	Range 002	Intermediate .....	9.00
	Range 003	.....	9.50
	Range 004	.....	10.50
	Range 005	.....	11.50
	Range 006	Skilled .....	12.50
	Range 007	.....	13.00
	Range 008	.....	14.00
	Range 009	.....	15.00
	Range 010	.....	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app. req.....	18.00
	Range 013	HR app. req.....	20.00

South Orange County Community College District  
Page 5 – NBU Salary Schedules, 2009-2010

**STUDENT HELP/WORK-STUDY:**

<b><u>Job Title</u></b>		<b><u>Level of Service</u></b>	<b><u>Hourly Rate</u></b>
Student Help (12 Units Fall/Spring; 6 summer)			
(HRNBU07)	Range 001	Entry Level .....	8.50
	Range 002	Intermediate .....	9.00
	Range 003	.....	9.50
	Range 004	Skilled.....	10.00
	Range 005	.....	10.50
	Range 006	.....	11.00
	Range 007	.....	11.50
	Range 008	Advanced Level..	12.00
	Range 009	.....	12.50
	Range 010	.....	13.00
	Range 011	.....	14.00
	Range 012	.....	15.00
Work-Study (EOPS; FWS; CalWorks)			
(HRNBU07)	Range 001	Entry Level .....	8.50
	Range 002	Intermediate .....	9.00
	Range 003	.....	9.50
	Range 004	Skilled Level.....	10.00
	Range 005	.....	10.50
	Range 006	.....	11.00
	Range 007	.....	11.50
	Range 008	Advanced Level..	12.00

NBU, Short Term Revision: 08-01-07; Approved 08-27-07  
NBU, Short Term Revision: 05-08-08; Approved 05-22-08  
NBU, Short Term Revision: 07-21-09; Approved 08-25-09  
NBU, Short Term Revision: 01-06-10;

South Orange County Community College District  
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**PROFESSIONAL EXPERT SALARY SCHEDULE**

Non-Bargaining Unit Professional Experts are employed on a temporary basis for a specific project, regardless of length of employment and are not considered part of the classified bargaining unit, as outlined in California Education Code 88003.

<b><u>Job Title</u></b>		<b><u>Hourly Rate</u></b>
CACT Educator (HRNBU03)	Range 001	68.89
Certified Test Proctor (HRNBU03)	Range 001 Entry	9.50
	Range 002 Intermediate	10.50
	Range 003 Skilled	11.50
	Range 004 Advanced	12.50
Clinical Skills Specialist (HRNBU03)	Range 001 Entry	15.00
	Range 002 Intermediate	20.00
	Range 003 Skilled	25.00
	Range 004 Senior	30.00
Copywriter (HRNBU03)	Range 001	65.00
	Range 002	75.00
	Range 003	85.00
Interpreter I	Range 001 Entry	13.00
Interpreter II	Range 001 Intermediate	16.00
Interpreter III	Range 001 Skilled – Interp. Training Prog.	25.00
Interpreter IV (HRNBU18)	Range 001 RID/ NAD 3/NIC/EIPA 4.0/Equiv. exp.	30.00
	Range 002 RID/ NAD 4/NIC/EIPA 5.0	35.00
	Range 003 RID/ NAD 4/NIC Adv./+5 yrs exp.	38.00
	Range 004 RID/ NAD 4/NIC Adv./+10 yrs exp.	42.00
Interpreter V (HRNBU18)	Range 001 RID/NAD 5/NIC Master	45.00
Lead Interpreter (HRNBU18)	Range 001	50.00
Model, Professional (HRNBU03)	Range 001 Entry	18.00
	Range 002 Intermediate	19.00
	Range 003	20.00
	Range 004	22.00
	Range 005 Skilled	25.00
Tutor*** (HRNBU03)	Range 001 Entry	8.50
	Range 002 Intermediate	9.00
	Range 003	9.50
	Range 004 Skilled	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008 Advanced	12.00

\*\*\* (Possession of AA degree in subject area, or equivalent experience)

South Orange County Community College District  
Page 7 – NBU Salary Schedules, 2009-2010

**COMMUNITY EDUCATION EXPERTS:**

<b><u>Job Title</u></b>			<b><u>Hourly Rate</u></b>
Aquatics Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002		9.00
	Range 003	Intermediate	9.50
	Range 004		10.00
Sr. Lifeguard (Live Scan Required)			
(HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003	Intermediate	11.50
	Range 004		12.00
	Range 005	Skilled	12.50
	Range 006		13.00
	Range 007	Advanced	13.50
	Range 008		14.00
	Range 009		14.50
	Range 010		15.00
	Range 011		16.00
Recreation Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003	Skilled	9.50
	Range 004	Advanced	10.00
Recreation Leader (Live Scan Required)			
(HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003		11.50
	Range 004	Intermediate	12.00
	Range 005		12.50
	Range 006		13.00
	Range 007		13.50
	Range 008	Skilled	14.00
	Range 009		14.50
	Range 010		15.00
	Range 011	Advanced	20.00
	Range 012	HR approval req.	28.00
	Range 013	HR approval req.	30.00

Community and Contract Education (Live Scan req.)  
(HRNBU05)

Salary Specified in  
Community Education  
Service Agreement



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: California Community College Classified Employee of the Year Awards Program

**ACTION:** Approval

---

**BACKGROUND**

The Board of Governors, the State Chancellor's Office and the Foundation for California Community Colleges has announced the annual Classified Employees Award Program. The purpose of this award is to recognize outstanding classified employees throughout the community college system. This prestigious award requires the support of the Chief Executive Officers and the endorsement of the Board of Trustees.

**STATUS**

Linda Renne, Senior Administrative Assistant, for the Matriculation Office at Irvine Valley College, is nominated as the outstanding classified employee for the South Orange County Community College District as set forth in Exhibit A.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees endorse this nomination.

## COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 10<sup>th</sup> each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Name of Nominee LINDA RENNE Date January 8, 2010

Senior Administrative Assistant

Job Title of Nominee

27703 Ortega Highway Space 16, San Juan Capistrano, CA 92675

Address City Zip Code

949-248-4347

Telephone:

South Orange County Community College District

College District

28000 Marguerite Parkway, Mission Viejo, CA 92692-3635

Address City Zip Code

Chancellor Raghu Mathur/President Glenn Roquemore

949-451-5210

Name of District Chancellor/College President

Telephone

**Disqualification warning:** It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

Signature Required.

Gwen Plano 949-451-5624 Gwendolyn M Plano, Ed.D.  
Signature of Nominator with Contact Telephone Number (Print Name)

5500 Irvine Center Drive, Irvine, CA 92618  
Mailing Address City Zip Code

**INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.**

Name of Nominee Linda Renne

20 Years of service with the district NOTE: minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

**1. Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?**

Linda demonstrates her commitment to the fundamental principles of the California Community College mission and the mission of Irvine Valley College, through (1) her unwavering attention in developing programmatic interventions that foster student success, (2) her striving for excellence in all that she does, and (3) her personal attention to lifelong learning in the workplace.

