



Meeting of the Board of Trustees

February 24, 2014

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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (6)

- A. Public Employee Employment (2)
- B. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (4)
 - 1. Director, Student Life (IVC)
 - 2. Director, Emeritus Instructional Program (SC)
 - 3. Faculty (SC)
 - 4. Faculty (IVC)

1.4 Conference with Real Property Negotiators (GC Section 54957.6)

- A. SOCCCD Faculty Association
Agency Designated Negotiator: David Bugay, Ph.D.

1.5 Conference with Legal Counsel (GC Section 54956.9)(1)

- A. Anticipated Litigation (GC Section 54956.9[b][1] and [b][3][C][1] (1 case)

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Recognitions: Speakers are limited to two minutes each.

A. Resolutions

None

B. Commendations

None

2.5 Public Comments

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

C. College Presidents' Reports (*Written Reports included in Section 8.0*)

D. Associated Student Government Reports

E. Board Request(s) for Reports

- Request for Report on Financial Aid Services at Saddleback and Irvine Valley College

4.0 DISCUSSION ITEMS

4.1 Saddleback College: A New Vision for Student Success at Saddleback College

Representatives from Saddleback College will make a presentation on the development of a college wide student success committee and the implementation of student success work groups.

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 27, 2014 and approve minutes of a Special Meeting held on February 1, 2014.

5.2 Irvine Valley College: Geology 170 Out of State Travel – Zion National Park, Utah

Approve the out-of-state travel request for the School of Physical Sciences and Technologies field study course from April 24-27, 2014, in the vicinity of Zion National Park, southwest Utah. The impact to the general fund consists of the use of a college van.

5.3 Saddleback College: Phi Theta Kappa 94th International Convention

Approve the out-of-state travel request for up to six students and one faculty advisor to attend the Phi Theta Kappa 94th International Convention in Orlando, Florida at a cost not to exceed \$8,500.

5.4 SOCCCD: ATEP Development Master Planning Services, HMC Architects

Approve the HMC Architect Agreement for the Development Master Planning Services in the amount of \$205,000.

5.5 SOCCCD: Saddleback College Site Improvements, Design-Build Criteria and Programming Architectural Services, DLR Group

Approve the Saddleback College Site Improvements, Design-Build Criteria and Programming Architectural Services agreement with DLR Group in the amount of \$280,000 effective February 24, 2014.

5.6 Saddleback College and Irvine Valley College: Curriculum and Certificates/Degrees Revisions for 2014-2015

Approve proposed changes in curriculum for the 2014-2015 academic year.

- 5.7 **Saddleback College and Irvine Valley College: Revised 2014-2015 Instructional Material/Laboratory Fees**
Approve revised instructional material and laboratory fees for 2014-2015.
- 5.8 **Saddleback College and Irvine Valley College: Community Education, Summer 2014**
Approve Community Education courses, presenters, and compensation for Summer Session 2014.
- 5.9 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.10 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/ratify Trustees' requests for attending conference/meeting
- 5.11 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-04 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.
- 5.12 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.13 **SOCCCD: Payment of Bills**
Approve checks No. 176560 through 177606 processed through the Orange County Department of Education, totaling \$7,680,831.40; and Checks No. 010925 through 010958, processed through Saddleback College Community Education, totaling \$174,456.14; and Checks No. 009216 through 009219, processed through Irvine Valley College Community Education, totaling \$2,398.20 are submitted for the approval of the Board of Trustees.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02907 through P14-03184 amounting to \$1,004,869.21 are submitted to the Board of Trustees for approval. Confirming requisitions dated January 8, 2014 through February 5, 2014 totaling \$110,228.21 are also submitted.
- 5.15 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the period ending January 31, 2014.
- 5.16 **SOCCCD: January / February 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Public Hearing for the Irvine Valley College Energy Service Contract

A public hearing to invite members of the public to present their comments with regard to the Irvine Valley College Energy Service Contract to replace the air handling units and re-build the existing chiller that services the units on the Student Services Center Building at Irvine Valley College.

6.2 SOCCCD: Irvine Valley College Student Services Center Air Handling Unit Replacement Project, Adopt Resolution No. 14-05 Authorizing entering into an Energy Service Contract

Adopt Resolution No. 14-05 to authorize entering into an Energy Services Contract for the Irvine Valley College Student Services Center Air Handling Unit Replacement Project.

6.3 SOCCCD: Irvine Valley College Student Services Center Air Handling Units Replacement Project, Award of Energy Services Contract, Trane U.S. Inc. (DBA Trane)

Approve the Energy Services Agreement for the Irvine Valley College Student Services Air Handling Units Replacement project with Trane U.S. Inc. (DBA Trane), City of Industry, CA, in the amount of \$590,010.

6.4 SOCCCD: OCSBA Marian Bergeson Award Nomination

Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to OCDE.

6.5 SOCCCD: Five Year Construction Plan FY 2014-2015

Approve the District's Order of Priority for the Five Year Construction Plan FY 2014-2015.

6.6 SOCCCD: Revision to the Approved 2014-2015 Academic Calendar

Approve revised 2014-2015 academic calendar. The last week of the summer session has been removed, as it overlapped the first week of Fall 2015 on the proposed 2015-2016 academic calendar.

6.7 SOCCCD: Board Policy Revision: BP-146-Chancellor Succession, BP-4040-Public Disclosure of Employee Compensation, BP-4076-Compensation, BP-4700-Whistleblower Protection, BP-5130-Financial Aid

Accept for Discussion/Approval

6.8 SOCCCD: Approval of Independent Consultant Services Agreement for Strata Information Group (SIG) – Business Process Change Management and Project Management Services for the HR/Financial

Software System Project

Approve the Independent Consultant Services Agreement for Business Process Change Management and Project Management Services for Strata Information Group (SIG) for an amount not to exceed \$500,000 effective February 25, 2014 through June 30, 2016.

6.9 **SOCCCD: Irvine Valley College, Life Sciences Construction Management Services Agreement, Amendment No. 3, McCarthy Building Companies, Inc.**

Approve Amendment No. 3 to the agreement with McCarthy Building Companies, Inc., to provide construction management services through March 31, 2014, for the Irvine Valley College Life Sciences project for a price of \$65,659 and a new contract total equaling \$1,902,193.

6.10 **SOCCCD: Irvine Valley College ATEP Swing Space, Adopt Resolution 14-03 Design-Build Delivery Method and Transfer Funds**

Adopt Resolution No. 14-03 to authorize the use of Design-Build for the Irvine Valley College ATEP Swing Space Project and approve this recommendation to transfer \$984,000 from the IVC A200 project to the IVC ATEP Swing Space project.

6.11 **SOCCCD: Saddleback College, Technology & Applied Sciences Building Renovation, Architectural Agreement Amendment No. 2, gkkworks**

Approve Amendment No. 2 with gkkworks in the amount of \$65,982 for the Saddleback College Technology & Applied Sciences Building project for a total fee of \$823,907.

6.12 **SOCCCD: Academic Personnel Actions – Regular Items**

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Title Change of Full-Time, Academic Faculty Positions.

6.13 **SOCCCD: Classified Personnel Actions – Regular Items**

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Extend Temporary Classified Position, Authorization to Eliminate and Create Classified Positions, Change of Status, Classified Bilingual Stipend, Additional Compensation, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

6.14 **SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**

Approval of one-year contract for employees who have completed one year as tenure-track full-time faculty members.

- 6.15 **SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**
Approval of two-year contract for employees who have completed two years as tenure-track full-time faculty members.
- 6.16 **SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure**
Approval of tenure for full-time faculty members who have completed the four- year tenure-track plan.
- 6.17 **SOCCCD: Office of Human Resources Management Reorganization**
Approve proposed structural change to the office of Human Resources to reclassify two classified positions and one management position to streamline operations and increase efficiencies. Fiscal impact less than \$10,000 annually.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status**
Listing of full-time tenure-track faculty members entering into second year of two-year contract previously approved by the Board of Trustees.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through January 31, 2014.
- 7.6 **SOCCCD: Quarterly Investment Report**
The quarterly report as of January 31, 2014 for FY 2013-2014.
- 7.7 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending January 31, 2014.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. 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 24, 2014

Trustee Name: Marcia Milchiker

Specific Request for Report: Trustees and college leaders serve as advocates for financial aid with policymakers in order to protect access to students in need.

I would like to request a report that includes the following information.

- Overview of the financial aid services structure.
- The total amount of Pell Grant funding received by our colleges as well as the total number of students who receive Pell Grants. How many years are students eligible to receive Pell Grants?. How are students advised on when they should request Pell Grants?
- The total amount of Cal Grant funding received by our colleges as well as the total number of students who receive Cal Grants? How many years are students eligible for Cal Grants? How are students advised re when they should receive these grants?
- The total number of students who receive BOG waivers at our colleges. How many years are students eligible for BOG waivers?
- Whether our colleges participate in the Federal Direct Loan program.
- The percentage of students who take out federal loans and the colleges' recent official Cohort Default Rates (CDRs).
- The types and number of work-study positions available at your colleges as well as the funding available for these positions.
- What state or institutional aid may be available to supplement federal aid to students in need.
- Programs, practices, and resources to encourage and assist students in claiming federal tax credits or deductions for which they are eligible.

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

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: A New Vision for Student Success at Saddleback College

ACTION: Discussion

BACKGROUND

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

STATUS

Saddleback College Matriculation Coordinator and Counselor Penny Skaff and English Composition Instructor Bruce Gilman will give a presentation entitled, "A New Vision for Student Success at Saddleback College." The presentation will outline the following information:

- Development of a college wide student Success Committee as a response to SB 1456
- Implementation of Student Success work groups including:
 - Development of Strategic Plan Goal #2: Student Success
 - Internal college scan on student success
 - Creation of a Student success website
 - Increased professional development for faculty and staff targeting pedagogy and student engagement with an emphasis on completion

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

Minutes from:

January 27, 2014 Regular Meeting of the Board of Trustees (Exhibit A)
and February 1, 2014 Special Meeting of the Board of Trustees (Exhibit B)

are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
January 27, 2014**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

*Members of the public may address the Board on items listed to be discussed in **closed session**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (6)
 - 1. Public Employee Employment (1)
 - a. Classified Employees
 - 2. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (5)
 - a. Director, Student Life (IVC)
 - b. Director, Emeritus Instructional Program (SC)
 - c. Dean, Business Science/Economic & Workforce Development
 - d. Faculty (SC)
 - e. Faculty (IVC)
- B. Conference with Real Property Negotiators (GC Section 54956.8)(1)
 - 1. Sale or Exchange of Property by District: Portion of ATEP Site, Parcel 3: City of Tustin, 300 Centennial Way, Tustin
 - a. Agency Designated Negotiator: Debra Fitzsimmons, Ph.D.
Regarding exchange of land and terms of payment

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7 to 0 vote, the board approved a three month unpaid leave of absence with benefits to a classified employee at Saddleback College.

2.2 Invocation

Led by Trustee David Lang

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Recognitions: Speakers are limited to two minutes each.

- A. Resolutions
None

- B. Commendations

- 1. Saddleback College: President Burnett commended nine Bridge 2 Engineering grant students who were accepted to NASA's National Community College Aerospace Scholars Program.

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. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

3.0 REPORTS

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

- A. Board Reports
 - B. Chancellor's Report
 - C. College Presidents' Reports (*Written Reports included in Section 8.0*)
 - D. Associated Student Government Reports
 - E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

- 4.1 **Irvine Valley College Approach to Student Success Act of 2012**
Representatives from Irvine Valley College made a presentation in response to Task Force Recommendation 2: Strengthen Support for Entering Students, Section 2.2 Diagnostic assessment, orientation, and educational plan.

Vice President of Student Services Linda Fontanilla, Counseling Dean Elizabeth Cipres, Counselor and Articulation Officer Tifanny Tran and Counseling Chair Robert Melendez presented on Irvine Valley College's approach to the Student Success Act of 2012.

- 4.2 **SOCCCD: Business Process Analysis (BPA) for the HR/Financial Software System Procurement and Implementation Project**
Report on meetings conducted district-wide to review and analyze our current business practices to become more efficient and improve services.

Vice Chancellor Debra Fitzsimons, Vice Chancellor David Bugay, Saddleback College Vice President Carol Hilton and Irvine Valley College Fiscal Services Director Davit Khachatryan presented a background on the outdated software systems and processes for Human Resources and Finance.

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.

Items 5.3, 5.5, 5.6, 5.7, 5.15, 5.16 and 5.21 were pulled from the consent calendar for discussion/action.

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on December 16, 2013.

5.2 Saddleback College: Grant Acceptance, Faculty Entrepreneurship Champion Mini-grant Project

Accept the sub-award of \$4,200 from Solano Community College District.

5.3 Saddleback College: Study Abroad Program to Santander, Spain

Approve the Saddleback College study abroad program to Santander, Spain in the summer of 2014 and direct administration to execute the Educational Tour/Field Study Travel Contractor Agreement with *Travel and Education* for coordinating all travel agreements.

Trustee Wright requested to pull this item. On a motion made by Trustee Wright and seconded by Trustee Padberg, this item was approved on a 7-0 vote with an amendment to the division name, Liberal Arts Division.

5.4 Saddleback College: Community Education, Spring 2014 – Additional Class Offerings

Approve the Community Education courses, presenters, and compensation

5.5 Saddleback College: Transfer Degrees for the 2013/14 Academic Year

Approve the proposed changes in curriculum to new Transfer Degrees.

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

- 5.6 **Saddleback College: Cosmetology and Cosmetician Instruction Agreement - Amendment No. 2 to Hair California Beauty College Agreement**
Approve the Saddleback College Cosmetology and Cosmetician Amendment No. 2 to the agreements with Hair California Beauty College to renew the term for one year for the period, July 1, 2013 to June 30, 2014.
Trustee Prendergast requested to pull items 5.6 and 5.7. On a motion made by Trustee Prendergast and seconded by Trustee Jemal, both items were approved on a 7-0 vote.
- 5.7 **Saddleback College: Cosmetology and Cosmetician Instruction Agreement - Amendment No. 4 to Lake Forest Beauty College Agreement**
Approve the Saddleback College Cosmetology and Cosmetician Amendment No. 4 to the agreements with Advance Beauty College to renew the term for one year for the period, July 1, 2013 to June 30, 2014.
- 5.8 **Irvine Valley College: Forensics Team Out-of-State Travel – Flagstaff, Arizona**
Approve the out-of-state travel request for two students and one advisor to attend the National Parliamentary Tournament of Excellence in Flagstaff, Arizona, from March 14-18, 2014, at a cost not to exceed \$1,300.
- 5.9 **Irvine Valley College: Grant Acceptance, Orange County United Way Volunteer Income Tax Assistance (VITA)**
Accept grant award of \$2,400.
- 5.10 **Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations, Year Six**
Accept sixth year grant award of \$200,000 from California Community Colleges Chancellor's Office.
- 5.11 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.12 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/ratify Trustees' requests for attending conference/meeting.
- 5.13 **SOCCCD: Student Out-of-State Travel to Federal Briefing at the U.S. Capitol**
Approve out-of state travel for one student to participate with district administrators/managers in a federal briefing at the U.S. Capitol on Thursday, February 27, 2014. Focus of briefing is SOCCCD's innovative student success tools, including MAP, Sherpa, predictive analytics and the student success dashboard.

- 5.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-02 to Amend FY 2013-2014 Adopted Budget**

Adopt resolution to amend the adopted budget.

- 5.15 **SOCCCD: Agreement for Professional Services for Barranca Entrance Phase III Design Services at Irvine Valley College with Environmental, Planning, Development Solutions, Inc.**

Approve consultant agreement for \$101,000.

Trustee Lang requested to pull this item. On a motion made by Trustee Padberg and seconded by Trustee Prendergast, this item was approved on a 7-0 vote with the correction of the consultant's name under Exhibit A, page 23 of 25, #4 under Exhibit B – Kling Consulting Group, Inc.

- 5.16 **SOCCCD: Quest Energy LEED Commissioning Services – Amendment No. 2 for Life Sciences Building at Irvine Valley College**

Approve \$20,000 amendment for new contract total of \$105,500.

Trustee Jemal requested to pull this item. On a motion made by Trustee Padberg and seconded by Trustee Wright, this item was approved on a 7-0 vote.

- 5.17 **SOCCCD: Architectural Services - Amendment No. 2 for Land Exchange Demolition, ATEP with gkkworks**

Approve \$44,769 amendment for a contract total of \$101,319.

- 5.18 **SOCCCD: External Evaluator Services at Saddleback College**

Approval of consultant agreement with Pacific Research & Evaluation LLC for \$169,490.