**a. Fostering student success:**

This past year alone, Linda assisted in the creation and implementation of an online orientation program. With the development of this notable program, students can now complete their orientation at any time. Moreover, because of Linda's diligence, the program has built-in Student Learning Outcomes, permitting ready review of the program's effectiveness. Additionally, Linda was instrumental in the development of an online Student Advisement program. Because of this new program, students can fulfill their matriculation obligation online, and through the process they better understand their academic trajectory. Furthermore, she is the monitor for all the SARS products. So, from scheduling appointments to tracking students, Linda is involved.

**b. Excellence:**

Linda strives to meet the needs of students. When embarking on another project, she instinctively turns to students for feedback and review. She listens carefully and creates accordingly. Because of this approach, her work is consistently student-friendly. Coupled with her notable technological skills, Linda produces extraordinary results.

**c. Lifelong learning:**

During the nearly 30 years that Linda has worked in the community college system, she has pursued her own advancement educationally. She has a Bachelor of Arts in Management and considerable post-graduate credits. She has also taken courses specific to her work (i.e., computer classes). And, she has earned community recognition through certification as a Basic Literacy Tutor and certification as a CERT responder.

- 2. Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism.** Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.
- 

Linda exemplifies professionalism and excellence. Highly curious, detail oriented, with a strong capacity for both analytical and abstract approaches to problem solving, she is an invaluable colleague for any project. Unlike many, Linda embraces change as a springboard to a new adventure. In fact, challenges excite her. Linda is pro-active; she is not one to sit around and wait for something to happen before she begins to take care of it. She anticipates problems, solutions, and enhancements, and regularly encourages her colleagues to adopt a similar approach to their work. She has an unparalleled work ethic, and because of this, she serves as a model to her colleagues. She shows people their power and the meaningfulness of their work. She's a reliable and often used campus resource.

Because Linda has gone through a number of college reorganizations resulting in the opportunity to work with all college constituencies, she now offers an emphatic, credible, and imaginative response to crisis whether individual, departmental, college, or at the district or state level. She is fearless in this respect. Moreover, Linda is equally comfortable and competent working on creative projects, budgets, regulatory reporting, and technology transitions; as well as staff, faculty, and administrator training on specialized software.

When working with students and the public, either in person, over the phone, or electronically, she establishes a personal interest and concern regarding the person and the circumstance under discussion. She is a highly attentive listener which enables her to connect with people from around the corner and from around the world—she understands and believes that each of us deserves respect for their opinions and concerns.

Linda has been formally recognized for her efforts at the college, the district, and through national organizations. Some of the recognitions she has received include:

- a. Irvine Valley College Administrators Award for Excellence, 2008-2009, for her extraordinary efforts with the SARS implementation and MIS reporting.
- b. South Orange County Community College District Special Recognition For Outstanding Work, Spring 2009.
- c. National Council for Marketing & Public Relations (NCMPR) Awards: Linda received the Gold Paragon Award for Best Schedule for two-year colleges in the United States. Additionally, she has been recognized by NCMPR's district Medallion Awards which recognize outstanding achievement in two-year college marketing and PR. For these awards Linda consistently received high scores in the areas of Schedule attractiveness of cover, Readability, Clarity of message to position college, Use and quality of pictures and graphics, Logical placement and sequence on information for the Community Education Schedule.
- d. PRO Awards (Community College Public Relations Organization): Linda has received multiple PRO Awards, which represents the highest mark of achievement for marketing, public relations and graphic design in California's community colleges. Her awards reflect outstanding work for the IVC Community Education Schedules.

- 3. Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities.** Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.
- 

Linda embodies commitment. Importantly, her commitment is matched by excellence.

- I. Involvement in college and/or district activities: Linda is deeply involved in the most critical processes related to the college as a whole and to Student Services in particular. Four comprehensive examples of this engagement are listed below.
  - a. Accreditation: Linda was a member of Standard IIB (Student Support Services). Because of her familiarity with matriculation, she authored the sections related to that area. Moreover, throughout the writing process, she helped edit the document and assisted others as needed with their contributions.
  - b. Student Services Program Review and Technical Assistance Site Visit: Linda assisted in producing the report for the Site Visit team. Additionally, she collected the necessary documents related to matriculation and met with team members about the college's matriculation efforts.
  - c. Matriculation Plan: Linda updated the entire matriculation plan and presented the plan to the Student Success, Access and Matriculation Committee for approval.
  - d. Shared Governance Participation: Linda is active in several vital committees: the college Institutional Effectiveness Committee, the district Health and Wellness Benefits Committee, the Classified Senate, CSEA, the district MIS Matriculation Committee, the district SIS Operational Steering Committee, and the college Student Success/Access and Matriculation Committee. She is also a Building Marshal for the IVC Emergency Preparedness Program.
- II. Efforts to organize others within the work environment: Linda is, by nature, a very organized employee. Because of her innate organizational abilities, she regularly assists other employees in organizing their work environments. A recent example is her effort on behalf of all classified staff to bring the Classified Employee Retirement Benefits Workshop to the campus. As a member of the district Health and Wellness Benefits Committee, she took the initiative to arrange for the benefits workshop to be shared with all IVC classified staff. She designed and distributed the announcement and made all the arrangements.
- III. Promotion of open communication among work groups: Linda is a keen communicator. Because she listens carefully and learns quickly, she is able to create pathways of communication across the campus. Three examples illustrate this point:
  - a. SARS-ALRT: Linda worked tirelessly on this project. Her involvement included workshops with the faculty, PowerPoint presentations, descriptive literature and hands-on instruction. Through her efforts, the college now has an Early Alert system that faculty embrace.
  - b. SARS: Linda has become the SARS "queen". Through her efforts, the college now has SARS-GRID, SARS-CALL, E-SARS and SARS-TRAK operational.
  - c. MIS matriculation reporting: Linda works closely with both district and college personnel to ensure that the college is accurately reporting the matriculation data.
- IV. Willingness to take the extra step: Linda is not only an excellent employee, always willing to come forward to assist in any way that she can, she is also an exemplary student. This is evident in her willingness to continually learn new skills, deepen her understanding of an area, and/or adopt new approaches to managing challenges. She is the poster child for life-long learning, especially as it finds expression in the ever-changing workplace.

4. **Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.
- 

In addition to her on-campus work with the Classified Senate and with the Strategic Planning Process, Linda is very engaged with the community in four major areas:

1. **Basic Literacy Tutor:** Linda teaches ESL in the San Juan Capistrano Adult Education Program. To qualify, she successfully completed the CBEST, became certified as a Basic Literacy Tutor with emphasis in English as a Second Language. In order to become certified, she needed to high skills in speaking, reading and writing English, and also needed to manifest compassion, understanding and sensitivity to the learners.
2. **Community Emergency Response Team (CERT):** Linda serves the city of San Juan Capistrano as a civilian emergency responder. After finishing her initial 20 hours of training, Linda maintains her certification through regular participation in continuing education courses and drills.