- 5.19 **SOCCCD: Adoption of Resolution No. 14-01 Voided or Stale-dated Warrants (Checks)**

Adopt resolution voiding the stale-dated warrants.

- 5.20 **SOCCCD: Academic Year 2014-2015 Non-Resident Tuition Fees for Foreign & Out-Of-State Students**

Approve non-resident tuition fee changes which are in line with statewide average, along with decrease in capital outlay fees.

- 5.21 **SOCCCD: Authorization for District Institutional Memberships FY 2013-2014**

Approve memberships and estimated dues for organizations.

Trustee Jemal requested to pull this item. On a motion made by Trustee Padberg and seconded by Trustee Jay, this item was approved on a 7-0 vote.

- 5.22 **SOCCCD: A400 Design Build Project, IVC Change Order No. 1, Swinerton Builders**
Approve change order for no additional cost to existing contract amount.
- 5.23 **SOCCCD: Fine Arts HVAC Upgrades and Interior Renovations at Saddleback College, Architectural Agreement with gkkworks**
Approve agreement with gkkworks for \$250,000.
- 5.24 **SOCCCD: BGS Fire Repair at Saddleback College, Architectural Agreement with R2A Architecture**
Approve agreement with R2A Architecture for \$113,703.
- 5.25 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.26 **SOCCCD: Payment of Bills**
Approve checks no. 175555 through 176559 processed through the Orange County Department of Education, totaling \$8,925,619.34; and checks no. 010863 through 010924, processed through Saddleback College Community Education, totaling \$431,712.44; and checks no. 009194 through 009215, processed through Irvine Valley College Community Education, totaling \$226,355.05.
- 5.27 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02574 through P14-02906 amounting to \$66,499,306.04. Approve confirming requisitions dated November 25, 2013 through January 7, 2014, totaling \$168,874.06.
- 5.28 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the period ending December 31, 2013.
- 5.29 **SOCCCD: November, December 2013 and January 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Approval of Agreements for HR/Financial Software System and Implementation Partner, Workday and CedarCrestone, Inc.**
Approve agreement with Workday and CedarCrestone, Inc.

On a motion made by Trustee Lang and seconded by Trustee Milchiker, the board voted unanimously to divide the item based on the two vendors.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker, the agreement with Workday, Inc. was approved on a 6-0 vote with Trustee Lang abstaining.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker, the agreement with CedarCrestone, Inc. was approved on a 6-0 vote with Trustee Jay abstaining.

6.2 Saddleback College: Grant Acceptance – California Community Colleges Chancellor’s Office Common Assessment Initiative, Butte-Glenn Community College District Sub-Recipient Agreement No. 14-055

Accept the award of \$600,000 from Butte-Glenn Community College District.

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

6.3 SOCCCD: CCCT Board of Directors Nominations

Approve possible nomination(s) for transmittal to the CCCT office.

The Board did not nominate a candidate to the CCCT Board. Therefore, no action was taken on this item.

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

Authorize payment to Trustee Padberg who was absent from the December 16, 2013 meeting of the Board of Trustees.

On a motion made by Trustee Jemal and seconded by Trustee Milchiker, this item was approved on a 6-0 vote with Trustee Padberg abstaining.

6.5 SOCCCD: ATEP Site Foundation and Infrastructure Demolition, Change Order No. 2, U.S. Demolition

Approve change order with contractor for a decrease of \$4,013 which will result in lower project total of \$1,461,357.

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

6.6 SOCCCD: ATEP Site Foundation and Infrastructure Demolition, Notice of Completion, U.S. Demolition

Authorize the filing of the Notice of Completion to contractor for a final contract amount of \$1,461,357.

On a motion made by Trustee Padberg and seconded by Trustee Jemal,

this item was approved on a 7-0 vote.

- 6.7 **SOCCCD: Technology & Applied Sciences Building Swing Space, Saddleback College, Architectural Agreement, Amendment No. 2**
Approve amendment with R2A Architecture in the amount of \$163,420, for a total fee of \$694,420.

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

- 6.8 **SOCCCD: Board Policy Revision: BP-146-Chancellor Succession, BP-4011.1-Hiring: Full-time Faculty, BP-4040-Public Disclosure of Employee Compensation, BP-4076-Compensation, BP-4700-Whistleblower Protection, BP-5130-Financial Aid**
Accept for review and study.

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

- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointment, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Title Change of Full-Time, Academic Faculty Positions, Reduced Workload Program with STRS Retirement

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

- 6.10 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions, Authorization to Reorganize a Classified Position, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers

On a motion made by Trustee Padberg and seconded by Trustee Jemal, this item was unanimously approved with a correction to Exhibit A, first footnote on page 1 of 12; the college listed should be Saddleback College.

- 6.11 **SOCCCD: 2014-2015 Bonded Sabbatical Recommendations**
Approve Faculty Sabbatical Leaves for the 2014-2015 Academic Year as Recommended by the SOCCCD District-wide Sabbatical Committee.

On motion made by Trustee Jay and seconded by Trustee Padberg, this

item was unanimously approved with correction to the number of requested sabbatical leaves to five (5).

7.0 REPORTS

7.1 SOCCCD: List of Board Requested Reports

Status of board requested reports of the South Orange County Community College District Board of Trustees.

7.2 Saddleback College and Irvine Valley College: Speakers

A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

7.3 SOCCCD: Basic Aid Report

Report on projected receipts and approved projects.

7.4 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

7.5 SOCCCD: Monthly Financial Status Report

This report displays the adopted budget, revised budget and transactions through December 31, 2013.

7.6 SOCCCD: Quarterly Financial Status Report

The quarterly report as of December 31, 2013 for FY 2013-2014.

7.7 SOCCCD: Retiree (OPEB) Trust Fund

The report is for period ending December 31, 2013.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association

- J. Saddleback College Classified Senate
- K. Police Officers Association

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:17 p.m. in memory of District Services Human Resources Specialist, Anita McDonald.



Gary L. Poertner, Secretary

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Health Sciences Building/District Offices, 3rd floor, Rm 324, Saddleback College

Minutes of the Special Board of Trustees Meeting
February 1, 2014

PRESENT

Members of the Board of Trustees:

T.J. Prendergast, President
Nancy M. Padberg, Vice President
Marcia Milchiker, Clerk
Bill Jay, Member
Timothy Jemal, Member
David B. Lang, Member

Administrative Officers:

Gary Poertner, Chancellor
Tod Burnett, President Saddleback College
Roquemore, President Irvine Valley College

ABSENT

James R. Wright, Member

CALL TO ORDER: 9:00 A.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Invocation

Led by Trustee Tim Jemal

1.3 Pledge of Allegiance

Led by Trustee David Lang

1.4 Public Comments – *Members of the public may address the Board on items set forth on the agenda. Speakers are limited to up to two minutes each.*

There were no public comments. Three members of the public were in attendance.

2.0 DISCUSSION ITEMS

- 2.1 California Government Code, Article 9, Section 8607 requires that elected officials receive emergency training, specifically ICS 402 (Federal Law) and SEMS (Standard Emergency Management Systems).
- 2.2 The Board will be provided with an overview of the Incident Command System principles for Executives and Senior Officials (ICS 402) and their role in supporting incident management will be outlined.

Saddleback College Chief of Police Chris Wilkinson and Irvine Valley College Chief of Police Will Glen presented an overview of the Incident Command System principles to the Board of Trustees. The board received an ICS 402 Training Manual as well as other pertinent information related to the National Incident Management System (NIMS).

Chief Wilkinson and Chief Glen explained that there are management principles that allow us to deal with any incident, without relying on any given individual. The National Incident Management system (NIMS) standardizes incident management processes, protocols, and procedures for use by all responders. It mandates the use of the Incident Command System (ICS), which relies on common terminology, manageable span of control, common position, title and reliance on an incident action plan for its effectiveness. It is designed to improve coordination among agencies and facilitates the flow of information and resources.

The training included the review of the principles and organization of ICS, including common terminology, chain of command, benefits and uses. The training defined the role of the board of trustees relative to the ICS as well as described the major responsibilities of the Board as related to an incident. The board received certification of achievement that acknowledges that they have successfully completed 2.5 hours of ICS 402: Incident Command System Overview for South Orange County Community College District Board of Trustees. In addition, the board received a Government Emergency Telecommunications Service (GETS) calling card and a personal emergency kit. The GETS card is an emergency calling card service that can be used from virtually any cell phone or landline telephone to provide priority for emergency calls.

The board thanked both chiefs for their excellent and informative training.

The board concluded its meeting at 11:15 a.m.

ADJOURNMENT



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Geology 170, Out-of-State Travel to Zion National Park, Utah

ACTION: Approval

BACKGROUND

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

As part of offering high quality education to students, IVC is offering an opportunity for students to study the geology of Zion National Park, in southwestern Utah. The trip will focus on the geologic origin and evolution of Zion, in the framework of its location in the Colorado Plateau province.

STATUS

The IVC School of Physical Sciences and Technologies proposes to offer the field study course from 4/24/14 to 4/27/14, in the vicinity of Zion National Park, southwest Utah, as an out-of-state travel program. The Individual Cost Breakdown Summary and Program Description (p.1) and the Out-of-State Travel Program Information Summary (pp.2-3) are presented in Exhibit A. The impact to the general fund consists of the use of a college van.

RECOMMENDATION

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

**INDIVIDUAL COST BREAKDOWN SUMMARY
AND PROGRAM DESCRIPTION**

IRVINE VALLEY COLLEGE
SCHOOL OF PHYSICAL SCIENCES

GEOL 170
GEOLOGY OF NATIONAL PARKS AND MONUMENTS
ZION NATIONAL PARK
OUT-OF-STATE TRAVEL CLASS

COSTS TO BE PAID BY STUDENTS	
Campsite fees	\$292.32
IVC transportation (vans)	\$1,215.36
Student food (student's supply own food)	\$0.00
Entry to Johnson Farm Dinosaur Discovery Site, St. George, UT	\$96.00
NUMBER OF STUDENTS PARTICIPATING	24
TOTAL COSTS FOR GROUP	\$1,603.68
APPROXIMATE COSTS NOT INCLUDED	
TOTAL COSTS NOT INCLUDED (Ice & Firewood)	\$50.00
GRAND TOTAL PER STUDENT*	\$66.82

*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 24 students, not including the IVC instructors and volunteer vehicle drivers.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Zion National Park, UT			First Trip: Yes:		No:		X
Dates:	From:	4/24/14		To:	4/27/14		Total No. of Days:	3.25	
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:	X	No:					
	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:	Camping fees (lodging)								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals.							
Other:		Irvine Valley College tuition/administrative fees.							
2. FACULTY									
Lead Faculty Name:		Amy Stinson							
Coordinates Trip:				Yes:	X	No:			
If No, Explain:									
Travels to Site:				Yes	X	No:			
Dates:	From:	4/24/14			To:	4/27/14			
Teaching Assignment at Program Site:				Yes	X	No:			
Dates:	From:	4/24/14			To:	4/27/14			
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:									
3. COURSE(S) OFFERED AT PROGRAM SITE									
Course No.:	Course Title:							No. of Units	
Geol 170	Field Geology of National Parks							1.0 Units	
	TOTAL							1.0 Units	

4. STUDENTS									
Minimum number of students required to make program:								20	
Minimum number of units:								1.0	
Maximum number of units:								1.0	
If this is a repeat program site, what is the average number of units taken per student?								N/A	
Other – Maximum number of students								24	
5. COSTS									
Student:									
Contracted cost per student:								\$ 0.00	
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>								\$ 0.00	
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)									
N/A									
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
8 a.m.	Classes	Classes	Classes	Classes	Classes	Classes	Classes		
9 a.m.									
10a.m.									
11a.m.									
12 Noon									
1 p.m.									
2 p.m.									
3 p.m.									
4 p.m.									
5 p.m.									
6 p.m.									
7 p.m.									
8 p.m.									
9 p.m.									
10 p.m.									
Exceptions to weekly schedule:				N/A					
8. ATTACHMENTS									
EXHIBIT A – Individual Cost Breakdown Summary and Program Description.									

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Phi Theta Kappa 94th International Convention

ACTION: Approval

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.

STATUS

Up to six students and one advisor are planning to attend the Phi Theta Kappa 96th International Convention in Orlando, Florida. Dates of the conference, inclusive of travel, are from Thursday, April 24, 2014 through Sunday, April 27 2014. Funds for this conference are available in the Phi Theta Kappa chapter account in an amount not to exceed \$8,500.00. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to six students and one faculty advisor to attend the Phi Theta Kappa 96th International Convention in Orlando, Florida at a cost not to exceed \$8,500.

PHI THETA KAPPA CONVENTIUON EXPENSES

Location: Orlando, Florida

Dates of Convention: 4/24/14 – 4/27/14

Number of Students: 6

Number of Advisors: 1

Budget:

Conference Registration:	\$297 (per person) x 7	\$2,079.00
Transportation (Air Fare):	\$494 (per person) x 7	\$3458.00
Hotel (3 rooms for 3 nights)	\$219 (per night shared)	\$2346.00
Shuttle Airport/Hotel/Return	\$50 (per person) x 7	\$ 350.00
Total:		\$ 8233.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: ATEP Development Master Planning Services, HMC Architects

ACTION: Approval

BACKGROUND

On August 9, 2013, SOCCCD closed escrow on a land exchange with the City of Tustin. The exchange improved the ATEP campus configuration by creating a cohesive and more useable land area. In addition to the exchange, SOCCCD and the City of Tustin successfully negotiated a Development Agreement further defining educational and commercial land uses.

ATEP features advanced technology training, high-demand career training and anticipates public-private partnership development.

STATUS

SOCCCD wishes to develop an ATEP Development Master Plan that will act as the launch pad for future land use planning and further define the campus vision in order to attract public-private partnerships. This work is different than the Education and Facilities Master Planning effort that will be addressed in future years. The ATEP Development Master Plan is intended to be a conceptual site plan and infrastructure development planning document that will be used by SOCCCD to evaluate land development proposals at ATEP and land use. The ATEP Development Master Plan does not include curriculum or student services planning, or other required elements of an Education and Facilities Master Plan.

On November 5 and 12, 2013, SOCCCD ran a newspaper advertisement for consideration of Development Master Planning Services for ATEP. Additional marketing efforts included placing a copy of the "Requests for Qualifications and Proposals" (RFP&Q) on the District's website and notifying firms known to provide these services.

On December 10, 2013, nine proposals (EXHIBIT A) were received. District, college staff and ATEP consultants participated as a selection committee to evaluate the submittals. Four firms were forwarded for an interview and HMC Architects is recommended for the Development Master Planning Services for ATEP Agreement (EXHIBIT B) in the amount of \$205,000.

Basic aid funds are available within the ATEP Site Development project budget.

During the course of the consultants' work in formation of the ATEP Development Master Plan workshops will be held in which input will be gathered from the colleges, district services, and others.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the HMC Architects Agreement (EXHIBIT B) for the ATEP Development Master Planning Services in the amount of \$205,000.

BID NO. 15

Proposals submitted for RFQ & P for Development Master Planning Services

ATEP

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
Design Workshop	Corona Del Mar, CA	Chuck Ware
Dougherty & Dougherty Architects, LLP	Costa Mesa, CA	Brian Paul Dougherty
gkkworks	Irvine, CA	David Hunt
HGA	Santa Monica, CA	James Matson
*HMC Architects	Ontario, CA	Deborah Shepley
HPI Architects/Ware Malcomb	Newport Beach, CA	Lawrence A. Frapwell
LPA, Inc.	Irvine, CA	Steve Flanagan
MVE & Partners	Irvine, CA	Kenneth E. Nilmeier
Quatro Design Group	Los Angeles, CA	Kevin Tyrrell

*Recommended firm

AGREEMENT - DEVELOPMENT MASTER PLANNING SERVICES, ATEP

This AGREEMENT is made and entered into this 24th day of February in the year 2014 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and HMC Architects 3546 Concourses Street, Ontario, California, 91764, hereinafter referred to as "CONSULTANT";

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of special services and advice and desires to obtain Development Master Planning Consultant services, hereinafter referred to as "PROJECT" located at ATEP in the DISTRICT; and

WHEREAS, CONSULTANT is fully licensed as required by the State of California, experienced and competent to provide CONSULTANT services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - CONSULTANT'S SERVICES AND RESPONSIBILITIES

1. **Basic Services.** The CONSULTANT's services shall consist of those services performed by the CONSULTANT, sub consultants and CONSULTANT's employees as enumerated in this AGREEMENT.
2. **Standard of Care.** The CONSULTANT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CONSULTANT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT the terms hereof and applicable law, code, rule or regulations. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
3. **Key Individual Assignment.** The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Deborah Shepley as Principal in Charge, Sheryl Sterry as Project Manager, Kate Diamond as Principal Planner, Woodie Tescher and Karen Gulley as Senior Planners and Richard Gollis as Real Estate Strategist. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the Project. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT's firm that will be associated with the Project. The CONSULTANT shall provide enough qualified personnel to properly perform services required under this AGREEMENT.
4. **Replacement of Key Individual.** 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 CONSULTANT 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 CONSULTANT and are subject to all conditions previously stated in this paragraph
5. **Relationship of CONSULTANT to Other Project Participants.** CONSULTANT's services hereunder shall be provided in conjunction with contracts between the DISTRICT and others providing services in connection with the PROJECT. The CONSULTANT is responsible for the adequacy, sufficiency and the contents of the PROJECT Documents. The CONSULTANT shall perform its duties in accordance with its contract(s) with the DISTRICT.