During the October 2007 Santiago Fire, Linda took vacation days to volunteer as a CERT at the Fire Camp located in the Irvine Regional Park. Over 300 fire companies from across the nation and Mexico and thousands of firefighters were based out of this Fire Camp. Additionally, Linda volunteered numerous hours at the Blenheim Farms horse evacuation site. Over 700 horses (plus goats, sheep, donkeys, and llamas) from San Diego, Orange, and Riverside counties were housed at Blenheim. Linda did whatever was needed, including mucking stalls, watering and feeding horses, monitoring hay supply, monitoring horse safety, stripping stalls, and assisting veterinarians with on-site emergency treatments.

3. **Large Animal Response Team (LART):** Linda is a certified Level 4 LART with the City of San Juan Capistrano and is designated as a Trailer Team Leader. In San Juan Capistrano there are estimated to be over 3,000 horses. During an emergency or disaster, taking care of large animals requires advanced planning and individuals who know how to handle and move animals to safety. That is why San Juan Capistrano includes emergency animal response and evacuation operations as a component in the City's disaster planning. Sixteen hours of training beyond the training required to become a CERT member is required. As a Level IV LART Linda has completed training in:
  - a. LART Procedures and Administrative Functions at the Sheltering Site
  - b. Basic Large Animal Handling and LART Procedures
  - c. Advanced Large Animal Handling and Trailer Loading
  - d. Vehicle and Trailer Operations
4. **San Juan Capistrano Equestrian Coalition (SJCEC), Board Member:** Linda volunteers many hours to this non-profit organization. The primary purpose of the SJCEC is to work closely with the City of San Juan Capistrano, the county of Orange, and other organizations for the purpose of the preservation of the equestrian lifestyle in keeping with the City motto "Preserving the past to Enhance the Future." In addition to serving as the organization web and membership manager, Linda has recently been involved with the following projects:
  - a. **Interactive Virtual Tour of the Entire Trail System of San Juan Capistrano:** The new virtual trail map is part of an effort to help equestrians, hikers, bicyclists and walkers alike to better navigate their way through the City's trail system.
  - b. **SJCEC Lecture Series:** The Lecture Series provides a way for the horse owner, animal lover, trainer, student or aspiring future veterinarian to learn more about the complicated inter-workings of the horse from experts.
  - c. **Annual Barn Dance:** The Barn Dance is the major fundraiser for the SJCEC. Monies collected are used to help fund activities for youth with disabilities.

**5. Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.**

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Linda is a skilled problem-solver. Her independent judgments about situations, challenges, and projects are always highly regarded. Importantly, when she reviews a concern, her innate creativity is stimulated and she inevitably provides on-target solutions. A couple of examples include her work with the Community Education department and fee-based classes.

When she worked in the Community Education department, she conceptualized, developed and managed the department's interactive website. This provided students with online registration capability for the first time, and also provided real time updated class information and secure online payment of class fees with credit cards. The addition of this technology charged the very fundamentals of now the department did (and does) business with its public.

Similarly, Linda was instrumental in bringing hundreds of online fee-based classes to the public. She developed, implemented and managed all aspect of this leading edge project for five years.

In closing, Linda is a very ethical employee. She treats everyone with respect, responds honestly to everyone, and embraces integrity in all that she does. Because of her work ethic and her integrity, she is a model employee respected by all.

**EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 10, TO:**

**(Note: If March 10 falls on a Saturday or Sunday, the deadline is the following Monday.)**

California Community Colleges Chancellor's Office  
**Attn: Classified Employee Awards Program/BOG**  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, California 95811-6549

\* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

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Signature of Board of Trustees President

(Print Name)

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South Orange County Community College District

Name of Community College District



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College and Irvine Valley College: Speakers  
**ACTION:** Information

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**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 any college and/or ATEP since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

# **SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

## **SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
1/19/10	HS 102	Martine Wehr		Sgt. Mike McHenry	Juvenile Bureau Chief, OCSD
1/31/10	FA 210	Larry Jones		Betsy Manheimer	Local Artisan / Fold Forming Workshop
2/2/10	HS 102	Martine Wehr		Dr. Denham	Amen Clinic / Drugs and the Brain
2/3/10	BGS 119	Diane McGroarty		Katy Kaminski	Sales Representative / Forest and Fauna
2/9/10	HS 102	Martine Wehr		Mary Ann Rose	Parent of teen with brain damage / Overdoses
2/9/10	BGS 119	J.D. Nowland		Joseph Morris	Independent Dye Contractor / Dye Process
2/10/10	BGS 119	Diane McGroarty		Jaleh Naasz	Designer/ Jaleh Designs
2/16/10	BGS 119	J.D. Nowland		Joseph Morris	Independent Dye Contractor / Dye Process
2/23/10	HS 102	Martine Wehr		Geoff Henderson	E.D. of Phoenix House / Drug Treatment for Teens
2/28/10 9 am – 3 pm	PE 306	Troyce Thome & Vince McCullough	KNES 29 Tai Chi	Tim Cartmell	Tim Cartmell is a 29 year veteran in martial arts and has developed the Tru Balance System.
4/5-7/10 4 pm – 5 pm	RM 295	Robert Houska	Human Anatomy	Fred Huizar	Human Eye

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 1/25/10 Total Basic Aid Estimated Receipts of \$350.0M less Total Approved Projects in the amount of \$334.8M leaves a \$15.2M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2009 – 2010	\$33,827,968
2010 – 2011	\$29,906,938
2011 – 2012	\$28,731,559
2012 – 2013	\$27,520,272
2013 – 2014	\$26,247,312

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of January 25, 2010 Board Meeting**

	1999-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	Total
Actual Basic Aid Receipts	\$47,008,296	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$316,195,584
Estimated Basic Aid Receipts 2009/10								\$33,827,968
							<b>Total Receipts</b>	<b>\$350,023,552</b>
							<b>Total Approved Projects</b>	<b>\$334,831,582</b>
							<b>Uncommitted Basic Aid Funds</b>	<b>\$15,191,970</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$9,103,662	\$18,314,276	\$27,417,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$9,203,957				\$9,203,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$4,750,000				\$4,750,000
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$9,930,800		\$9,930,800
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,250,000		\$1,250,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC M/S/E Bldg Ventilation System					\$5,000,000	\$5,000,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
SC New Science Building (M/S/E annex)					\$3,742,000	\$3,742,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$210,000					\$210,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$5,000,000			\$5,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$981,697					\$981,697
<b>Total Approved Projects</b>	<b>\$42,069,136</b>	<b>\$45,888,533</b>	<b>\$32,878,587</b>	<b>\$88,907,498</b>	<b>\$125,087,828</b>	<b>\$334,831,582</b>