CONSULTANT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements

6. **Acceptance of Project Schedule.** The CONSULTANT shall accept the DISTRICT's PROJECT schedule for the performance of the CONSULTANT'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. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT.

ARTICLE II - SCOPE OF CONSULTANT'S SERVICES

1. **Work Plan.**
2. The Consultant shall provide the following
 - a. Provide a description of proposed process. This must include an org chart listing the proposed team members and consultant groups, a summary of approach and a list of required information expected from the District.
 - b. Provide an outline of frequency of team meetings; the overall work program as presented in the interview and tracking method for review comment incorporation.
 - c. Work closely with the District Development Master Planning committee and provide all necessary recommendations, revisions and clarifications on a timely basis.
 - d. Present a draft report for review, study and comments and to finalize and present the final report incorporating District requested changes relative to both content and format.
3. **Objective.** The Development Master Plan shall provide the vision for the build-out of the ATEP Campus. The CONSULTANT shall work with the district, the colleges, and ATEP using a collaborative process.
4. **Meetings and Presentations.** The CONSULTANT, through meetings noted in the schedule with participants will analyze and refine preferred campus concepts in support of the stated goals attending no less than 5 meetings and 5 presentations including:
 - a. 1-Initial kick off meeting ~ 4 hours
 - b. Introduction to ATEP Development Team members ~ 4 hours
 - c. 3-Development Master Planning progress review meetings
 - d. 1-Review of draft comments to report
 - e. All necessary follow up to final report to ensure draft comments are addressed
 - f. Presentations may include but are not limited to:
 1. 3- Two day workshops with time specific to each of the two colleges (Saddleback and IVC)
See Attachment A, Workshop Agenda
 2. 2- One each at Colleges after development of final recommendation
 3. 1- District Staff and External Stakeholders
 4. 2- Chancellor's Executive Team
 5. 1-Presentation to the Board of Trustees

6. 1-30 hours of meeting allowance

5. **Tasks.** The CONSULTANT shall perform the following tasks and provide the identified deliverables.

Task 1: Prepare

- a. Meet with District project team to develop and finalize a detailed work plan and schedule which at a minimum will establish meeting and presentation schedules,
- b. Clarify roles and responsibilities of both staff and consultant teams,
- c. Acquire background material, and
- d. Define project goals
- e. The CONSULTANT will implement and manage a “SharePoint” site as a depository for all meeting minutes, presentations, and associated documents. All materials will be loaded to this site before each task is considered completed.

Deliverables:

- a) Meeting notes
- b) Final work plan and project schedule

Task 2: Analyze

Review available background materials, educational and facilities site plans, as-built and planned road and utility construction documents, potential partner configuration and any other relevant information relating to the project including, but not limited to the City MCAS Tustin Specific Plan. Coordinate with the District engineers regarding infrastructure needs and availability. See item 7. herein for further information.

Perform site reviews and investigations, including a walk through with staff members most knowledgeable about the maintenance, operations, condition and use of the various site components.

Conduct meetings and/or interviews with District representatives and key external stakeholders to identify existing site challenges, environmental constraints, desired improvements, and their preferred future vision. Internal representatives include the Saddleback and Irvine Valley College campus presidents, district and campus’ Directors of Facilities and Chancellor’s Executive Team. External representatives include the District’s real estate broker, potential campus partners and City of Tustin (only when accompanied with a District representative).

Development constraints, entitlement review and development agreement yearly report writing are not a part of this agreement. District team was integrally involved with this process and effort and is able to answer any related questions.

Analysis will include but not be limited to

- a. Existing and planned vehicular patterns, including parking strategies
- b. Utilities, easements and rights of way
- c. Landscape character, including ratio of landscape to hardscape i.e. defining open space
- d. Adjacent land uses and functional zoning
- e. Utilization and infrastructure needs
- f. Preliminary Market Analysis
 1. Identify best value non-educational/commercial uses in the context of the overall development of the Tustin Legacy development area.

g. Potential partner configuration

Deliverables:

- a) Summary of meeting notes and handouts from internal District representatives and external key stakeholders
- b) Draft and final versions of Research and Analysis findings
- c) Preliminary Market Analysis
 - 1. May include and incorporate the district's recent external scan report
- d) Preliminary Development concepts

Task 3: Explore

- 1. Based on research and analysis findings and District input, prepare at least three plan view schematic Development Master Plan alternatives per the scope of work above with detailed land use distribution information for review and feedback. Development phasing must be a consideration in each design. To the extent user information is known and provided by the District, the plans should take into account the user's development plans.
 - a. Options will be developed based on research and understanding of educational and non-educational trends, regional market analysis and funding potentials.
 - b. Additional option scope defined in Item 7. "Services" below.
 - c. Shall include requirements and constraints as provided.
- 2. Coordinate with district consultants in the development of criteria for the "Potential Tenant's Initial Submittal."
- 3. Act as lead consultant in the development of "Landlord Expectations and Design Guidelines" which will become an attachment to the ground lease. Coordinate with other district consultants as needed.

Deliverables:

- a) Site plans in large format print (3 copies of each); 10 - 11x17 reductions; 10 copies of accompanying text; native file and PDF formats.
- b) Brief, narrative descriptions of any proposed designs, including the assumptions, benefits and potential issues of each plan.
- c) Development phasing descriptions and potential steps for each plan

Task 4: Refine

Based upon comments and direction received, refine the Development Master Plans with the information provided per the scope of work above including development of project scopes, preliminary budgets, phasing and implementation strategies.

Participate in discussion with the District to capture and make a record of the merits of each and assist in the selection of a preferred development plan from the three fully developed plans, which will be developed further into a digital model of the plan.

Deliverables:

- a) Refined site plans in large format print (3 copies of each); 10 - 11x17 reductions; 10 copies of accompanying text; native file and PDF formats.

b) Refined and expanded narrative descriptions of any proposed designs, including the assumptions, benefits and potential issues of each plan.

c) Refine and expand the phasing steps and descriptions

Task 5: Recommend

Based upon comments, develop the preferred Final Development Master Plan in a computer model that can be used to fly through the plan and show individual components (e.g., access and circulation, buildings, open space, etc.) in a software preapproved by district.

Deliverables:

a) 10 copies of the Final Development Master Plan Report, including all site plans, renderings; Research and Analysis findings; summary of strategies utilized; descriptions of all Development Master Plan features; and recommendations for phased development.

b) Presentations as noted in Article II, item 3.

c) PDF of Report and an operable electronic copy of the electronic presentation

d) Provide an electronic file of all information collected in the “sharepoint” site in a similar format to that which was adopted in the “sharepoint” location.

6. **Documentation.** The CONSULTANT shall prepare, for approval by the DISTRICT, Development Master Planning Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components.

7. The Development Master Planning report will include at a minimum the following:

a. Aerial Views of Existing Campus

b. Executive Summary

c. Introduction

d. Mission/Vision Statement

e. Summary of Acreage, buildable square foot designated by recommended building type (i.e. commercial, educational), incorporation of potential partner sample, parking number of associated parking spaces, anticipated utility improvements, circulation plan and storm water requirements

f. Development Master Plan alternatives and recommendations including detail listed in 6.e above.

g. A series of phased site plans (project durations and proposed phasing) with proposed improvements

h. Appendix

8. **Services.** The Development Master Planning services will include:

1. The synthesis of the Long Range Educational Master Plan, Long Range Facilities Master Plan and LUAP to determine the pattern of future facilities development at the ATEP Campus;

2. Investigation and analysis of adjacent land uses and opportunities for direct or indirect physical relationships with respect to shared infrastructure, access, edge conditions, and buffering;

3. In coordination with the District's engineers, investigation and analysis of existing and planned road and utility infrastructure to verify sufficiency for Development Master Plan;
4. Development of no less than three Development Master Plans with alternate building, site improvement and access configurations assuming:
 - a. The maximum building square footage potential that could feasibly be built under the education-only land use mix (1,710,780 square feet);
 - b. The maximum building square footage potential that could feasibly be built under the 51% education and 49% non-education land use mix (1,087,970 square feet of development, including 554,870 square feet of education building space and 533,100 square feet of non-education space (e.g., office and commercial); and,
 - (1) In winter of 2011, the District continued to pursue alternative funding strategies. Both colleges expressed a desire to construct 30,000 square feet of facilities for their initial buildings. Placement of these two buildings will be included in the site planning efforts along with designated areas for commercial/educational partnerships.
 - (2) Educational space includes up to 10% dedicated support space including for example food services and bookstore. Additional uses are further delineated in the Development Agreement, Section 5.
 - c. A District and consultant derived "ideal mix" of education and non-education land use mix.
5. The Development Master Plans must include land use mix calculations demonstrating and highlighting the different strategies and advantages to each and involve investigation, analysis, conclusions and designs pertaining to:
 - a. Academic context, including the SOCCCD Long Range Educational Plan and potential education partners and linkages with the non-educational uses;
 - b. Physical context, including:
 - (1) Utilities,
 - (2) Existing and planned roads,
 - (3) Easements and rights-of-way,
 - (4) Significant landscape features, including ratio of landscape to hardscape i.e. defining open space
 - (5) Adjacent existing and future uses,
 - (6) Solar orientation,
 - (7) Views to and from the site,
 - (8) Site hydrology;
 - c. Financial context relative to projected District funding, potential development partners and development phasing;
 - d. Land uses, including SOCCCDs educational uses and potential partners that would propose educational uses and non-educational uses, including but not limited to commercial and office uses, open space and gathering spaces (shared campus environment), circulation and parking;
 - e. Gateways relative to the overall Tustin Legacy development and the ATEP Campus;
 - f. Clear, identifiable SOCCCD campus edges and heart, and overall site edges and core;
 - g. Internal edges and centers that distinguish but also integrate uses and users;
 - h. Maintenance and Management, including:
 - (1) Clear, constructable phasing of projects;

- (2) Campus and site security;
 - (3) Major systems life cycle analyses;
 - i. Circulation and parking, including:
 - (1) Clear, identifiable vehicular entry,
 - (2) Clear, identifiable first time student entry,
 - (3) Parking options for:
 - A. Commercial
 - B. Educational
 - C. Shared
 - (4) Maintenance and emergency vehicle circulation,
 - (5) Mass transit circulation,
 - (6) Bicycle and pedestrian circulation,
 - (7) Deliveries,
 - (8) Phasing of the above;
 - j. Current and projected trends in educational campus, office, commercial and other non-educational use design;
 - k. General architectural character, including massing, materials, details, landscaping, lighting, art, and visual & spatial order.
 - l. Implementation Strategies - The consultant must develop strategies that provide a framework for implementing the Development Master Plans. These strategies will need to assure that the Development Master Plan will be supported throughout the build out of the site. Areas to be addressed include: market analysis, order-of-magnitude cost estimates and funding options, land use mix and development caps, educational and non-educational trends, timing and phasing of development and application of appropriate funding techniques for each phase. Specifically the consultant will need to describe and illustrate the development phasing strategies starting from existing conditions through the phased build-out with particular focus on and consideration for efficient use of and maximization of the available land given the allowed amount of building square footage. The consultant will also need to identify incentives and funding sources for the District and developers including tax increment financing, state and federal financing and grants.
9. **Regulatory Requirements.** The CONSULTANT shall utilize their experience and relationships with the local authorities, Division of the State Architect, and State Chancellor's office to ensure that all Development Master Planning recommendations are in accordance with current requirements. The CONSULTANT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT's PROJECT.
10. **Authority.** The CONSULTANT shall be the DISTRICT's representative during Development Master Planning and shall advise and consult with the DISTRICT until final deliverables are submitted and approved by the Board. The CONSULTANT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.

ARTICLE III - ADDITIONAL CONSULTANT'S SERVICES

1. **Additional Compensation.** The CONSULTANT shall be given additional compensation for the services described in Article III.
2. **Notification.** CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT's control. CONSULTANT 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 documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
- b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule.
- c. Providing services in connection with an mediation proceedings or legal proceedings except where the CONSULTANT is a party thereto.
- d. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided herein.

ARTICLE IV - RESPONSIBILITY OF THE DISTRICT

1. **District Provided Information.** The DISTRICT shall provide to the CONSULTANT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
2. **District Representative.** 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 be responsible for examining all documents submitted by the CONSULTANT and shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT.
3. **District Notification.** The DISTRICT shall give prompt written notice to the CONSULTANT 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 CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
4. **Prompt Payment.** The DISTRICT shall provide prompt PAYMENT for all approved invoices, as provided for in this Agreement.

ARTICLE V - TERM

1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation CONSULTANT's performance of the service required hereunder and DISTRICT's payment of all sums due to CONSULTANT.
2. **Term.** Services under this Agreement shall be diligently performed by the CONSULTANT for seven months. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by CONSULTANT actions. Should services be necessary after the expiration of seven months of service, they can be provided as Additional Services in accordance with the Billing Rates as provided in Exhibit "A". Extensions to the duration of the CONSULTANT services shall be addressed as outlined in Article III.

ARTICLE VI - COMPENSATION

The DISTRICT shall compensate the CONSULTANT as follows:

1. **Contract Price for Basic Services.** The Contract Price for the CONSULTANT's performance of the Basic Services under this Agreement shall consist of the following lump sum prices:

a.	Task 1:	Prepare	\$20,000
b.	Task 2:	Analyze	\$30,000
c.	Task 3:	Explore	\$60,000
d.	Task 4:	Refine	\$50,000
e.	Task 5:	Recommend	\$38,500
			Subtotal
			\$198,500
f.		Reimbursable Allowance	\$6,500
			Total
			\$205,000

2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CONSULTANT, travel for personnel to and from District sites, travel required to address Project needs within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura (All CONSULTANT personnel will be considered to originate from the local office- travel from out of town offices to local office will not be considered a reimbursable unless specifically agreed upon in advance between the CONSULTANT and the DISTRICT), insurance and all other overhead/administrative expenses or costs associated with performance of the Basic Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense.
3. **CONSULTANT Monthly Billing Statements.** CONSULTANT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Basic Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CONSULTANT.
4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of CONSULTANT's billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor.
5. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
7. **Monthly Payments.** Payments for CONSULTANT 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.

8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT'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.
9. **Schedule Delay.** To the extent that the time initially established for the completion of CONSULTANT's services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates. See Exhibit (attached with Sample Agreement) or as a fixed fee.
10. **Reimbursable Expenses.** Reimbursable Expenses incurred by the CONSULTANT and CONSULTANT'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. The District shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.
- a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT's employees and consultants in the interest of the Project.
 - b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. CONSULTANT's normal travel expense (including to and from the project) and meals are excluded.
 - c. Expense of reproductions, except those needed for the use of the CONSULTANT and his or her consultants or identified specifically as a deliverable, 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 CONSULTANT'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 CONSULTANT, the CONSULTANT's employees and consultants in the interest of the Project.

Cost + 10%
 - 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 CONSULTANT for such services.

Cost + 10%

ARTICLE VII - INDEPENDENT CONTRACTOR

CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT 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. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees.

ARTICLE VIII - MATERIALS / OWNERSHIP OF DOCUMENTS AND INFORMATION

CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

1. **District Ownership of Documents.** The documents prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CONSULTANT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.
2. **Confidentiality.** The CONSULTANT will be required to sign a conflict of interest and confidentiality agreement. (ATTACHMENT D)
3. **Documentation.** The CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, CONSULTANT 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 CONSULTANT 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 in an open/unlocked format.
4. **Electronic Copy of Documents.** The CONSULTANT shall perform the work under this agreement and shall deliver electronic copy of all reports and documentation via CD or DVD in open/unlocked PDF format upon completion of each of the three phases, design, construction, and post construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the DISTRICT.
5. **Copyright/Trademark/Patent.** CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except CONSULTANT shall distribute copies of reports to other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium

ARTICLE IX - ORIGINALITY OF SERVICES

CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied

in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services.

ARTICLE X - COPYRIGHT/TRADEMARK/PATENT

CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE XI - TERMINATION

1. **Termination.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.
2. **Written Notice.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
3. **Suspension of Project.** The District may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than fifteen days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the CONSULTANT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT's services.
4. **Abandonment of Project.** If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
5. **Non Payment.** The DISTRICT's failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.

In the event the DISTRICT fails to make timely payment, the CONSULTANT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the CONSULTANT 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 CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

6. **Consultant Compensation.** The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to the notice of termination.
7. **Liability for District Damages.** In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the DISTRICT due to CONSULTANT's failure to perform as provided in the AGREEMENT.

ARTICLE XII - HOLD HARMLESS

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

1. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to CONSULTANT's employees or CONSULTANT's subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT; and
2. General Liability. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the CONSULTANT or the DISTRICT, or any person, firm or corporation employed by the CONSULTANT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents, or independent Architects who are directly employed by the DISTRICT. The CONSULTANT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by Section c below), its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof; and
3. Professional Liability. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm, or corporation employed by the CONSULTANT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the CONSULTANT's obligation to indemnify for acts of professional negligence, such obligation does not

include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT

ARTICLE XIII – INDEMNITY AND INSURANCE

1. **Purchase and Maintain.** CONSULTANT 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 CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'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. **Workers' Compensation and Employers Liability Insurance.** CONSULTANT shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which CONSULTANT may be liable. CONSULTANT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by CONSULTANT. The Employer's Liability Insurance required of CONSULTANT hereunder may be obtained by CONSULTANT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CONSULTANT hereunder.
- b. **Comprehensive General and Auto liability.** CONSULTANT shall purchase and maintain Commercial General Liability and Property Insurance as will protect CONSULTANT from the types of claims set forth below which may arise out of or result from CONSULTANT's services under this Agreement and for which CONSULTANT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CONSULTANT's employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by CONSULTANT, or (b) by another person; (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (v) contractual liability insurance applicable to CONSULTANT's obligations under this Agreement; and (vi) for completed operations.

Consultant shall purchase and maintain 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.** CONSULTANT shall purchase and maintain 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 CONSULTANT 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. **Additional Insured.** Each policy of insurance required in (b) above shall name DISTRICT, District Board of Trustees, District officers, District agents, District employees, and District Contractors as additional insureds and shall state that, with respect to the operations of CONSULTANT 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. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy.
2. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.
 3. **Delivery of Certificates.** Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT 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 CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

ARTICLE XIV – DISPUTES, MEDIATION AND LITIGATION

1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
2. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the Project or to this agreement or the breach thereof shall be first attempted to be resolved through mediation.

ARTICLE XV - MISCELLANEOUS

1. **Affirmative Action.** CONSULTANT agrees that CONSULTANT 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.

2. **Compliance with Applicable Laws.** 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. CONSULTANT 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 CONSULTANT, CONSULTANT's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
3. **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this agreement. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
4. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or CONSULTANT 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.
5. **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, 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. **Full Force of Remaining Contract.** 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.
7. **Governing Law.** 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.
8. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and DISTRICT hereunder.
9. **Non-Assignment.** The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. 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 CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and / or control of CONSULTANT firm shall be deemed an assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a

signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.

10. **Permits/Licenses.** CONSULTANT and all CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
11. **Notifications.** 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 requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
12. **Communications.** Communications between the parties shall be sent to the following addresses:
- | | |
|----------------------------|------------------------|
| DISTRICT | CONSULTANT |
| Dr. Debra L. Fitzsimons | Deborah Shepley |
| South Orange County | HMC Architects |
| Community College District | 3546 Concourses Street |
| 28000 Marguerite Parkway | Ontario, CA 91764 |
| Mission Viejo, CA 92692 | |
13. **Entire Agreement / Amendment.** This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and CONSULTANT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.
14. **Binding Agreement.** The DISTRICT and CONSULTANT, 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.

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

DISTRICT
South Orange County Community College District

CONSULTANT
HMC Architects

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

Deborah Shepley
Principal

(Date)

(Date)

(Taxpayer number)

ATTACHMENT A – SAMPLE WORKSHOP AGENDAS

Workshop No. 1

Day One

8:00-9:00 Kick off, overview of days plan and pulse of campus perspective on process

Steering Committee + Planning Team-
Strategy and Kick off

9:00-12:30 Highly interactive, integrated conversation analyzing information, establishing criteria, exploring development options

Steering Committee + College Representatives +Planning Team –
Review analysis; review key challenges, identify goals and opportunities; brainstorm potential partners

12:30-5:00 Intense hands on work session to develop plans based on morning findings

Planning Team –
Develop preliminary concepts based on input and discussion

Day Two

9:00-12:30 Highly interactive conversation to review planning progress, ask questions for next workshop and collectively set the direction for the plan

Steering Committee –
Review and feedback regarding preliminary concepts

Workshop No. 2

Day One

8:00-9:00

Steering Committee + Planning Team-
Strategy and Kick off

9:00-12:30

Steering Committee + Planning Team –
Review / evaluate options (minimum three)

12:30-5:00

Planning Team –
Develop and refine options based on discussion

Day Two

9:00-12:00

Steering Committee –
Review developed options

Workshop No. 3

Day One

8:00-9:00

Steering Committee + Planning Team-
Strategy and Kick off

9:00-12:30

Steering Committee + Planning Team –
Review / evaluate three options

12:30-5:00

Planning Team –
Develop options based on discussion

Day Two

9:00-12:00

Steering Committee –
Select preferred option(s) to develop into final recommendations

ATTACHMENT B - CRITERIA AND BILLING FOR EXTRA WORK

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. 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 CONSULTANT.

CONSULTANT Services Fee Per Hour

HMC Architects

Principal in Charge	\$195
Sr. Project Manager/Sr. Project Architect/Sr. Technical Manager	\$185
Project Manager/Project Architect/Technical Manager	\$160
Project Coordinator	\$115
Project Designer	\$150
Senior Project Designer	\$175
Environmental Analyst	\$135
Cost Estimator	\$185
Specifications	\$165
Education Facilities Planner	\$160
Senior Education Facilities Planner II	\$175
Senior Education Facilities Planner I	\$195

The Planning Center/DC & E

Principal	\$195
Associate Principal	\$185
Sr. Associate/ Sr. Scientist	\$150
Associate/Scientist	\$120
Project Planner/Project Scientist	\$110

The Concord Group

Principal – Richard Gollis	\$350
Principal – Michael Reynolds	\$275
Associate	\$150

SWA

Principal – David Berkson	\$280
Associate – Kevin Slawson	\$135
Landscape Designer	\$100
Clerical Support	\$ 65

Fehrs and Peers

Principal Engineer – Chris Gray	\$200
Traffic Engineer – Rafael Cobian	\$140
Technician	\$120
Clerical Support	\$110

PSOMAS

Principal Engineer	\$195
Design Engineer	\$130

ATTACHMENT C - TEMPLATE FOR MONTHLY INVOICE

Invoices for services shall be provided once per month and within 60 calendar days of performance of the services.

Invoice

Project Manager
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, Ca. 92692-3635

Date: April 1, 2014
SOCCCD Project Number: TBD
Consultant Invoice number:
Purchase Order: TBD

Project: ATEP Development Master Planning

HMC Architects

3546 Concours Street
Ontario, CA 91764
(909) 989-9979

Professional Services from Month/ 01/Year - Month/31/Year

Billing	% of Fee	Fee	% Comp	Earned	Previous Billing	Current Billing	Balance Remaining
1. Task 1: Prepare	10.07%	20,000		0.00	0.00	0.00	0.00
2. Task 2: Analyze	15.11%	30,000		0.00	0.00	0.00	0.00
3. Task 3: Explore	30.23%	60,000		0.00	0.00	0.00	0.00
4. Task 4: Refine	25.19%	50,000					
5. Task 5: Recommend	19.40%	38,500.		0.00	0.00	0.00	0.00
Subtotal	100%	198,500					
Reimbursable Expenses							
List reimbursable items		6,500					
Total Reimbursable rate at 1.1 times				TBD	1.1	TBD	
Total		205,000					
TOTAL THIS INVOICE							

ATTACHMENT D – SAMPLE CONFLICT OF INTEREST AND CONFIDENTIALITY AGREEMENT

You have been identified as an Employee/Consultant involved in the decision regarding the above listed procurement. To help identify actual or potential conflicts of interest, SOCCCD asks you to complete the checklist.

Conflicts of Interest Checklist

South Orange Community College District (SOCCCD) employees and consultants acting on behalf of the SOCCCD have a duty to perform their jobs for the benefit of SOCCCD and the public. To safeguard this duty, the law prevents SOCCCD employees or consultants from being involved in decisions where they have a “conflict of interest.” This is to avoid placing any person in a position where his or her personal interests conflict, or even may appear to conflict, with the interests of SOCCCD.

For purposes of this Checklist, wherever the term “Employee” is used it includes consultants acting on behalf of the District, such as the Criteria Architect or the Design Build Consultant, other consultants or neighboring district participants who help direct decision-making or evaluate bids and proposals.

“Immediate Family” means your spouse, children, parents, former spouse(s), and members of your household, as well as their spouses, children and parents, whether or not they are your dependents.

An Employee may not be involved in a decision if the Employee has a financial or other personal interest in the decision. In other words, if the Employee could benefit from the decision, the Employee should not be involved in making the decision.

Please review each question below and check “Yes” or “No” as appropriate. A “Yes” does not mean there is an automatic disqualification, but rather, that the Executive Director of Facilities, Planning and Purchasing or designee will assess regarding the issue in order for the District to assess whether the Employee has a conflict of interest.

Financial Interest

Employees may not participate in decisions if those decisions will affect them financially. When answering the questions below keep in mind that a financial interest” is not required to be certain or direct. If you believe there is even a potential for an indirect financial impact please check “Yes”.

Do you or any member of your Immediate Family have any ☐ Yes ☐ No
interest in any business, partnership, corporation, or other
entity, which is competing for this work?

Do you or any member of your Immediate Family have any ☐ Yes ☐ No
investment in any business, partnership, corporation, or other
entity, which is competing for this work?

Do you or any member of your Immediate Family have any ☐ Yes ☐ No
interest in any real property that is involved in this decision,
which is near any real property involved in this decision or which
may be affected by this decision?

- | | | |
|--|------------------------------|-----------------------------|
| Do you or any member of your Immediate Family receive income from any person or entity competing for this work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has you or any member of your Immediate Family received any gifts, loans or other benefits from any person or entity involved competing for this work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will this decision impact your personal finances or the finances of any member of your Immediate Family in any way? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you checked "Yes" to any of the above, please describe the conflict of interest below and specify which proposer(s) the conflict may exist:

Non Financial Interest

Employees may not participate in decisions if those decisions will affect them personally in any way, including in a non-financial way. If you have any of the following interests, please check "Yes".

- | | | |
|--|------------------------------|-----------------------------|
| Do you or any member of your Immediate Family have any personal interest in person or entity involved in this competition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is any member of your Immediate Family employed by or otherwise involved with any person or entity involved in this competition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were you employed by any person or entity involved in this competition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you related to any person involved in this competition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you affiliated, formally or informally, with any organization involved in this competition or which could be affected by this competition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you know of any reason why your participation in this decision could lead to the appearance of impropriety or suggest the possibility of bias or a lack of fairness in the decision making process? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you checked "Yes" to any of the above, please describe the conflict of interest below and specify which proposer(s) the conflict may exist:

Future Employment

Individuals may not participate in decisions, which involve any entity with whom they have discussed prospective employment.

Have you applied for, negotiated or otherwise discussed the possibility of employment with any person or entity involved in this competition? ☐ Yes ☐ No

If you checked "Yes" to any of the above, please describe the conflict of interest below and specify which proposer(s) the conflict may exist:

By signing below, I acknowledge that:

- Other than the interests disclosed above, I am not aware of any financial or personal interest related to me, my immediate Family or any organization with which I am affiliated, formally or informally, that would raise an actual or potential conflict of interest with my involvement in this procurement decision.
- In the course of my involvement in this procurement decision, I may receive information that raises questions regarding the potential for a conflict of interest arising from my financial or person interest or those of my Immediate Family. I agree that I will notify the Executive Director of Facilities Planning and Purchasing immediately if such a situation occurs in order to determine whether a conflict of interest exists.
- This document is subject to being produced in response to a Public Records Act Request.
- By signing below I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____ Date: _____

Print Name/Title or Position: _____

Confidentiality Agreement

As an Employee/ Consultant, you may be provided with information that is, and must be kept, confidential both during and after employment/engagement with SOCCCD. This means that unless you are using the confidential information for the specific Project for SOCCCD, you cannot use or disclose the confidential information in any way to anyone. This prohibits you from doing the following, whether directly or indirectly: using, making available, copying, reproducing, disclosing, publishing, selling, storing (electronically or otherwise), or otherwise revealing any confidential information to anyone for any reason or purpose either during or after employment/engagement with SOCCCD.

Examples of Information that must be kept confidential include but are not limited to:

- Information, data, proposals, instructions, forms, plans, specifications, design documents, photographs, depictions, sketches, summaries, renderings, models, surveys, reports, studies and other information or media, in any form (for example: oral, paper, electronic);
- Other information provided by a third party in connection with the submission of a bid or proposal;
- Information exclusively owned by, and developed for, the SOCCCD, such as:
 - Source Code Information
 - Technology standards or specifications
 - Information on technology product
- Evaluation criteria or analysis;
- Personnel or student related data, information or documentation

Confidential information belongs to SOCCCD, regardless of whether it was prepared by SOCCCD, Employee, or others.

This Confidentiality Agreement does not prevent you from disclosing, discussing, or exchanging confidential information with the District or procurement participants for the sole purpose of completing the Project. Once your participation in the Project ends, you cannot continue to disclose, discuss, or exchange the confidential information with the participants named above.

When your participation in the Project ends, or when requested by SOCCCD at any time, you must return any and all copies of confidential information to SOCCCD. You cannot keep any copies of confidential information, whether these are actual physical copies or in electronic form.

If you believe that some person other than SOCCCD, an SOCCCD approved participant, or an Employee involved in the Project has obtained or is using any confidential information, you must immediately notify SOCCCD in writing.

If you believe that a law or regulation of the United States, or a court order, requires disclosure of the confidential information, you must immediately notify SOCCCD in writing of the law, regulation or court order that you believe requires disclosure and allow SOCCCD time to seek an appropriate protective order before disclosing such information.

Failure to comply with this Confidentiality Agreement may subject you to administrative, civil, and/or criminal penalties.

I understand and agree to the terms of the Confidentiality Agreement set forth above.

Signature: _____ Date: _____

Print Name/Title or Position: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Site Improvements, Design-Build Criteria and Programming Architectural Services, DLR Group

ACTION: Approval

BACKGROUND

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of design-build procurement. On June 17, 2013, the Board of Trustees adopted a resolution authorizing the use of design-build procurement for the Site Improvements project at Saddleback College.

STATUS

A criteria architect is necessary to further define the project scope and budget, to aid in the determination of project priorities and to assist in the development of the requests for qualifications and proposals (RFQ & P) for the design-builder.

On December 12 and December 19, 2013, SOCCCD ran a newspaper advertisement for consideration of criteria and programming architect for design-build procurement for Saddleback College Site Improvements project. Additional marketing efforts included placing a copy of the RFP & Q on the district's website and notifying firms known to provide these services.

On January 17, 2014 eight proposals (EXHIBIT A) were received. District and college staff developed a selection committee to evaluate the submittals. Five firms were forwarded for an interview and DLR Group is recommended for the Criteria and Programming Architect Agreement (EXHIBIT B) in the amount of \$280,000.

Basic Aid funds for these services are available within the approved project budget of \$13,580,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College Site Improvements, Design-Build Criteria and Programming Architectural Services agreement, (EXHIBIT B) with DLR Group in the amount of \$280,000 effective February 24, 2014.