**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated	2010 and Forward	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000		381,124	900,200	431,327	441,875	759,396	1,836,078	250,000	5,000,000	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000			4,245,000						4,245,000	-
2005/06 College Instructional Equipment Needs	1,392,000			438,461	41,503	378,311	473,955	59,769.69		1,392,000	-
Technology Needs for IVC, SC & District	19,367,618		2,394,995	3,580,763	3,178,825	3,647,238	3,919,852	1,945,925	700,000	19,367,618	-
Campus Appearance Improvement IVC & SC	1,000,000						378,837	400,000	221,163	1,000,000	-
ATEP Operating Budget*	9,203,957		266,981	706,587	1,119,887	1,841,834	2,273,645	2,995,023		9,203,957	-
ATEP Staffing, Equipment, Program Development	4,000,000						20,689	200,000	3,779,311	4,000,000	-
ATEP Renovation	15,034,576	370,243	630,096	1,035,239	3,838,068	1,318,978	103,660	100,000	7,638,291	15,034,576	-
ATEP Building Demolition	7,000,000						61,693	80,000	6,858,307	7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	-
ATEP Site Development Negotiations	4,750,000				12,066	887,067	1,080,568	500,000	2,270,300	4,750,000	-
ATEP Development	3,750,000					565,425	1,041,250	1,700,000	443,325	3,750,000	-
ATEP Parking Lot Renovation	950,000							950,000		950,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701	1,543,653	1,351,330	1,485,718	-	-	-	-	-	4,380,701	-
Debt Retirement Contribution	34,400,000	21,000,000	5,000,000	4,200,000	4,200,000	-	-	-	-	34,400,000	-
IVC Business & Technology Innovation Center	12,882,000			25,860	981,852	5,563,594	2,392,351	3,600,000	318,342	12,882,000	-
IVC Design and Install Entrance from Barranca	2,850,000			9,950	-	-	-	100,000	2,740,050	2,850,000	-
IVC Fine Arts Building	4,852,000					61,163	115	-	4,590,722	4,852,000	-
IVC Floor Repairs	58,340		57,458	882	-	-	-	-	-	58,340	-
IVC Life Sciences Project	9,930,800						81,776	600,000	9,249,024	9,930,800	-
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759		1,500	222,418	1,183,432	69,409	-	-	-	1,476,759	-
IVC Maintenance and Police Facility	4,575,000		90,046	1,575,308	1,412,747	1,475,172	383	2,000	19,344	4,575,000	-
IVC Modular Building	370,000	369,456	544	-	-	-	-	-	-	370,000	-
IVC Landscaping (PAC & BSTIC)	1,250,000						-	250,000	1,000,000	1,250,000	-
IVC Performing Arts Center	17,180,000	57,850	623,625	4,235,617	10,727,931	1,137,271	38,469	359,236	-	17,180,000	-
IVC Science Equip & TV Studio	500,000	492,814	7,186	-	-	-	-	-	-	500,000	-
IVC Sports Facilities	896,000	896,000	-	-	-	-	-	-	-	896,000	-
IVC Replace Main Water Valves	275,000							275,000	-	275,000	-
IVC Replace Natural Gas Piping A&B Quads	230,000							230,000	-	230,000	-
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000							400,000	-	400,000	-
IVC SSC HVAC System	800,000							400,000	400,000	800,000	-
IVC Utility Service Project	416,000		125,332	220,576	315	-	69,778	-	-	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000		35,700	413,103	29,853	5,466	29,877	-	-	514,000	-
IVC Modular Bldg Replacement (CEC)	197,402			197,402	-	-	-	-	-	197,402	-
IVC Science Lab Addition & Remodel	6,980,000			276,823	86,014	2,373,462	4,243,701	-	-	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000			49,177	94,785	1,529,452	110,000	-	697,586	2,481,000	-
IVC Early College Program	60,000			19,626	40,374	0	-	-	-	60,000	-
Retiree Benefits	27,417,938	2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	2,500,000	-	27,417,938	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000		57,748	-	9,684	61,163	115	10,000	2,198,290	2,337,000	-
SC M/S/E Plaza Repairs	5,081,000						69,288	10,000	5,001,712	5,081,000	-
SC M/S/E Renovation	2,608,344						39,000	20,000	2,549,344	2,608,344	-
SC Building Repairs - TAS Building	1,956,000		26,775	97,135	28,465	-	1,048	-	1,802,576	1,956,000	-
SC Building Repairs - Library Remodel	20,141,000	40,000	37,892	-	-	-	-	200,000	19,863,108	20,141,000	-
SC Demolition of Lower Campus Buildings	1,719,000	965,373	15,917	737,255	-	-	-	455	-	1,719,000	-
SC Demolition	1,000,000							-	1,000,000	1,000,000	-
SC Village Remodel	4,130,000					244,229	2,014,945	1,870,826	-	4,130,000	-
SC Village Expansion	3,942,000						463,110	3,478,890	-	3,942,000	-
SC Golf Driving Range Net Replacement	300,000			1,800	43,400	46,600	5,000	100,000	103,200	300,000	-
SC Health Science/District Office Building	15,251,655	7,156,088	7,887,463	189,994	5,096	13,014	-	0	-	15,251,655	-
SC Hire Consultant for Parking/Traffic Study	48,500		24,250	-	-	-	-	24,250	-	48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	46,200	1,288,800	-	-	-	-	-	-	1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000			682,740	3,735,624	4,277,090	28,746	100,000	181,800	9,006,000	-
SC New Science Building (M/S/E annex)	3,742,000				29,595	-	-	20,000	3,692,405	3,742,000	-
SC Science Equip & TV Studio	500,000	499,908	92	-	-	-	-	-	-	500,000	-
SC Science/Applied Science Bldg	14,850		14,850	-	-	-	-	-	-	14,850	-
SC Sports Facilities	817,310	778,625	26,695	11,990	-	-	-	-	-	817,310	-
SC M/S/E Bldg Ventilation System Upgrade	5,000,000							300,000	4,700,000	5,000,000	-
SC Pool Deck Replacement	1,500,000							50,000	1,450,000	1,500,000	-
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000							500,000	1,000,000	1,500,000	-
SC Temporary Classroom Facilities	7,269,285		714	3,729,338	3,341,007	105,308	450	92,468	-	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000				162,708	105,248	2,023,613	250,431	-	2,542,000	-
SC Loop Road	3,442,000							90,000	3,352,000	3,442,000	-
SOCCCD: Replace HR & Bldg Dev Systems	897,740			208,797	672,943	16,000	-	0	-	897,740	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260				3,515,073	5,304,918	4,111,633	1,150,636	20,000	14,102,260	-
SOCCCD: Districtwide Telephone System	4,499,498	127,271	3,636,911	627,911	107,404	-	-	0	-	4,499,498	-
SOCCCD: Fiscal and HR Systems Repl.	27,500			27,500	-	-	-	-	-	27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010			370,010	-	-	-	-	-	370,010	-
SOCCCD: HR Recruitment Work Plan	85,911		85,911	-	-	0	-	-	-	85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	210,000	15,700	24,002	24,298	24,000	14,000	34,354	40,000	33,646	210,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830			184,690	85,327	59,813	-	-	-	329,830	-
SOCCCD: IT Projects SC/IVC/ATEP Instruct & Student Svc	5,000,000							4,000,000	1,000,000	5,000,000	-
SOCCCD: Additional 1% Contingency	1,278,101							1,278,101	-	1,278,101	-
SOCCCD: Trustee Election/General Election Expense	981,697	453,867					527,830	-	-	981,697	-
<b>Totals</b>	<b>334,831,582</b>	<b>37,632,547</b>	<b>26,988,395</b>	<b>33,077,552</b>	<b>44,726,959</b>	<b>38,365,313</b>	<b>26,394,523</b>	<b>37,522,446</b>	<b>90,123,848</b>	<b>334,831,582</b>	<b>-</b>