BID NO. 313D
RFP for Criteria and Programming Architect for Design Build Procurement,
Saddleback College Site Improvements Project
SOCCCD

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
* DLR Group	Santa Monica, CA	Kaveh Amirdelfan
Flewelling & Moody	Los Angeles, CA	Scott Gaudineer
Gonzalez Goodale Architects	Pasadena, CA	Armando Gonzalez
Lionakis	Newport Beach, CA	David Younger
LPA, Inc.	Irvine, CA	Steve Flanagan
PBWS Architects	Pasadena, CA	Barton Anderson
RJC Architects	San Diego, CA	James Robbins
Sillman Wright Architects	San Diego, CA	Larry Sillman

*** Recommended Firm**

**AGREEMENT – SADDLEBACK COLLEGE SITE IMPROVEMENTS PROJECT
DESIGN-BUILD CRITERIA AND PROGRAMMING ARCHITECTURAL SERVICES**

This AGREEMENT is made and entered into this 24th day of February in the year 2014 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **DLR Group** 3130 Wilshire Boulevard 6th Floor, Santa Monica, CA 90403, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain Criteria Architect Services for Saddleback College Site Improvements Project, hereinafter referred to as "PROJECT"; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 - ARCHITECT'S SERVICES AND RESPONSIBILITIES

- 1.1. 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.
- 1.2. 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.

ARTICLE 2 - SCOPE OF ARCHITECT'S SERVICES

- 2.1. The ARCHITECT's services consist of those described in paragraphs 2 through 13 of Article 2 and further delineated in Exhibit A, and include Criteria and Programming Development and Project Oversight services to produce a reasonably complete and accurate set of criteria and programming documents sufficient to produce a reasonably complete and accurate set of criteria and programming documents sufficient to issue request for proposals for the delivery of a design-build project. Sub-consultants shall include, but not be limited to civil engineer, landscape architect and cost estimating services as necessitated by the project scope.
- 2.2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Kaveh Amirdelfan, as Principal in Charge and Dennis Tanida as Project Manager. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the Project. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT's firm 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.

- 2.3. 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 Criteria and Programming for Design-build Procurement for the PROJECT.
- 2.4. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article 5. Such evaluation shall include alternative approaches to design and construction of the PROJECT.
- 2.5. The ARCHITECT has submitted a list of qualified engineers, landscape architect and cost estimator for the PROJECT. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this AGREEMENT. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.
- 2.6. The ARCHITECT to use reasonable professional efforts for the Criteria and Programming for Design-Build Procurement documents produced by ARCHITECT for use by DISTRICT to comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.
- 2.7. Based on the approved criteria and programming developed by ARCHITECT, and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design-Build Request for Proposal Documents consisting of narratives, limited drawings and other documents to describe the size and requirements of the PROJECT as to architectural, structural, civil, landscape architect, mechanical and electrical systems, and such other elements as may be appropriate.
- 2.8. The ARCHITECT shall investigate existing conditions or facilities and make recommendations to include additional documents if deemed appropriate in order to acquire a comprehensive proposal from the Design-Build Entity.
- 2.9. The ARCHITECT, following the DISTRICT's approval of the Criteria Documents and Request for Proposal documents, shall assist the DISTRICT in oversight of the Design-Build entity for the PROJECT during design and plan approval by the authorities having jurisdiction.
- 2.10. The ARCHITECT shall submit to the DISTRICT a written preliminary estimate of the construction cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.
- 2.11. 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.
- 2.12. The ARCHITECT acknowledges that pursuant to California Education Code section 81703(c)(2)(A), the scope of work and services rendered under this Agreement will render ARCHITECT ineligible and will prohibit participation as a member of a proposing Design-Build entity or any work on the PROJECT(s) as a subcontractor or subconsultant.

ARTICLE 3 -ADDITIONAL ARCHITECT'S SERVICES

- 3.1. The ARCHITECT shall be given additional compensation for the services described in Article 3.
- 3.2. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT **before** rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
 - a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
 - b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article 5, paragraph 10.
 - c. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
 - d. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

ARTICLE 4 - DISTRICT'S RESPONSIBILITIES

- 4.1. 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.
- 4.2. 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.
- 4.3. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT.
- 4.4. 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 5 - COST OF CONSTRUCTION

- 5.1. The construction cost shall be the total cost or estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.
- 5.2. During the bidding phase, construction cost shall be determined by the Best Value bid.
- 5.3. The ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the ARCHITECT's best judgment as a professional familiar with the construction industry.

ARTICLE 6 – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

- 6.1. Any drawings, criteria, technical data or specifications, presentation materials, slides, models and other documents prepared by the ARCHITECT 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 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 held liable for any reuse of the drawings, specification and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.

ARTICLE 7 – TERMINATION

- 7.1. 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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.
- 7.6. 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.
- 7.7. 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 8 - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

- 8.1. For ARCHITECT services, as described in Article 2, compensation shall be computed as follows:

Compensation is based on a fixed fee of \$265,000.00, plus an additional \$15,000.00 for reimbursable expenses for a total contract amount of \$280,000.00.

Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Phase I – Design-Build Criteria Architect:	\$105,950 (40%)
Phase II – Design-Build Selection & Design Oversight:	\$ 71,050 (25%)
Phase III – Construction Observation & Closeout	\$ 88,000 (35%)

Total Compensation: One Hundred Percent (100%)

- 8.2. 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.
- 8.3. The total fee stated in this contract includes the fees for all subconsultants providing services associated with the scope of services in this contract, as well as the Architect's overhead and profit. Phase I includes an allowance of \$6750 for Electrical Engineer, Phase II includes an allowance of \$6750 for and Electrical Engineer and Phase III execution is subject to prior DISTRICT approval.
- 8.4. 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.
- 8.5. 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.
- 8.6. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed as follows: at standard hourly rates.
- 8.7. Allowances will be billed based on the standard hourly rates for ARCHITECT and consultants.
- 8.8. Reimbursable Expenses incurred by the ARCHITECT and ARCHITECT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.
- a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project.

- b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT's normal travel expense and meals are excluded.
- c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants or identified specifically as a deliverable, postage and handling of Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT's prior written approval.
- d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.
- e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT's Basic Services will be reimbursed.
- f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.
- g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the ARCHITECT for such services.

ARTICLE 9 – INDEMNITY AND INSURANCE

- 9.1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify, defend 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; and
 - b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of ARCHITECT's consultants, employees or agents in the performance of their obligations as stated in this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.
- 9.2. 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 (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

ARTICLE 10 - MISCELLANEOUS

- 10.1. **Independent Contractor.** 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.

- 10.2. **No Third Party Contractual Relationship.** 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.
- 10.3. **Affirmative Action.** 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.
- 10.4. **Permits/Licenses.** ARCHITECT and all ARCHITECT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 10.5. **Employment with Public Agency.** ARCHITECT, if an employee of another public agency, agrees that ARCHITECT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, 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.
- 10.6. **Hazardous Materials.** 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.
- 10.7. **Compliance with Applicable Laws.** 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.
- 10.8. **Copyright/Trademark/Patent.** ARCHITECT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except ARCHITECT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. ARCHITECT consents to use of ARCHITECT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
- 10.9. **Termination.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate ARCHITECT only for services satisfactorily rendered to the date of termination. 30 day written notice by DISTRICT shall be sufficient to stop performance of services by ARCHITECT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the ARCHITECT or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the ARCHITECT; or (b)

- any act by ARCHITECT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) ARCHITECT is adjudged as bankrupt, ARCHITECT makes a general assignment for the benefit of creditors or a receiver is appointed on account of ARCHITECT's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 10.10. **Entire Agreement/Amendment.** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.
- 10.11. **Governing Law.** 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.
- 10.12. **Full Force of Remaining Contract.** 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.
- 10.13. **Assignment.** The obligations of the ARCHITECT pursuant to this AGREEMENT shall not be assigned by the ARCHITECT. 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.
- 10.14. **Binding Agreement.** 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.
- 10.15. **Non Waiver.** 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.
- 10.16. **Notifications.** 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.

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

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

ARCHITECT
Kaveh Amirdelfan
DLR Group
3130 Wilshire Boulevard
6th Floor
Santa Monica, CA 90403

10.18. **Entire Agreement / Amendment**. 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

“CONSULTANT”

DLR GROUP

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

By: _____
Kaveh Amirdelfan
Principal in Charge

Date: _____

Date: _____

150118
Tax Identification Number

EXHIBIT A- RESPONSIBILITIES AND SERVICES OF DESIGN-BUILD CRITERIA AND PROGRAMMING
ARCHITECT

1. **GENERAL PROJECT INFORMATION**

DISTRICT is contracting with ARCHITECT as qualified providers of architectural and engineering services for the development and submission of:

1.1. **Basic Services:** ARCHITECT agrees to provide the services described below where applicable to the project:

- a. Determine the agencies that have jurisdiction over plan reviews and approvals. Submit, review, coordinate with and implement the requirements of the regulatory agencies, i.e.: DSA Structural Safety, State Fire Marshal, etc.
- b. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, structural, civil engineers, landscape architects licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.
- c. 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.
- d. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project.
- e. Chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings. ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.
- f. 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.
- g. 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.
- h. ARCHITECT to document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of all existing project

utilities. This scope to apply only to work designed by ARCHITECT where it interfaces with existing utilities.

- i. 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.
- j. ARCHITECT is not responsible for:
 - i. Ground contamination or hazardous material analysis
 - ii. Any asbestos testing, design or abatement
 - iii. Environmental impact report
 - iv. Historical significance report
 - v. Soils investigation
 - vi. Geotechnical hazard report
 - vii. Topographic survey
- k. 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.

- 1.2. **Criteria Documents:** Work with District in the development of the Design-Build Request for Proposal and all associated documents. Criteria documents will include the following and have been separated into the RFP work performed by others:

<u>Description</u>	<u>Responsibility</u>
Criteria Architect	
Project Description and Criteria	Criteria Architect
Sustainability Standards	Criteria Architect
Design-Build Entity's Reference Documents	Criteria Architect and District
Prequalification Questionnaire	Criteria Architect and District
District	
Master Plan	District
Utility Survey Information	District Civil Consultant
District-wide Signage Standards	District/College Facilities
General Biological Assessment (2010)	District Consultant
Developed Hydrology Map Q100 (2010)	District Civil Consultant
Jurisdictional Delineation (2010)	District Environmental Consultant
Design-Build Entity's Reference Documents	District and Criteria Architect
Prequalification Questionnaire	District and Criteria Architect
Rules for Interviews and Negotiations	District
Specific Design-Build Proposal Requirements	District
Proposal Evaluation Factors, Scoring and	District
Ranking Methodology	District
Design Build Contract & General Conditions	District
Non-Collusion Declaration	District

Proposal, Performance and Payment Bond	District
Letter of Organization	District
DVBE Requirements	District
Evidence of Insurance, Including E&O	District

1.3. **Saddleback College Site Improvements project programming:**

- a. Programming documents.
- b. The Site Improvements Project may result in any of the following scopes of work: Storm Drainage, Storm Retention, Water Quality Units, New Athletic Practice Fields, Parking Lot Improvements, Main Quad Improvements, Turf at the Football Stadium, Fencing and Retaining Walls.
- c. Scope of work will include meetings with District and College participants to define facilities programming.
- d. District anticipates a series of a minimum of four meetings.
- e. Project budget estimate is \$8,550,000
- f. Oversight of Design-Build Entity during design with allowance for construction/closeout.

2. **SPECIFIC PROJECT DETAILS**

- 2.1. **Design-Build Criteria and Programming Architect (D-BCA or ARCHITECT):** DISTRICT is contracting for the services of Architect to act as the project's Design-Build Criteria Architect. The role of the D-BCA will include the development of the operational and programming needs for the new facilities; review of design alternatives for the project; assist in the development of the project requirements; development of a Request for Proposals (RFP) to be used by DISTRICT to solicit Design-Build Entity Teams; and to assist DISTRICT through the project's Design-Build process.

3. **SCOPE OF SERVICES**

3.1. **Phase 1 – Programming and RFP Development:**

- a. Work with the DISTRICT to define and develop the operational and programming needs specifically for new facilities.
- b. Collect data of the needs of the users and students to be served.
- c. Facility consensus building of key stakeholders, to be identified by DISTRICT, to ensure the D-BCA of their perspectives and support for the facilities.
- d. Develop an operational summary describing each of the facilities areas operational philosophy and principles; activities and their detailed sequence, location of adjacent areas and any access/circulation/requirements/restrictions.
- e. Provide architectural programming planning sessions with key stakeholders to obtain information on the goals of each functional component, specific activities to be carried out by the staff in each component, the services to be provide, service delivery method, functional relationships between components in addition to security needs, specialty equipment ; defining materials and quality standards.

- f. Perform a site assessment of DISTRICT provided information (including, but not limited to, survey, subsurface investigation).
- g. Review and comment on DISTRICT prepared General Conditions and Special Conditions – which is part of the Request for Proposals (RFP) seeking D-B Entity Teams.
- h. Prepare Design Criteria – identifying all project criteria.
- i. Assist DISTRICT in preparing and publishing RFP.

3.2. **Phase 2 - Design-Build Selection & Design Oversight:**

- a. Assist with the selection procedures. Participate in pre-proposal meeting with competing D-B Entity Teams and issue any clarification documentation. Assist DISTRICT with the evaluation of the D-B Entity Teams' submissions including proposal review and participation in scheduled interviews with D-B Entity Teams for the purpose of selection.
- b. Review and comment on the proposed project budget and schedule. Make recommendation.
- c. Review checklist for permits, approvals and/or easements.
- d. Develop site design criteria for review by DISTRICT that allows development of the sites within any constraints.
- e. Establish a schedule of milestones for the selected D-B Entity Team that indicates when progress submissions are to be made to the DISTRICT.
- f. Attend validation Meeting that will occur within two weeks of award to D-B Entity.
- g. Attend periodic design meetings, as requested, to provide oversight during D-B Entity Team's Design Development for conformance with the Request for Proposals (RFP) document.
- h. Conduct two (2) formal reviews of the D-B Entity Team's designs for conformance with the program and RFP requirements, and advise DISTRICT in writing of same.
- i. The D-BCA formal reviews will be:
 - i. At the end of the D-B Entity Team's Design Development Phase of work, which is approximately 30% completion of the D-B Entity Team's Construction Documents.
 - ii. At approximately 95% completion of D-B Entity Team's Construction Documents including the Project Manual (specifications), but before any construction begins.
 - iii. Each of these reviews will be followed up with a report and informational meeting with DISTRICT to discuss the findings, and then a subsequent meeting, if necessary, with the D-B Entity Team to convey same.
 - iv. The second review will incorporate a follow-up check, prior to construction starting, to ensure that the review comments are incorporated into the D-B Entity Team's Final Construction Documents.

3.3. **Phase 3 - Construction Observation & Closeout (Optional Allowance):**

- a. Attend pre-construction meeting, conducted by the D-B Entity Team to confirm DISTRICT expectations and to monitor course of action to be taken to achieve construction schedule requirements.
- b. Review and comment on select submittal items for conformance with RFP, periodic payment requisitions, requests for design-build agreement amendments and items prerequisite to project closeout.
- c. Provide construction observation services at the project site as necessary to monitor and observe the work in progress, evaluate compliance with D-B agreement, RFP and construction documents and report findings to DISTRICT.
- d. Visit the facilities with the D-B Entity Team, DSA, DISTRICT and other state agencies prior to completion, and develop a punch list of items to be completed.
- e. Attend project close out meetings. Design-Build Entity will be responsible to develop initial punch list. This will be followed by a punch list walk performed by the D-BCA who will provide a final punch list identifying items, if any, for completion and items stated in the Certificate of Acceptance for completion or correction, as the case may be.

The total fee stated in Article 8 of this Agreement includes the fees for all subconsultants providing services associated with the scope of services in this Agreement, as well as the Architect's (D-BCA) overhead and profit.

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> (DLR Group)	<u>Fee Per Hour</u>
Discipline Leader	\$225.00
Senior Professional	\$165.00
Professional	\$140.00

Professional Support	\$110.00
Technical	\$85.00
Clerical	\$55.00

<u>Civil Engineer (Brandow & Johnston)</u>	<u>Fee Per Hour</u>
Project Manager/Assoc. Principal	\$207.90
Project Engineer	\$137.50
Design Engineer	\$121.00
CAD Technician	\$104.50

<u>Landscape Architect (Carter, Romanek)</u>	<u>Fee Per Hour</u>
Principal Landscape Architect	\$132.00
Senior Landscape Architect	\$99.00
Staff Support/CAD Operator	\$66.00
Clerical	\$44.00

<u>Cost Estimator (The Capital Projects Group)</u>	<u>Fee Per Hour</u>
Principal	\$258.50
Senior Mech./Elec. Consultant	\$198.00
Senior Arch./Structural Consultant	\$165.00
Junior Consultant	\$82.50

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Curriculum and
Certificates/Degrees Revisions for 2014-2015 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 2014-2015 academic year.