	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated	2010 and Forward
Commitments	83,542,630	57,751,446	11,145,072	34,465,912	70,908,593	54,256,170	22,761,759	-
Cumulative Commitments	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	334,831,582	334,831,582
Receipts	74,365,248	40,162,878	46,899,203	52,896,017	50,692,873	51,179,365	33,827,968	-
Cumulative Receipts	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	350,023,552	350,023,552
Cumulative Expenses	37,632,547	64,620,942	97,698,494	142,425,453	180,790,766	207,185,289	244,707,734	334,831,582
Cash Balances	36,732,701	49,907,184	63,728,835	71,897,893	84,225,453	109,010,295	105,315,818	15,191,970

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## **FACILITIES PLAN STATUS REPORT**

### **February 22, 2010**

#### **SADDLEBACK COLLEGE**

##### **1. JAMES B. UTT LIBRARY REMODEL**

Construction documents are approved by DSA and the State Chancellor's Office. State budget issues have delayed progress. The State Chancellor's office is aware that an extension for the equipment appropriations may be needed. Reallocation of basic aid funding has allowed this project to move forward. Swing space needs must be completed before construction start. *Bid documents preparation is complete and the bidding and prequalification cycle began with advertisement on February 1, 2010. A mandatory job walk was conducted on February 11, 2010.* Furniture and equipment planning continues. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000.

##### **2. SCIENCES BUILDING**

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008, to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$55,398,000 with \$33,553,000 anticipated from the state and \$21,845,000 proposed as funded through basic aid.

##### **3. McKINNEY THEATER RESTROOMS (Fine Arts Restrooms)**

Construction began on June 23, 2008. The project was complete May, 2009. The design team, College and District staff is reviewing close out contract issues in order for the Notice of Completion to be brought to the Board of Trustees. The overall project budget is \$2,542,000 funded through basic aid.

##### **4. REMODEL FOR SWING SPACE DURING LIBRARY REMODEL**

On June 25, 2007, the Board approved the Portable Renovation, the Gaucho Strength Center renovation and PE100 renovation projects and hiring R2A for architectural services. Portable Renovation began on October 13, 2008, and is complete. The design team, College and District staff is reviewing close out contract issues in order for the Notice of Completion to be brought to the Board of Trustees.

The Board approved award of contract for PE100 at the March 2009, meeting. Construction began on April 13, 2009 and completed mid-September. DSA close out is underway. The Notice of Completion was approved by the Board in November and has been filed with the county.

The Gaucho Strength Center renovation for Communication Arts began construction in September and continues on schedule and within budget.

The overall project budget is \$4,130,000 funded through basic aid.



#### 5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2009. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,235,000 with \$19,765,000 anticipated from the state and \$8,471,000 proposed as funded through basic aid.

#### 6. LOOP ROAD

The Board approved the Loop Road project in March, 2009. Currently, the project is estimated at \$5,650,000 which is believed to be an inadequate amount. *Architectural selection and contract negotiations are complete with a recommendation to the Board this February 2010 meeting.* \$3,442,000 of the overall project budget is approved for funding through basic aid.

#### 7. M/S/E PLAZA RENOVATION

The Board approved the Math/Science/Engineering building project in March, 2009. Uneven settlement under the plaza area between the Library and the M/S/E building has resulted in slab heaving, cracking and water penetration at the M/S/E building. The overall project budget is \$5,081,000 funded through basic aid.

#### 8. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project during the November, 2008, meeting. There are two construction packages, one for site work and one for building installation and interior improvements. The site work contractor has walked off the job and the surety has taken over. It is staff's assessment that this was due to financial insolvency. The surety *has recommended a contractor and provided a Tender agreement which is under review.* District staff anticipates an additional 8-10 week delay. This situation may result in a need to extend the lease on the portables anticipated for removal in March. Buildings delivery is 90% complete. Total change orders represent 2.3% of the original contract amount. The overall project budget is \$3,942,000 funded through basic aid.

### IRVINE VALLEY COLLEGE

#### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. DSA closeout is underway. *All necessary DSA close out documentation is now submitted.* Design professionals are reporting a delay in turn-around for all DSA submittals due to reduced schedules through the furlough program and out-sourcing of work.

#### 2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building construction is 100% complete. Total change orders represent 1.00% of the original contract amount. The final equipment phase is under review and will proceed as a result of the Board of Trustee's approval to move basic aid funds from the Fine Arts project to the Business Sciences Technology and Innovation Center. DSA closeout is underway. The overall project budget is \$25,593,000 with \$12,711,000 from the state and \$12,882,000 funded through basic aid.

3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. Electrical, mechanical, plumbing, and interior improvements at the new and existing building are 95% complete and punch list is underway. The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

Project is 100% complete with Notice of Completion recommended to the Board of Trustees at the July, 2009, meeting. DSA closeout is underway. The overall project budget is \$2,484,000 funded through basic aid.

5. LIFE SCIENCES PROJECT

The state chancellor's office provided the District with approval to move forward with design. The architect has submitted preliminary design to the state chancellor's office for approval to proceed into the next release of funding. Funding "release" is an indication that the District may move into the next phase of their work in accordance with the freeze on funding described in this Board's June 22, 2009, agenda. Staff anticipates construction document submittal to DSA in *April*. The overall project budget is \$24,848,000 with \$17,377,000 from the state and \$7,468,000 funded through basic aid.

6. FINE ARTS BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. Currently, the project is estimated at \$2,850,000 which will be evaluated for appropriateness once the designer provides a cost estimate. Architectural selection *was approved by the Board on January 25, 2010*. The overall project budget is \$2,850,000 funded through basic aid.

8. GREAT LAWN PROJECT

The Board approved funding for landscape improvements in the area of the Performing Arts Center during the March board meeting. The Architectural *is proceeding with the design*. The overall project budget is \$1,250,000 funded through basic aid.

## ATEP

### 1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation 95% complete. ModSpace, the Increment II contractor, has requested a review of previously submitted change orders and a release of retention. *District staff has partially released retention and is working with ModSpace on finalizing a few outstanding items.* To date, total change orders represent 3.01% of the original contract amount.

### 2. ATEP BUILDING DEMOLITION

The environmental consultant has performed building surveys and has developed the report, specifications and plans for hazardous material removal and building demolition. City of Tustin provided additional requests during a third review. Plans and specifications for all seven phases of demolition have been returned with minor comments by the City of Tustin and forwarded to the Navy for their review. The overall project budget is \$7,000,000 funded through basic aid.

### 3. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

### 4. ATEP PARKING LOT

Plans for improvement at the existing parking lot have been approved through DSA and the City of Tustin has performed their courtesy review. *The contractor was given Notice to Proceed for January 11, 2010 with an estimated 60 day project duration.* The overall project budget is \$950,000 funded through basic aid.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

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**BACKGROUND**

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it was requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

**STATUS**

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
LISTING OF BOARD REPORTS REQUESTED**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report Prepared By:</b>	<b>Date Submitted to the Board of Trustees</b>
11/17/09	Efficiencies, Reductions and Planning in 2010-2011	Trustee Fuentes	January 2010	Gary Poertner	January 2010
11/17/09	Presentation on Statewide Community College Survey Results	Trustee Fuentes	December 7, 2009	Gary Poertner	January 25, 2010 December 7, 2009
9/24/09	Saddleback College Communication Arts Program	Trustee Padberg	November 17, 2009	Tod Burnett	January 25, 2010 November 17, 2009
9/24/09	Saddleback College Film Program	Trustee Padberg	November 17, 2009	Tod Burnett	November 17, 2009
8/31/09	Salaries of College Professors in Orange County	Trustee Fuentes	October 26, 2009	David Bugay	October 26, 2009

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**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 January 31, 2009. A review of current revenues and expenditures for the 2009/10 fiscal year shows that they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

General Fund Income and Expenditure Summary  
As of January 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		31,930,391	31,930,391	0	31,930,391
REVENUES:					
Federal Sources	8100-8199	\$ 3,246,917	3,279,022	32,105	1,020,899
Other State Sources	8600-8699	18,548,183	17,856,342	(691,841)	9,651,959
Other Local Sources	8800-8899	170,839,772	170,792,272	(47,500)	108,779,399
Total Revenue		192,634,872	191,927,636	(707,236)	119,452,257
BASIC AID				0	
INCOMING TRANSFERS	8980-8989			0	
<b>TOTAL SOURCES OF FUNDS</b>		<u>224,565,263</u>	<u>223,858,027</u>	<u>(707,236)</u>	<u>151,382,648</u>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	65,750,670	64,941,904	(808,766)	36,121,934
Other Staff Salaries	2000-2999	41,023,241	40,726,159	(297,082)	18,896,952
Employee Benefits	3000-3999	32,302,949	32,186,236	(116,713)	16,666,820
Supplies & Materials	4000-4999	6,425,644	6,444,113	18,469	1,443,547
Services & Other Operating	5000-5999	21,274,414	21,235,364	(39,050)	7,766,492
Capital Outlay	6000-6999	10,870,940	11,449,788	578,848	1,886,864
Payments to Students	7500-7699	577,264	534,322	(42,942)	324,654
Total Expenditures		178,225,122	177,517,886	(707,236)	83,107,263
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	864,000	864,000	0	864,000
Basic Aid Transfers Out		31,267,968	31,267,968	0	15,205,000
Intra Fund Transfers Out	7400-7499	0	0	0	0
Debt Service	7100-7199	412,000	412,000	0	204,715
Total Other Sources (Uses)		32,543,968	32,543,968	0	16,273,715
<b>TOTAL USES OF FUNDS</b>		<u>210,769,090</u>	<u>210,061,854</u>	<u>(707,236)</u>	<u>99,380,978</u>
<b>ENDING FUND BALANCE</b>		13,796,173	13,796,173	0	52,001,670
Reserve for Economic Uncertainties		10,446,173	10,446,173	0	
Location Reserves for Economic Uncertainties		3,350,000	3,350,000	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of January 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		11,702,879	11,702,879	0	11,702,879
REVENUES:					
Unrestricted Budget Allocation		\$ 80,691,012	80,691,012	0	49,678,460
Restricted Budget Allocation		11,459,371	11,201,583	(257,788)	6,105,018
Total Revenue		92,150,383	91,892,595	(257,788)	55,783,478
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<u>103,853,262</u>	<u>103,595,474</u>	<u>(257,788)</u>	<u>67,486,357</u>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	40,933,766	40,475,667	(458,099)	22,563,389
Other Staff Salaries	2000-2999	20,978,861	20,828,530	(150,331)	9,592,839
Employee Benefits	3000-3999	18,577,481	18,537,660	(39,821)	9,264,541
Supplies & Materials	4000-4999	4,363,353	4,370,156	6,803	989,079
Services & Other Operating	5000-5999	9,712,513	9,878,660	166,147	3,473,675
Capital Outlay	6000-6999	5,749,310	6,045,851	296,541	1,456,727
Payments to Students	7500-7699	387,978	308,950	(79,028)	189,342
Total Expenditures		100,703,262	100,445,474	(257,788)	47,529,592
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	400,000	400,000	0	400,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	0	0	0	0
Total Other Sources (Uses)		400,000	400,000	0	400,000
<b>TOTAL USES OF FUNDS</b>		<u>101,103,262</u>	<u>100,845,474</u>	<u>(257,788)</u>	<u>47,929,592</u>
<b>LOCATION OPERATING BALANCE</b>		2,750,000	2,750,000	0	19,556,765
Reserve for Economic Uncertainties		2,750,000	2,750,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0



**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of January 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		3,168,759	3,168,759	0	3,168,759
REVENUES:					
Unrestricted Budget Allocation		\$ 43,326,341	43,326,341	0	27,068,232
Restricted Budget Allocation		5,637,033	5,225,315	(411,718)	2,889,304
Total Revenue		48,963,374	48,551,656	(411,718)	29,957,536
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>52,132,133</b>	<b>51,720,415</b>	<b>(411,718)</b>	<b>33,126,295</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	21,764,846	21,423,613	(341,233)	12,515,050
Other Staff Salaries	2000-2999	12,127,529	11,941,421	(186,108)	5,717,821
Employee Benefits	3000-3999	10,008,971	9,928,522	(80,449)	5,265,758
Supplies & Materials	4000-4999	1,232,294	1,238,723	6,429	390,977
Services & Other Operating	5000-5999	4,216,487	4,292,241	75,754	1,499,630
Capital Outlay	6000-6999	1,346,720	1,424,523	77,803	305,531
Payments to Students	7500-7699	189,286	225,372	36,086	135,313
Total Expenditures		50,886,133	50,474,415	(411,718)	25,830,080
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	234,000	234,000	0	234,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	412,000	412,000	0	204,715
Total Other Sources (Uses)		646,000	646,000	0	438,715
<b>TOTAL USES OF FUNDS</b>		<b>51,532,133</b>	<b>51,120,415</b>	<b>(411,718)</b>	<b>26,268,795</b>
<b>LOCATION OPERATING BALANCE</b>		<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>6,857,500</b>
Reserve for Economic Uncertainties		600,000	600,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Quarterly Investment Report  
**ACTION:** Information

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**BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

**STATUS**

This report is for the quarter ending on December 31, 2009. Our cash balances at the end of December 31, 2009 were One Hundred Sixty-One Million, Two Hundred, Sixty-One Thousand Six Hundred Seventy-Seven Dollars and 28/100 (\$161,261,677.28) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Four Hundred Seventy-Two Thousand, Nine Hundred Seven Dollars and 40/100 (\$25,472,907.40) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 1.13% and the LAIF investment pool is yielding an average of 0.60% for the fiscal quarter ending December 31, 2009. Both pools are highly liquid, with overnight wire transfers available upon request.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Written Reports