RECOMMENDATION

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

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

**2014-2015 Proposed Curriculum Revisions
Saddleback College**

**Exhibit A
1 of 23**

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign = assignments
				cat desc = catalog description
				c/l w/+ = cross-listed with (and list the other crs id)
				coreq = corequisite
				crs id = course prefix and/or number
				dc= delete course
				dv = delete version of course
				gr opt = grading option
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of evaluation
				nc = new course
				nv = new version of existing course
				oe/oe = open entry/open exit
				prreq = prerequisite
				reactv = course reactivation
				rec prep = recommended prep
				rpt = repeatability
				sch desc = schedule description
				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 10	48010.00	INTRO TO ARCHITECTURE	assign, moe
ATAS	ARCH 12	48020.00	HIST.OF ARCH.	moe, txt
ATAS	ARCH 34	48100.00	BASIC ARCH DESIGN 1	tps, assign, txt, val
ATAS	ARCH 42	48120.00	DESCRIPT DRWG & PERSP	tps, moe, txt
ATAS	ARCH 44	48130.00	ARCH PRES & RENDERING	tps, assign, txt, val
ATAS	ARCH 50	236050.10	INTRO COMPTR AID DRFT	sch desc, tps, txt, val
ATAS	ARCH 132	48090.00	RES PLANNING & DESIGN	moe, assign, val
ATAS	ARCH 600	482001.00	LEED AND SUSTAINABLE ARCHITECTURE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
ATAS	ARCH 605	482002.00	STATICS AND STRENGTH OF MATERIALS FOR ARCHITECTURE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
2 of 23

ATAS	ARCH 607	482003.00	FIELD STUDY: EUROPEAN ARCHITECTURAL HISTORY	nc, 3 units/3 hrs lec/0 hr lab/0 hr lng cntr, non-repeatable
ATAS	ARCH 608	482004.00	FIELD STUDY: EUROPEAN: SKETCH, DRAW, PHOTO	nc, 3 units/3 hrs lec/0 hr lab/0 hr lng cntr, non-repeatable
ATAS	ARCH 609	482005.00	FIELD STUDY: EUROPEAN DESIGN STUDIO	nc, 3 units/3 hrs lec/0 hr lab/0 hr lng cntr, non-repeatable
ATAS	AUTO 103	120040.00	ENGINE PERF/EMISSIONS	moe, assign, val
ATAS	AUTO 201	433655.00	ADV AUTO ELECTRICAL	tps, moe, assign, txt, val
ATAS	AUTO 202	433707.00	ADV ENG PERF DIAG	moe, assign, txt, val
ATAS	AUTO 204A	429274.00	ENGN BLPRNTNG-ROT ASM	cat desc, sch desc, moe, assign, val
ATAS	AUTO 204B	992485.00	ENGINE BLUEPRINTING	moe, assign, val
ATAS	AUTO 240	992519.00	AUTOMOTIVE LAB	tps, moe, val
ATAS	COS 400A	224010.00	COMP.COSMETOLOGY 1	dc
ATAS	COS 400B	224020.00	COMP.COSMETOLOGY 2	dc
ATAS	COS 400C	224030.00	COMP.COSMETOLOGY 3	dc
ATAS	COS 400D	224040.00	COMP.COSMETOLOGY 4	dc
ATAS	COS 440	431988.00	COSMETICIAN	hrs fr 9 lec/27.5 lab/0 lng cntr to <u>9 lec/28.5 lab/0 lng cntr</u> , rpt remaining R-E-3, tps, lng obj, moe, assign, txt
ATAS	COS 600	405076.00	COSMETOLOGY FRESHMAN-LEVEL 1	nc, <u>rec prep 10th grade education or equivalent</u> , 12 units/6 hrs lec/18.1 hrs lab/0 hr lng cntr, variable units, oe/oe, <u>rpt model E for 3 times</u>
ATAS	COS 601	405077.00	COSMETOLOGY INTERMEDIATE-LEVEL 2	nc, <u>prereq COS 600 or completion of 400 hours</u> , 12 units/6 hrs lec/18.1 hrs lab/0 hr lng cntr, variable units, oe/oe, <u>rpt model E for 3 times</u>
ATAS	COS 602	405078.00	COSMETOLOGY ADVANCED-LEVEL 3	nc, <u>prereq COS 601 or completion of 800 hours</u> , 12 units/6 hrs lec/18.1 hrs lab/0 hr lng cntr, variable units, oe/oe, <u>rpt model E for 3 times</u>
ATAS	COS 603	405079.00	COSMETOLOGY SENIOR-LEVEL 4	nc, <u>prereq COS 602 or completion of 1200 hours</u> , 12 units/6 hrs lec/18.1 hrs lab/0 hr lng cntr, variable units, oe/oe, <u>rpt model E for 3 times</u>
ATAS	CMT 220	260090.00	COMPUTER MAINT-REPAIR	rec prep fr CIM 171 and 174 to <u>none</u> , tps, moe, assign, txt, val
ATAS	CMT 225	430338.00	COMPUTER REPAIR II	tps, moe, assign, txt
ATAS	CMT 230	430344.00	APPLIED NETWORK TECH	tps, moe
ATAS	CMT 235	432772.00	A+ EXAM PREPARATION	tps, moe, assign, txt
ATAS	DR 50	236050.00	INTRO COMPTR AID DRFT	sch desc, tps, txt, val
ATAS	ECOL 201	429950.00	ECOLOGICAL RESTORATN.	tps, moe, assign, txt
ATAS	ECOL 202	429951.00	ADV. ECO. RESTORATION	tps, lng obj, moe, assign, txt
ATAS	ENV 25	144210.10	ENV HAZARDS TO HEALTH	tps, moe, txt
ATAS	ENV 37	992370.00	ENVIRONMENTAL ETHICS	txt

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
3 of 23

ATAS	ENV 123	432592.00	WATER AND SOIL CONSER	cat desc, sch desc, moe, txt
ATAS	ENV 600	144991.00	ENVIRONMENTAL DISASTERS	nc, 3 units/3 hrs lec/0 hr lab/0 hr lng cntr, non-repeatable
ATAS	ET 114	266070.00	DIGITAL ELEC CIRCUITS	sch desc, tps, lng obj, moe, assign, txt, val
ATAS	ET 133	431637.00	DC/AC FUNDAMENTALS	tps, lng obj, moe, assign, txt
ATAS	ET 135	431638.00	SEMICONDUCTOR DEVICES	tps, moe, assign, txt, val
ATAS	ET 200	433737.00	DIG SIG PROCS/MICROCO	moe, assign, txt, val
ATAS	ET 201	433938.00	ROBOTICS FUNDAMENTALS	tps, moe, assign, txt
ATAS	ET 202	992271.00	INTERMEDIATE ROBOTICS	tps, lng obj, moe, assign, txt
ATAS	FASH 31	162240.05	TEXTILES	tps, moe, assign, txt
ATAS	FASH 101	429545.00	INTRO TO FASH CAREERS	tps, moe, txt
ATAS	FASH 110	162020.05	CLOTHING CONSTRUCTION	tps, moe, assign, txt, val
ATAS	FASH 120	162170.05	TAILORING	tps, moe, val
ATAS	FASH 124	162210.00	WEARABLE ART	tps, assign, txt, val
ATAS	FASH 130	162220.00	FLAT PATTERN DESIGN	tps, moe, assign, txt, val
ATAS	FASH 132	162250.00	DRAPING FASHION DESIG	tps, txt, val
ATAS	FASH 136	162260.00	APPAREL DESIGN	tps, assign, txt, val
ATAS	FASH 140	162270.00	FASHION IMAGE	cat desc, sch desc, tps, lng obj, moe, assign, txt
ATAS	FASH 141	429273.00	APPAREL SELECTION	tps, moe, assign, txt
ATAS	FASH 143	162300.05	BUYING/MERCHANDISING	tps, moe, assign, txt
ATAS	FASH 144	162310.00	FASHION TRENDS	moe, txt
ATAS	FASH 145	162320.05	INTERNSHIP	tps, moe, txt, val
ATAS	FASH 147	162330.05	SPECIAL EVENTS	sch desc, tps, lng obj, moe, txt
ATAS	FASH 148	428948.00	VISUAL MERCHANDISING	tps, moe, assign, txt
ATAS	FASH 150	162340.00	FASHION APPAREL & TEC	sch desc, tps
ATAS	FASH 154	162350.00	FASHION ILLUSTRATION	tps, moe, assign, txt
ATAS	FASH 206	992371.00	KNITWEAR CONSTRUCTION	tps, moe, val
ATAS	FASH 207	992373.00	ECO FASHION TOUR	ti fr ECO-FRIENDLY FASHION TOUR to <u>ECO-FRIENDLY FASHION TOUR</u> , tps, moe, txt
ATAS	FASH 208	992375.00	SEWING VINTAGE FASH	tps, moe
ATAS	FASH 209	162460.00	CHILDREN'S CLOTHING	tps, moe, txt, val
ATAS	FASH 210	429859.00	CONSTRUCTION STUDIO	coreq fr Enrollment in any fashion course to <u>None</u> , tps, val
ATAS	FASH 211	433959.00	ADV DRESMKG/CUSTM SEW	tps, moe, assign, val
ATAS	FASH 212	433970.00	CONSTRUCTION LAB	coreq fr FASH 100, 110, 111 to <u>None</u> , tps, moe, val
ATAS	FASH 213	433972.00	DESIGNER'S LAB	coreq fr FASH 111, 112, 113, 120, 124, 130, 132, 136, 205, 206, 221, 230, 234, 235, 238, or 251 to <u>None</u> , sch desc, tps, val
ATAS	FASH 216	992480.00	COSTUMER'S LAB	coreq fr FASH 110, 112, 120, 124, 130, 132, 205, 206, 208, 211, 221, 230, 234, 238, 240, or 251 to <u>None</u> , sch desc, tps, moe, val
ATAS	FASH 221	162510.00	CONTEMP TAILORNG	tps, moe, val

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
4 of 23

ATAS	FASH 230	162550.00	ALTERATIONS & FITTING	tps, moe, assign, val
ATAS	FASH 234	162560.00	ADV.PATRN DESIGN TECH	tps, assign
ATAS	FASH 235	162580.00	DESIGN FASHION INDUST	tps, moe, txt, val
ATAS	FASH 238	428455.00	ADV. DRAPING & DESIGN	tps, moe, assign, txt, val
ATAS	FASH 240	162625.00	DYE PROCESSES FABRICS	tps, moe, assign, txt
ATAS	FASH 247	428943.00	SPECIAL EVENTS PARTIC	tps, assign, txt
ATAS	FASH 250	992374.00	FASHION TREND FORECAST	tps, moe, txt
ATAS	FASH 251	992372.00	DESIGN CAUSE/SUSTAIN	tps, moe, val
ATAS	FASH 254	162630.00	FASHION IN SO. CA	tps, moe, assign, txt
ATAS	FCS 142	206040.00	LIFE MANAGEMENT	moe, txt
ATAS	FN 161	338070.00	NUTR FOR HEALTH OCCUP	moe, txt
ATAS	FN 171	338120.00	SANITATION AND SAFETY	moe, txt
ATAS	FN 275	431646.00	FOOD/BEVERAGE OPS	cat desc, sch desc, moe, txt
ATAS	GC 63	90100.10	INTRO SCREEN PRINTING	tps, lng obj, moe, assign
ATAS	GC 101	374010.00	INTRO TO GRAPHIC COMM	tps, lng obj, moe, assign
ATAS	GC 106	992498.00	ADV SCR N PRNT	tps, lng obj, moe, assign, txt, val
ATAS	GC 195	374250.05	GRAPHICS STUDIO	tps, lng obj, moe, assign, val
ATAS	GD 140	90010.10	BEG GRAPHIC DESIGN	tps, lng obj, moe, assign, txt
ATAS	GD 141	90030.10	GRAPHIC RENDERING TEC	cat desc, sch desc, tps, lng obj, moe, assign, txt
ATAS	GD 142	90040.10	PACKAGE DESIGN	cat desc, sch desc, tps, lng obj, moe, assign, txt
ATAS	GD 144	90050.10	TYPOGRAPHY	tps, lng obj, moe, assign, txt, val
ATAS	GD 145	90070.10	GRAPHIC ILLUSTRATION	cat desc, sch desc, tps, lng obj, moe, assign, txt
ATAS	GD 147	374100.00	COMPUTER GRAPHICS	tps, lng obj, moe, assign
ATAS	GD 148	429121.00	DIGITAL GRAPHIC DESGN	tps, lng obj, moe, assign, txt, val
ATAS	GD 149	429122.00	DIGITAL ILLUSTRATION	tps, lng obj, moe, assign, txt
ATAS	GD 150	429123.00	DIGITAL ANIMATION	tps, lng obj, moe, assign, txt, val
ATAS	GD 151	374270.00	DIGITAL LAYOUT/DESGN	sch desc, tps, lng obj, moe, assign, txt
ATAS	GD 154	429130.00	DIGITAL PRE-PRESS	tps, moe, assign, txt, val
ATAS	GD 155	992786.00	HISTORY OF ANIMATION	crs id fr GD 155 to GD 1 , UC transferable course code fr No UC Credit to Yes
ATAS	GD 200	433670.00	PHOTOSHOP GRAPH DESGN	tps, lng obj, moe, assign, txt
ATAS	GD 210	992531.00	MOTION GRAPHICS	tps, lng obj, moe, assign, txt
ATAS	GD 240	90020.10	INTERM GRAPHIC DESIGN	tps, lng obj, moe, assign, txt, val
ATAS	GD 601	992773.00	GRAPHIC DESIGN CONCEPTS FOR MOBILE DEVICES	nc, rec prep GD 140 , 3 units/2 hrs lec/3 hrs lab/0 hr lng cntr, non-repeatable
ATAS	GD 602	992213.00	PROFESSIONAL PRACTICES FOR GRAPHIC DESIGNERS	nc, rec prep GD 140 , 3 units/2 hrs lec/3 hrs lab/0 hr lng cntr, non-repeatable
ATAS	HORT 7	18150.00	INTRO LANDSCAPE DESGN	moe, assign
ATAS	HORT 11	18020.00	PLNT MTLs-TREES &SHRB	moe, assign, txt
ATAS	HORT 20	18060.00	INTRO TO HORT SCIENCE	tps, lng obj, moe, assign

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
5 of 23

ATAS	HORT 109	429443.00	INTRO TO PLANT DESIGN	moe, assign, txt
ATAS	HORT 112	18170.00	PLANT PROPAGATION	moe, assign, txt
ATAS	HORT 113	18030.00	SOILS AND FERTILIZERS	moe, assign, txt
ATAS	HORT 120	428772.00	PEST MANAGEMENT	moe, assign, txt
ATAS	HORT 162	18410.05	YOSEMITE	dc
ATAS	HORT 208	18470.00	BEG FLORAL DESIGN	dc
ATAS	HORT 209	18490.00	ADV FLORAL DESIGN	dc
ATAS	ID 110	446010.00	INTERIOR DESIGN	moe, txt
ATAS	ID 111	429868.00	INT DESIGN STUDIO 1	ti fr INTERIOR DESIGN STUDIO 1 to <u>INTERIOR DESIGN STUDIO I</u> , sch desc, moe, txt
ATAS	ID 112	429806.00	BEG DRAFTING FOR ID	moe, txt
ATAS	ID 113	429807.00	INT DES CAREERS	sr
ATAS	ID 114	429808.00	APPLIED COLOR/DESIGN	moe
ATAS	ID 115	429809.00	CAD FOR INT DES	moe, assign, txt, val
ATAS	ID 116	429810.00	ID PRODUCTS/MATERIALS	moe, txt
ATAS	ID 121	429811.00	SPACE PLANNING	moe, txt, val
ATAS	ID 122	429812.00	HIST INT ARCH/FURN I	moe
ATAS	ID 123	429814.00	INT DES ILLUSTRATION	tps, moe, txt, val
ATAS	ID 125	429813.00	HIST INT ARCH/FURN II	moe
ATAS	ID 126	429869.00	INT DESIGN STUDIO II	moe, txt, val
ATAS	ID 127	429885.00	FUNDAMENTALS OF LIGHT	moe, txt, val
ATAS	ID 128	429835.00	ID BUS/PROF PRACTICE	moe, txt, val
ATAS	ID 129	429816.00	INT. DES. INTERNSHIP	moe, txt
ATAS	ID 133	429874.00	ID RENDER/RAPID VIZ	moe, txt, val
ATAS	ID 210	429870.00	HOSPITALITY DESIGN	moe, txt, val
ATAS	ID 211	429872.00	INT DES CODES & SPECS	moe, txt
ATAS	ID 212	429815.00	ADV CAD FOR INT DES	moe, txt, val
ATAS	ID 214	992377.00	BATH DESIGN	moe, txt, val
ATAS	ID 215	992376.00	KITCHEN DESIGN	tps, moe, txt
ATAS	IS 1	475088.00	FASH ILLUS INDUS PROF	dc
ATAS	IS 1	450217.00	COUTURE SEWING	dc
ATAS	IS 1	434060.00	ADV DYE PR/PRODCT DEV	dc
ATAS	IS 1	434055.00	CONSTRUCTION STUDIO	dc
ATAS	IS 1	433963.00	ADVANCED DRESSMAKING	dc
ATAS	IS 1	433939.00	ADV DYE PROCESSES	dc
ATAS	IS 1	433453.00	PROD DRAP& PATRN MKG	dc
ATAS	MST 201	512280.00	MARLINSPIKE SEAMNSHIP	moe, assign, txt
ATAS	MST 202	512290.00	MARINE WEATHER	tps, moe
ATAS	MST 210	512300.00	COASTAL NAVIGATION	moe, assign, txt
ATAS	MST 211	512310.00	CELESTIAL NAVIGATION	moe, txt
ATAS	MST 212	512372.00	SAIL,SEAMAN,BOAT SFTY	moe
ATAS	MST 214 A	433059.00	INTER OCEAN SAILING	moe, val
ATAS	MST 214 B	512410.05	ADV CRUISING	moe, assign, val
ATAS	MST 215	428952.00	VESSEL COMMAND & ORGN	moe, val
ATAS	MST 216	430431.00	USCG LICENSE PREP	lrng obj, moe, assign

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
6 of 23

ATAS	MST 218	433424.00	ELECT AIDS NAVIGATION	tps, lrng obj, moe, assign, txt, val
ATAS	MST 224	433971.00	CHANNEL ISLDS	tps, moe
BS	ACCT 600	650751.00	ACCOUNTING ETHICS	nc, prereq ACCT 1B , 4 units/4 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
BS	BUS 31	162240.15	TEXTILES	tps, moe, assign, txt
BS	BUS 102	500030.05	ORAL BUSN COMMUNICTNS	moe, assign, txt
BS	BUS 104	500050.05	BUSINESS COMMUNICATN	rec prep fr CIM 230 to CIMA 108 , cat desc, sch desc, tps, lrng obj, moe, assign, val
BS	BUS 105	428170.00	SOCIAL MEDIA MARKETING	moe
BS	BUS 116	431677.00	PERSONAL LAW	ti fr PERSONAL LAW to PERSONAL LAW/STREET LAW , cat desc, sch desc, tps, lrng obj, moe, assign, txt
BS	BUS 120	500090.05	BUSINESS MANAGEMENT	cat desc, sch desc, tps, lrng obj, moe, assign, txt
BS	BUS 137	500190.00	PROF SELLING FUND	cat desc, sch desc, tps, lrng obj, moe, assign, txt
BS	BUS 138	500200.00	ADVERTISING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
BS	BUS 143	162300.10	BUYING/MERCHANDISING	tps, moe, assign, txt
BS	BUS 145	162320.10	INTERNSHIP	cat desc, sch desc, tps, moe, assign, txt, val
BS	BUS 147	162330.10	SPECIAL EVENTS	sch desc, tps, lrng obj, moe, txt
BS	BUS 148	428948.10	VISUAL MERCHANDISING	tps, moe, assign, txt
BS	BUS 150	428228.00	INTERNATIONAL BUSINES	cat desc, tps, lrng obj, moe, assign, txt
BS	BUS 690	650745.00	LEGAL ENVIRONMENT AND BUSINESS LAW	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
BS	BUS 694	650747.00	BUSINESS SUSTAINABILITY STRATEGIES: PEOPLE, PLANET, PROFIT	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
BS	BUS 696	650746.00	LEGAL ASPECTS OF ENTREPRENEURSHIP	nc, 2 units/2 hrs lec/0 hrs lab/0 lrng cntr, non-repeatable
BS	BUS 697	650748.00	INNOVATION AND NEW PRODUCT DEVELOPMENT	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
BS	BUS 698	650744.00	SOCIAL ENTREPRENEURSHIP	nc, rec prep BUS 160 , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
BS	BUS 699	650749.00	E-COMMERCE MARKETING	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
BS	CIMA 283B	431070.00	OFFICE SKILLS-KEYBOARDING	cat desc, sch desc, tps, moe
BS	CIMA 283D	431072.00	OFFICE SKILLS-WINDOWS	cat desc, sch desc, tps, moe
BS	CIMA 283E	431073.00	OFFICE SKILLS_WORD PROCESSING (WORD)	cat desc, sch desc, lrng obj, moe

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
7 of 23

BS	CIMA 283F	431074.00	OFFICE SKILLS- SPREADSHEETS (EXCEL)	cat desc, sch desc, moe
BS	CIMA 283G	431998.00	OFFICE SKILLS-DESKTOP PRESENTATION FOR BUS (POWERPOINT)	cat desc, sch desc, moe
BS	CIMA 283H	431999.00	OFFICE SKILLS-DATABASE (ACCESS)	cat desc, sch desc, moe
BS	CIMA 283J	432591.00	OFFICE SKILLS-DESKTOP PUBLISHING (PUBLISHER)	cat desc, sch desc, moe
BS	CIMA 283K	992692.00	OFFICE SKILLS-BUSINESS EMAIL (OUTLOOK)	cat desc, sch desc, moe, assign
BS	CIMN 200	192398.00	INTRODUCTION TO NETWORKING	moe
BS	CIMN 210	429296.00	NETWORKING ESSENTIALS AND TECHNOLOGIES	moe, txt
BS	CIMN 220A	992295.00	MCITP EXAM PREP I	ti MCITP CERTIFICATION EXAM PREP I to <u>MCSE CERTIFICATION EXAM PREP I</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt
BS	CIMN 220B	992296.00	MCITP EXAM PREP II	ti MCITP CERTIFICATION EXAM PREP II to <u>MCSE CERTIFICATION EXAM PREP II</u> , cat desc, sch desc, tps, lng obj, moe, txt
BS	CIMN 220C	992297.00	MCITP EXAM PREP III	ti fr MCITP CERTIFICATION EXAM PREP III , to <u>MCSE CERTIFICATION EXAM PREP III</u> , cat desc, sch desc, tps, lng obj, moe, txt
BS	CIMN 220D	992298.00	MCITP EXAM PREP IV	ti fr MCITP CERTIFICATION EXAM PREP IV to <u>MCSE CERTIFICATION EXAM PREP IV</u> , cat desc, sch desc, tps, lng obj, moe, txt
BS	CIMN 220E	992299.00	MCITP EXAM PREP V	ti fr MCITP CERTIFICATION EXAM PREP V , to <u>MCSE CERTIFICATION EXAM PREP V</u> , cat desc, sch desc, tps, lng obj, moe, txt
BS	CIMN 250	432335.00	NETWK SECURITY ADMIN	tps, moe
BS	CIMP 230	433418.00	INTRO COMPUTER GAMES	cat desc, sch desc, tps, moe
BS	CIMS 200	431704.00	INFO SECURITY FUND	moe
BS	CIMS 210	433075.00	NETWK DEFNS/CNTRMSRS	dc
BS	CIMS 220	433076.00	INFO SECURITY MGMT	dc
BS	CIMW 105	429892.00	WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL	ti fr WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL to <u>INTRODUCTION TO DATABASES & SQL QUERIES USING MYSQL</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
8 of 23

BS	CIMW 110A	431703.00	CREATING WEB PAGES: DREAMWEAVER-- BEGINNING	ti fr CREATING WEB PAGES: DREAMWEAVER--BEGINNING to <u>INTRO TO CREATING WEB PAGES I USING DREAMWEAVER & WP</u> , rec prep fr CIMW 100A to <u>none</u> , cat desc, sch desc, tps, lng obj, moe, assign, val
BS	CIMW 110B	431703.20	CREATING WEB PAGES:DREAMWEAVER-- ADVANCED	ti fr CREATING WEB PAGES: DREAMWEAVER--ADVANCED to <u>INTRO TO CREATING WEB PAGES II USING DREAMWEAVER & WP</u> , cat desc, sch desc, tps, lng obj, moe, assign, val
BS	CIMW 235	432596.00	ADOBE FIREWORKS	dc
BS	CIMW 240	430446.00	WEB 2.0 DESGN:CSS	ti fr WEB 2.0 DESIGN: CASCADING STYLE SHEETS , to <u>CSS (CASCADING STYLE SHEETS) & RWD (RESPONSIVE WEB DESIGN)</u> , rec prep fr CIMW 100A & CIMW 110A , to <u>none</u> , cat desc, sch desc, tps, lng obj, moe, assign, val
BS	CIMW 245	432603.00	WEB DEVELOPMENT: PHP	ti fr WEB DEVELOPMENT: PHP & CMS/WORDPRESS E-COMMERCE to <u>WEB DEVELOPMENT: PHP & CMS/WORKPRESS AND E-COMMERCE</u> , rec prep fr CIMW 100A to <u>none</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	CIMW 260	432013.05	WEB DEVELOPMENT: JAVASCRIPT, FRAMEWORKS, AND INTRO TO AJAX	ti fr WEB DEVELOPMENT: JAVASCRIPT, FRAMEWORKS JQuery, AJAX to <u>WEB DEVELOPMENT: JAVASCRIPT, FRAMEWORKS JQuery AND AJAX</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt
BS	CIMW 600	650750.00	INTRO WEB DESIGN & DEVELOPMENT WEB PAGE CREATION DREAMWEAVER	nc, 3 units/3 hrs lec/0 hr lab/3 hr lng cntr, non-repeatable
BS	RE 170	740020.05	REAL ESTATE PRINC	cat desc, sch desc, tps, lng obj, moe, assign, txt
BS	RE 172	740040.00	REAL ESTATE PRACTICE	rec prep fr RE 170 to <u>none</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	RE 174	740050.00	LEGAL ASPECTS OF RE	rec prep fr RE 170 to <u>none</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	RE 175	740070.00	REAL ESTATE FINANCE	rec prep fr RE 170 to <u>none</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	RE 176A	740080.00	RE APPRAISAL I	rec prep fr RE 170 to <u>none</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	RE 176B	740090.00	RE APPRAISAL II	rec prep fr none to <u>RE 176A</u> , cat desc, lng obj, moe, assign, txt, val

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
9 of 23

BS	RE 176C	992431.00	RE APPRAISAL III	rec prep fr RE 176A or 176B or 178 to RE 176B , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	RE 178	740100.00	REAL ESTATE ECONOMICS	rec prep fr RE 170 to none , cat desc, sch desc, lng obj, moe, assign, txt, val
BS	RE 190	740160.00	ESCROW	cat desc, sch desc, lng obj, moe, txt
BS	RE 195	740190.00	PROPERTY MANAGEMENT	cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	RE 200	429604.00	UNIF STANDARDS-USPAP	cat desc, sch desc, lng obj, moe, assign, txt
BS	RE 202	433673.00	CMPTR APPLICATION RE	rec prep fr RE 172 to none , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
BS	RE 280	431685.00	MORT LOAN BROKER/LEND	cat desc, sch desc, lng obj, moe, assign, txt
BS	SPSW 1	429778.00	BUS SCI SPEC ST WKSH	dc
CS	APSY 1	432800.00	ACADEMIC PLANNING	crs id fr APSY 1 to COUN 1 , cat desc, sch desc, moe
CS	APSY 140	36010.00	EDUCAT/VOCATION PLAN	crs id fr APSY 140 to COUN 140 , cat desc, sch desc, tps, txt
CS	APSY 141	36020.00	PORTFOLIO DEVELOPMENT	dc
CS	APSY 150	36050.00	HELPING RELATIONSHIPS	crs id fr APSY 150 to COUN 150 , cat desc, sch desc, moe
CS	APSY 151	429567.00	HUMAN RELATIONSHIPS	crs id fr APSY 151 to COUN 151 , cat desc, sch desc, txt
CS	APSY 160	36060.05	CAREER AND VOC. EXPLOR.	crs id fr APSY 160 to COUN 160 , cat desc, sch desc, tps, moe
CS	APSY 161A	36090.00	LEARNING/STUDY TECHNIQUES	crs id fr APSY 161A to COUN 161 , cat desc, sch desc, moe
CS	APSY 161b	431097.00	ADV LRNG/STUDY TECHS	dc
CS	APSY 166	429608.00	THEORTCL/AP.LEADRSHIP	dc
CS	COUN 600	650735.00	COLLEGE SUCCESS	nc, 1.5 units/1.5 hours lec/0 hour lab/0 hr lng cntr, non-repeatable
EI	ART 14XA	970501.10	BEGIN,CERAMICS-SLIP	ti fr BEGINNING, CERAMICS-SLIPCASTING (EI) to BEGINNING CERAMICS-SLIPCASTING (EI)
EI	ART 50X	971005.10	BEG OIL/ACRYL PNTG-EI	tps, moe, txt
EI	ART 50X	971005.20	BEG OIL/ACRYL PTNG-EI	tps, moe, txt
EI	ART 56X	433881.00	PASTEL PAINTING (EI)	sch desc, tps, moe, txt
EI	ART 85X	970706.05	BEG LIFE DRAWING-EI	sch desc, tps, moe, assign, txt
EI	ART 600X	970541.20	ART APPRECIATION (EI)	nc, 0 unit/1 hour lec/0 hour lab/0 hour lng cntr, rpt 99 times
EI	BIO 226X	433749.00	BIRDS OF WORLD (EI)	tps, assign, txt
EI	ENG 6X	971998.00	NON FICTION WRITNG-EI	cat desc, sch desc, tps, moe, txt
EI	ENG 40XA	972082.00	BIBLE- LATER LIT (EI)	dv
EI	FASH 282XA	971292.10	BEG CROCHETING-EI	dv

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
10 of 23

EI	HIST 205X	433745.00	WESTRN CIV SN 1648-EI	sch desc, moe, txt
EI	HIST 205X	433745.10	WESTRN CIV SN 1648 EI	sch desc, tps, moe, txt
EI	HIST 275X	433744.00	CONT MIDDLE EAST-EI	moe, txt
EI	HIST 275 X	433744.10	CONT MIDDLE EAST-EI	tps, moe, txt
EI	HLTH 501	992532.10	PHYS FIT-WT MAINT-EI	ti fr PHYSICAL FITNESS AND WEIGHT-MAINTENANCE (EI) to <u>HEALTH FITNESS AND WELLNESS FOR THE OLDER ADULT (EI)</u> , moe
EI	HUM 204 X	433705.00	CULTR:1700-PRESENT EI	moe, assign, txt
EI	KNEA 101X	971118.10	PHYS FITNESS BACK-EI	dv
EI	KNES 1X	971091.10	AERO FIT MAT ADULT-EI	dc
EI	MUS 19X	974075.00	INTRO TO OPERA-EI	cat desc, sch desc, moe, txt
EI	MUS 20X	973853.00	LOVE OF MUSIC-EI	sch desc, moe, assign, txt
EI	MUS 290X	971075.10	CHORAL ENSEMBLE-EI	sch desc, tps, lng obj, moe, assign, txt
EI	MUS 290X	971075.20	CHORAL ENSEMBLE-EI	tps, moe, assign, txt
EI	MUS 295X	971067.10	REHEARSE PERF INST-EI	tps, lng obj, moe, assign, txt
EI	MUS 295X	971067.20	REHEARSE PERF INST-EI	tps, moe, assign, txt, val
EI	PHIL 230X	433986.00	INTRO TO PHIL (EI)	moe, assign, txt
EI	PHIL 230X	433986.10	INTRO TO PHIL (EI)	tps, moe, assign, txt
EI	PHIL 231X	433987.00	FREETHOUGHT-EI	moe, assign, txt
EI	PHIL 231X	433987.10	FREETHOUGHT-EI	tps, moe, assign, txt
EI	PHOT 50XB	971039.20	INT DIGITAL PHOTO-EI	dv
EI	PHOT 600X	971035.30	BEG SLIDE SHOW PRE-EI	nc, 0 unit/1 hour lec/1 hour lab/0 hour lng cntr, rpt 99 times
EI	PHOT 601X	971037.30	BEG DIGITAL PHOTO (EI)	nc, 0 unit/1 hour lec/1 hour lab/0 hour lng cntr, rpt 99 times
EI	PHOT 602X	433691.10	DIGITAL SHOW INTER-EI	nc, <u>rec prep PHOT 40X</u> , 0 unit/.5 hour lec/1 hour lab/0 hour lng cntr, rpt 99 times
EI	SPAN 230X	433746.00	BEG PRAC SPAN EI	moe, assign, txt
EI	SPAN 231X	433747.00	INT PRAC SPANISH (EI)	moe, assign, txt, val
FAMT	ART 9	431629.00	CERAMICS FUNDAMENTALS	tps, moe, assign, txt, val
FAMT	ART 41	72030.00	THREE-DIMENSION DESGN	tps lng obj, moe, assign, txt, val
FAMT	ART 63	90100.05	INTRO SCREEN PRINTING	tps, lng obj, moe, assign
FAMT	ART 140	90010.05	BEG GRAPHIC DESIGN	tps, lng obj, moe, assign, txt
FAMT	ART 141	90030.05	GRAPHIC RENDERING TEC	cat desc, sch desc, tps, lng obj, moe, assign, txt
FAMT	ART 142	90040.05	PACKAGE DESIGN	cat desc, sch desc, tps, lng obj, moe, assign, txt
FAMT	ART 145	90070.05	GRAPHIC ILLUSTRATION	cat desc, sch desc, tps, lng obj, moe, assign, txt
FAMT	ART 175	108070.00	METAL CASTING	tps, lng obj, moe, assign, txt
FAMT	ART 240	90020.05	INTERM GRAPHIC DESIGN	tps, lng obj, moe, assign, txt, val
FAMT	ART 600	431872.00	OPAQUE WATERCOLOR	nc, <u>rec prep ART 54</u> , 3 units/3 hrs lec/3 hrs lab/0 hrs lng cntr, non-repeatable