**ACTION:** None

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**Written Reports**

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

President, Saddleback College  
President, Irvine Valley College  
Provost, ATEP  
Associated Student Government of SC  
Associated Students of IVC  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate  
Faculty Association  
California School Employees Association  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Services Classified Senate  
Police Officers' Association



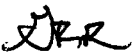
IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618

www.ivc.edu

949.451.5100 ♦ Fax 949.451.5270

**TO:** Chancellor Raghu P. Mathur and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President 

**DATE:** February 11, 2010

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

### **23<sup>rd</sup> Annual Astounding Inventions**

On Saturday, January 30, IVC held its 23<sup>rd</sup> annual Astounding Inventions. This year, IVC had approximately 350 students from South Orange County exhibiting. The students from Irvine Unified and Tustin Unified School Districts competed for \$9,000 in cash prizes, certificates of achievement and ribbons from the Irvine Valley College Foundation. The inventions were grouped by grade level and were judged on their originality, usefulness, and a written description and illustration submitted by the student. This year's event included faculty presenters: Professors George Brogan, Ilkner Erbas-White, Rich Zucker, Dale Carranza, and Kiana Tabibzadeh. The following platform members were included in the ceremonies: South Orange County Community College District Board President, Don Wagner; Tustin Unified School Board Members, Francine Scinto and Lynn Davis; Irvine Unified School Board Member, Carolyn McNerney; and Mayor of Irvine, Sukee Kang. The event was presented by Greenberg Traurig, LLP and the Irvine Valley College Foundation. Other major sponsors include Rosemount Analytical, SRS Labs, AT&T, Cox Communications, Irvine Ranch Water District, Iwamoto Kong, Klein O'Neill & Singh, Micromachines, and Wells Fargo.

### **IVC2IVC Lecture Series**

On January 25, Fumiko Ishii and her colleagues from the Department of Japanese helped launch the first in a series of lectures at IVC entitled "IVC2IVC" which will be held throughout the spring semester. Fumiko's inaugural presentation included a video and a lecture on how to make sushi. Five more guest presentations are planned throughout the semester on various topics including "Mathematical Magic Tricks as a Teaching Tool," "Creating Your First Website Using Dreamweaver," "The Neurobiology of Teaching and Learning," "Meet the Art Department Faculty: fellow colleagues and working artists," and "Do Americans Pay Too Much for Drugs? – U.S. Health Care Costs."

#### **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES:** Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams  
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

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## **IVC DEBATE TEAM RANKED SECOND IN THE COUNTRY**

IVC debaters improved their national ranking in January with their best tournament of the year. The tournament, held at Concordia University on January 23, had over 100 debaters from 15 schools. IVC had six teams in the elimination rounds and won a three way tie for gold in the junior division. The points scored at the tournament were enough to move the team into second place nationally for all community colleges. The team is also ranked seventh among all collegiate teams.

## **IVC Basketball Teams Support Pink Zone**

On February 5, the IVC basketball teams held a Pink Zone event as part of the OEC basketball doubleheader. Both the men and women played Riverside that evening. A \$5 admission was charged and all proceeds were donated to the Women's Basketball Coaches Association (WBCA) breast cancer awareness efforts.

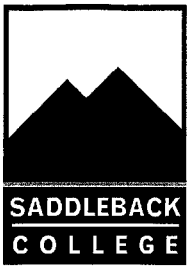
## **IVC Homecoming and Kickoff of Second Annual Presidents' Cup**

On Wednesday, January 27, Irvine Valley College President Glenn Roquemore and Saddleback College President Tod Burnett invited students, faculty, staff, administrators, alumni, and the community to the first games of the second annual Presidents' Cup Series between the IVC Lasers and the Saddleback Gauchos. The IVC men's team defeated their district rival 58-47, while the IVC women's basketball team lost to Saddleback 68-65. The double-header basketball series topped off the IVC homecoming festivities which were held earlier in the evening and included food, music, games, a pep rally, and the crowning of IVC's new homecoming queen Kelly Halbeck and homecoming king Seoungjun (Elijah) Lee. The Associated Students of Irvine Valley College sponsored the homecoming festivities.

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## MEMORANDUM

TO: Members of the Board of Trustees  
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR FEBRUARY 22, 2010 BOARD OF TRUSTEES' MEETING

The college's strategic planning progress is on target and the Consultation Council has approved 11 goals that were submitted by the four strategic planning groups and approved by the Planning and Budget Steering Committee. The 11 goals correspond with the college's four strategic directions: Improve Student Preparedness, Excel in College Transfers, Enhance Resources, and Foster Innovation. The strategic planning groups will now formulate strategies to achieve the goals.

The college's accreditation self study is nearly completed and will be submitted to Associate Professor of Business Joe Tenurvia, who is a former editor of McGraw-Hill publishing, who will edit the document before its submission to the Board of Trustees for its first review of the document in May. The document will be presented to the Board of Trustees for the last time in June before it is mailed to the Accrediting Commission.

Planning is underway for the Saddleback College Veterans Memorial Dedication, which will be held on Thursday, April 29<sup>th</sup> at 4:00 p.m. Save the Date cards have been sent to military and elected officials at the federal, state, and local levels, veterans groups, community members, and students, faculty, staff, and management at the college and district. We are expecting over 700 guests to what is sure to be Saddleback College's largest event in our 41-year history.

The second annual Presidents' Cup ended at Saddleback College on February 19<sup>th</sup>. The exciting games between the women's and men's basketball teams are a part of a new annual tradition between Saddleback College and Irvine Valley College. The family friendly event featured a basketball throwing contest and a spirit contest for student clubs and athletic teams and entertainment by the Saddleback College cheerleaders. Thank you to all of the members of our Board of Trustees who attended the event.

### *Office of Instruction*

Horticulture and Landscape Design takes a small step... but a giant leap forward. We have gone further green with implementation of a student built composting system at the greenhouse grounds. It is built of recycled lumber. Besides teaching students and community members about composting, this ongoing project is expected to have several significant impacts. The resultant compost will be added to our student garden plots as a valuable soil amendment, helping to strengthen our garden ecosystem. The composting will help conserve water, when used as mulch. The composting will lead to reduced waste going to the local landfill.

The students in Mr. Claflin's Typography class recently partnered with the Theater Arts Department to design the poster and program cover art for their current production of William Shakespeare's "The Tempest". The final design was produced by student Kristen Falkenstine, who also gained valuable production experience by working closely with the campus' Graphics department in preparing the work for print.

History Professor Bill Billingsley was named the recipient of the Numan V. Bartley research award, which funds research by full-time faculty at two-year colleges. The \$5,000 grant will be used to fund a project entitled "The Politics and Economics of School Desegregation: The Crisis of Jim Crow in Wilmington, North Carolina 1964-1974" that will be conducted during summer 2010.

The Division of Math, Science, and Engineering held a Science Lecture Series on Friday, February 5<sup>th</sup> that featured Dr. Robert Rubin's presentation entitled "Flying Carpets of Ebony Silk, A Natural History of the World's Largest Ray."

### ***Student Services***

Saddleback College's Five Minute Project sponsored "Rachel's Challenge," a powerful presentation on the life and writings of Rachel Scott, the first student killed in the Columbine tragedy. In her diaries, Rachel advocated a more compassionate nation, and since her death her father has been telling her story to inspire positive change. The college's Five Minute Project, a group that encourages positive change through deliberate acts of kindness, sponsored the event.

The Transfer Center held a transfer fair on Tuesday, February 9<sup>th</sup>, with over 20 four year colleges and universities attending. Workshops highlighting in-state private colleges and out-of-state public and private colleges were held.

Associated Student Government will be sponsoring a blood drive on February 23<sup>rd</sup> and 24<sup>th</sup>.

The Gaucho Spirit Club held a Gaucho Spirit Day on February 19<sup>th</sup>.

### ***Fine Arts***

The Saddleback College Art Gallery presented *Big Fish Small Pot*, the 4<sup>th</sup> International Small Teapot Competition with a reception opening on February 11<sup>th</sup> from 6-9 pm with a great response from the community. Concert Hour on February 18<sup>th</sup> at noon featured Option 3 Organ Trio, a jazz organ trio to a full house in FA 101. The Saddleback Wind Ensemble traveled to Irvine Valley College on February 20<sup>th</sup> for a combined wind ensemble concert. Jazz guest artists Andy Milne and Benoit Delbecq presented an outstanding piano duo in FA101 on February 24<sup>th</sup> at 7pm. The Department of Theatre Arts presented a bilingual production of *The Tempest*, which opened on February 24<sup>th</sup> to an eager audience including high school and college Spanish classes. The production continues through March 7<sup>th</sup>.

### ***Saddleback College Foundation***

During the month of February, the Foundation is leading an employee matching gift campaign to raise funds for student scholarships. For every \$1 donated by an employee, a 50 cent match to the scholarship will be contributed by the Foundation.

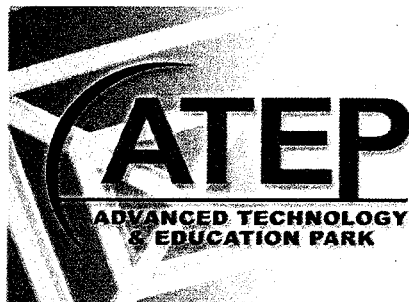
President Tod Burnett announced a 100% match from the President's Foundation Fund, for donations made to the Osher Scholarship Endowment through June 30, 2010.

The foundation received a \$200,000 contribution to student scholarships from the Lawrence Boyer Estate which will be applied to the Osher Endowment Matching Campaign.

The foundation received a total of \$50,000 in new donations for the Osher Endowment from the Earth Sciences Department, Mission Hospital, Natalie Mitchell, San Juan Women's Club and Associated Student Government.

### ***Saddleback College Mission***

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



## **MEMORANDUM**

**TO:** Chancellor Raghu P. Mathur  
Members of the Board of Trustees

**FROM:** Dr. Randy W. Peebles, Provost

**DATE:** February 10, 2010

**RE:** ATEP Report for the February 22, 2010 Board of Trustees Meeting

ATEP has begun substantive discussions of space allocations and specifications with Vital Link Executive Director Kathy Johnson as well as representatives of Hudson Capital and gkkworks to outline a potential partnership in ATEP's Phase 3a expansion. Other potential partnership meetings were held with Doug Smith, principal of Village Green, who is interested in partnering with ATEP to deliver green workforce training and development.

Dr. Don Busche, members of the ATEP team and Chancellor's Executive Team facilitated a District Leadership Team planning workshop on ATEP which included a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis, evaluation of ATEP's vision and mission statements and ATEP's strategic direction. A subsequent survey is being sent to all district managers and administrators for input on delineation of ATEP and college responsibilities and communication strategies.

ATEP hosted approximately 50 8<sup>th</sup> grade students from multiple Orange County schools to participate in a Career Tech day sponsored by the SB 70 Career Technical Education Collaborative at Saddleback College. The students spent time with faculty in the Center for Applied Competitive Technologies learning about careers in software development, optics, photonics and lasers; and the Design Model Making/Rapid Prototyping lab learning about the many careers that employ skilled workers in model making, prototyping and industrial design.

Provost Randy Peebles continues to be an active member on accreditation committees at Irvine Valley College and Saddleback College to provide input and feedback regarding ATEP for the college accreditation reports under development.



Student services staff and faculty from IVC and SC convened to discuss and plan expansion of requisite special and ancillary services at the ATEP campus to better serve students.

ATEP staff participated in Design Phase Two of District IT's "Sherpa" knowledge base system and is also working with District IT to develop an ATEP mobile application for smartphones.

Provost Randy Peebles, Dean Rocky Cifone and Director Tere Fluegeman attended the Orange County Business Council (OCBC)'s Annual Dinner to network with business leaders for potential partnerships.

ATEP is developing an ACCCA Conference presentation entitled, "Thinking Outside the College: A Model for Serving Tomorrow's Students" which will highlight the unique challenges and innovative opportunities that the ATEP campus will provide for serving tomorrow's students.

ATEP has contracted with Orange County Business Council (OCBC) to provide detailed research in four major program areas as part of the ongoing development of ATEP in support of the colleges.

The ATEP administrative and development team developed a partnership prospectus to outline partnership criteria and classifications for consideration by the Chancellor's Executive Team. A funding model is also being developed which outlines all of the potential available funding resources for the development of ATEP. A construction timeline has also been developed which outlines the various planning steps for the completion of ATEP's next expansion (Phase 3a.)

The Center for Applied Competitive Technologies (CACT) has developed a new collaboration with UCI Extension that will enable both UCI and ATEP to offer classes jointly on the two campuses. CACT is currently offering technical math workshops, and courses in Fiber Optics Fundamentals, Fiber Optics Communications, Computer Repair Basics with CompTIA A+ Certification, LabVIEW basics, and LabVIEW Optical Component Analysis.

CACT is working on several Economic and Workforce Development grant proposals: one for the renewal of CACT state funding; two Industry Driven Regional Collaborative (IDRC) grants that would establish a design center and an environmental training center at ATEP; a NSF grant proposal to fund a "MIT FabLab" at ATEP. Funding from this grant would be shared between Saddleback College's RapidTech program and CACT to provide lab time for companies to use rapid prototype equipment and faculty to develop new products and production processes.

CACT director Bruce Sobczak is attending three local conferences: WEST 2010, Aerospace Expo; SolidWorks 2010, Design Expo; and the Pacific Design and Manufacturing Show where he will network with industry representatives, gather information about workforce training needs and promote CACT's services.

Promotion of spring classes continues and enrollment is steady and strong at the ATEP campus with increased efficiency in the use of the facilities.