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
11 of 23

FAMT	ART 601	431873.00	INTAGLIO (ETCHING) AND RELIEF IV	nc, prereq ART 62, rec prep ART 80 , 3 units/3 hrs lec/3 hrs lab/0 hrs lng cntr, non-repeatable
FAMT	ARTH 28	96240.00	HISTORY OF MODERN ART	dc
FAMT	CTVR 1	464010.10	MASS MEDIA & SOCIETY	tps, moe, assign, txt
FAMT	CTVR 42	180280.00	TELEVISION AND FILM DIRECTING	sch desc, moe
FAMT	CTVR 100	432578.00	INTRO CINEMA,TV,RADIO	moe, txt
FAMT	CTVR 102	992691.00	TV HISTORY	crs id fr CTVR 102 to CTVR 2 , UC transferable course code fr No UC Credit to Yes
FAMT	CTVR 108	992744.10	INTRO TO PODCASTING AND AUDIO STORYTELLING	nc, rec prep JRN 2 or CTVR 111 , 3 units/2 hrs lec/3 hrs lab/0 hr lng cntr, non-repeatable
FAMT	CTVR 111	180030.00	AUDIO/SOUND DESIGN	moe, txt
FAMT	CTVR 113	180040.00	RADIO BROADCASTING	moe, txt
FAMT	CTVR 114	180050.00	RADIO STATION ACTIV.	moe, txt, val
FAMT	CTVR 118	524020.15	MULTI-TRACK RECORDING	dv
FAMT	CTVR 125	180140.00	TELEVISION PRODUCTION II	moe, txt, val
FAMT	CTVR 138	500200.05	ADVERTISING	cat desc, sch desc, tps, lng obj, moe, assign, txt
FAMT	CTVR 140	180260.20	TV/FILM SCRIPTWRITING	moe, txt
FAMT	CTVR 260	450027.00	PRODUCTN DESGN FLM/TV	txt
FAMT	CTVR 261	992521.00	PRODUCING VIDEO FOR THE WEB - BOOT CAMP	moe
FAMT	CTVR 262	433712.00	PRODUCTION MANAGEMENT	moe, txt
FAMT	CTVR 264	433714.00	CINEMATOGRAPHY	moe, txt
FAMT	CTVR 268	433713.00	EDITOR'S BOOT CAMP	cat desc, sch desc, moe, txt
FAMT	CWE 180	429361.00	COOPERATIVE WORK EXPERIENCE-CINEMA, TV, RADIO	tps, lng obj, moe
FAMT	CWE 180	405090.00	COOPERATIVE WORK EXPERIENCE-CINEMA, TV, RADIO	nc, 12 units/0 hr lec/0 hr lab/40 hrs lng cntr, oe/oe, non-repeatable
FAMT	ETT 42	836040.00	COSTUME DESIGN	cat desc, sch desc, tps, moe
FAMT	ETT 100	433964.00	APPLIED TECH THEATRE	cat desc, sch desc, tps, moe, txt
FAMT	IS 1	475109.00	LIVE MODEL: PORTRAIT	dc
FAMT	IS 1	433038.00	ADV. TV PRODUCTION	dc
FAMT	IS 1	475112.00	MOVEMENT FOR ACTORS	dc
FAMT	IS 1	475113.00	MUSIC COMPOSITION	dc

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
12 of 23

FAMT	IS 1	434062.00	PHOTOGRAPHY PORTFOLIO	dc
FAMT	MUS 10	542020.00	HARMONY I	moe, assign, txt
FAMT	MUS 11	542030.00	HARMONY II	moe, txt
FAMT	MUS 12	542040.00	HARMONY III	moe, assign, txt
FAMT	MUS 25	548120.00	MUSIC HIST TO MOZART	dc
FAMT	MUS 26	548140.00	MUS HIST SINCE MOZART	dc
FAMT	MUS 40	560010.10	WIND ENSEMBLE	dc
FAMT	MUS 41	560030.00	SYMPHONIC WIND ENSEMB	rpt fr none to R-E-3 , tps
FAMT	MUS 42	560040.05	SYMPHONIC ORCHESTRA	tps
FAMT	MUS 44	560130.00	COMMUNITY BAND	dc
FAMT	MUS 58	584080.00	REPERTOIRE & PERFORM	rec prep fr MUS 55 or demonstrated proficiency to MUS 55A or B or demonstrated proficiency , tps, moe, txt, val
FAMT	MUS 63	429465.00	ENSEMBLE TECHNIQUES	lim fr none to Audition with college staff , cat desc, sch desc, tps, moe, val
FAMT	MUS 64	560100.00	PIANO ENSEMBLE	tps, moe, assign
FAMT	MUS 67	560150.00	WOODWIND ENSEMBLE	dc
FAMT	MUS 102	992801.00	INTRO ORGAN TECH	fr MUS 102 to MUS 96 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 103	992765.00	ORGAN TECH.LATE BEGIN	fr MUS 103 to MUS 97 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 104	992770.00	ORGAN/TECH INTERMED A	fr MUS 104 to MUS 98 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 105	992771.00	ORGAN/TECH INTERMED B	fr MUS 105 to MUS 99 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 106	992774.00	HARPSICHORD I (INTRO)	fr MUS 106 to MUS 86 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 107	992790.00	HARPSICHORD II	fr MUS 107 to MUS 87 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 108	992792.00	HARPSICHORD III	fr MUS 108 to MUS 88 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 109	992793.00	HARPSICHORD IV	fr MUS 109 to MUS 89 , UC transferable course code fr No UC Credit to Yes
FAMT	MUS 118	524020.25	MULTI-TRACK RECORDING	units fr 4.0 to 3.0 , hrs fr 3 hrs lec/3 hrs lab/0 hr lrng cntr to 2 hrs lec/2 hrs lab/0 hr lrng cntr , c/l/w fr CTVR 118 to none , cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	MUS 122	992697.00	COMMERCIAL MUSIC ENSEMBLE	fr MUS 122 to MUS 39 , UC transferable course code fr No UC Credit to Yes , hrs fr 1 hr lec/3 hrs lab/0 hr lrng cntr to 2 hrs lec/1 hr lab/0 hr lrng cntr , cat desc, sch desc, tps
FAMT	MUS 180	992772.00	KEYB LIT BAROQUE CLSC	fr MUS 180 to MUS 78 , UC transferable course code fr No UC Credit to Yes

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
13 of 23

FAMT	MUS 600	1000004.00	MUSIC PRODUCTION I	nc, 3 units/2 hrs lec/2 hrs lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 601	1000007.00	MUSIC PRODUCTION II	nc, prereq MUS 600 , 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 602	1000010.00	INTRODUCTION TO MUSIC TECHNOLOGY	nc, 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 603261	429748.00	INTERMEDIATE GUITAR	nc, rec prep MUS 260 , 1 unit/1 hr lec/2 hrs lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 612	992776.00	KEYBOARD LITERATURE AND INTERPRETATION - ROMANTIC TO MODERN	nc, rec prep MUS 55A or 180 or demonstrated proficiency , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 618	429749.00	ADVANCED MUSIC COMPOSITION	nc, prereq MUS 15 , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 694	729750.00	MUSICIANSHIP III	nc, rec prep MUS 93 , 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	PHOT 55	174040.00	DIGITAL PHOTOGRAPHY II	cat desc, sch desc, tps, moe, assign, txt, val
FAMT	TA 5	812050.00	ACTING STYLES II	dc
FAMT	TA 601	405091.00	ADVANCED VOICE AND DICTION	nc, prereq TA 35 , rec prep TA 1 , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
FAMT	TA 602	405092.00	THEATRE, PERFORMANCE, AND CULTURE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
HSBS	HIT 200	992459.00	HEALTH INFO SCIENCE	tps, lrng obj, moe, assign,txt,
HSBS	HIT 204	992444.00	QUAL PERF IN HLTHCRE	ti fr QUALITY PERFORMANCE IMPROVEMENT IN HEALTHCARE to PERFORMANCE IMPROVEMENT IN HEALTHCARE , rec prep fr MATH 251 to none , cat desc, tps, lrng obj, moe, assign, txt, val
HSBS	HIT 207	992458.00	INFO TECH/EHR HLTHCRE	prereq fr CIM 112 to HIT 200 and CIM 112 , tps, lrgn obj, moe, txt, val
HSBS	HIT 209	992456.00	MNGMT OF RESOURCES	ti fr MANAGEMENT OF RESOURCES to MANAGEMENT OF RESOURCES IN HEALTHCARE , rec prep fr HIT 200 to CIM 112 , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HSBS	HIT 219	992443.00	DIRECTED PRACTICE	cat desc, prereq fr ENG 200, HSC 244, HIT 200, 204, 207, 209, 221, INSR 260, 224A, 226A, 228A, MA 222, 206 to HIT 207, 209, 221, INSR 601, 602, 603, 604, and HSC 600 , hrs fr 3 lab/wk to 2 lab/wk , cat desc, sch desc, tps, lrng obj, moe, txt, val

**2014-2015 Proposed Curriculum Revisions
Saddleback College**

**Exhibit A
14 of 23**

HSHS	HIT 221	992446.00	ADVANCED CODING	ti fr ADVANCED ICD CODING WITH ENCODERS-LAB to <u>ICD-10-CM</u> , prereq fr CIM 112 to <u>HSC 244</u> , rec prep fr HSC 201 and 244 to <u>none</u> , fr 4 units to <u>3 units</u> , hrs fr 3 hrs lec/3 hrs lab/0 hrs lrng cntr to <u>3 hrs lec/0 hrs lab/0 hrs lrng cntr</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HSHS	HIT 601	650736.00	ICD-10-PCS	nc, <u>prereq HSC 244</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrn cntr, non-repeatable
HSHS	HIT 602	650737.00	REPORTING HEALTHCARE DATA	nc, <u>rec prep MATH 253</u> , 2 units/2 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
HSHS	HIT 603	650738.00	ALTERNATIVE HEALTHCARE DELIVERY SYSTEMS	nc, 2 units/2 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
HSHS	HIT 604	650739.00	REIMBURSEMENT METHODOLOGIES	nc, 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
HSHS	HIT 605	650740.00	CPT/AMBULATORY CARE CODING	nc, <u>prereq BIO 113</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
HSHS	HS 37	12150.10	INTRO TO CRIMINOLOGY	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe
HSHS	HS 100	422010.05	HUM. SERV. CHNG. SOCIETY	ti fr HUMAN SERVICES IN A CHANGING SOCIETY to <u>INTRODUCTION TO HUMAN SERVICES</u> , cat desc, sch desc, moe
HSHS	HS 110	422020.00	FIELD INST & SEM I	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , tps, lrng obj, moe, assign, val
HSHS	HS 119	12160.10	INTRO. CRIM. JUSTICE	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe
HSHS	HS 120	422050.05	HUM.DEV.-SOC.ENVIRON.	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe, txt
HSHS	HS 128	12240.10	COMM.BASED CORRECTION	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe
HSHS	HS 131	434006.00	MULTICULT. DIVERSITY	cat desc, grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe, assign
HSHS	HS 140	422090.00	APP.GRP.LDRSH/PROCES	moe, assign, txt
HSHS	HS 150	422100.00	FIELD INST & SEM II	rec prep fr HS 174, 285 to <u>none</u> , tps, moe, assign, val, txt
HSHS	HS 170	422110.00	ALCOHOL & DRGS IN SOC	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe, assign
HSHS	HS 171	422120.00	SUB.ABUSE:INTERVENT	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe, assign, txt
HSHS	HS 172	386230.10	PHYS.EFFECTS/ALC.&DRG	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe, assign, txt

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
15 of 23

HSHS	HS 174	422150.00	CASE ADMIN/CRISIS INT	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe, assign
HSHS	HS 175	428541.00	SUBSTANC ABUSE CONCEP	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe, txt
HSHS	HS 176	434017.00	CO-OCCURRING DISORDER	cat desc, grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , sch desc, tps, lrgn obj, moe, assign, txt, val
HSHS	HS 177	434018.00	FAM DYNAMICS OF ABUSE	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , tps, lrgn obj, moe, assign, txt
HSHS	HS 181	422400.00	INTRO EATING DISORDER	moe, assign, txt
HSHS	HS 182	429245.00	SUBST.ABUSE CHILD/AD	moe, assign, txt
HSHS	HS 184	422190.10	MED--EATING DISORDERS	moe, assign
HSHS	HS 185	422500.00	TREATMENT EAT DISORDR	moe
HSHS	HS 187	429246.00	JUVENILE VIOLENCE	grd opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , moe, assign, txt
HSHS	HS 285	955485.00	ETHIC ISSUE CLNT RGHT	cat desc, sch desc, tps, lrgn obj, moe, assign, txt
HSHS	HSC 151	686010.10	INTRO TO THERAPY AND CAREER EXPLORATION OF REHABILITATION	nc, <u>c/I/w KNEA 151</u> , 3 units/2 hrs lec/3 hrs lab/0 hr lrgn cntr, non-repeatable
HSHS	HSC 152	429116.30	ADAPTED KINESIOLOGY ASSISTING	nc, <u>rec prep KNEA 151/HSC 151</u> , <u>c/I/w KNEA 152</u> , 1 unit/0 hr lec/6 hrs lab/0 hr lrgn cntr, non-repeatable
HSHS	HSC 201	530030.00	MEDICAL TERMINOLOGY	moe
HSHS	HSC 217	386300.00	CARDIAC DYSRHYTHMIAS	rec prep fr N 172 or EMT 205 and 205L to <u>N 172 or EMT 207 and 207C</u> , tps, lrgn obj, moe, assign, txt, val
HSHS	HSC 244	992468.00	DISEASE PROC HLTH SCI	moe
HSHS	INSR 224A	992483.00	REIMBURSEMENT METHOD	crs id fr INSR 224A to <u>MA 224A</u> , ti fr REIMBURSEMENT METHODOLOGIES to <u>BASIC MEDICAL INSURANCE</u> , cat desc, sch desc, moe, assign, txt
HSHS	INSR 226A	992484.00	CPT/AMBUL CARE CODING	crs id fr INSR 226A to <u>MA 226A</u> , ti fr CPT/AMBULATORY CARE CODING to <u>FUNDAMENTALS OF CPT/AMBULATORY CODING FOR MEDICAL ASSISTANTS</u> , rec prep fr none to <u>HSC 201</u> , cat desc, sch desc, tps, moe, assign, txt, val
HSHS	INSR 228A	992445.00	FNDMNTLS ICD CODING	crs id fr INSR 228A to <u>MA 228A</u> , rec prep fr none to <u>HSC 201</u> , cat desc, sch desc, tps, lrgn obj, moe, txt, val
HSHS	INSR 260	386600.20	COMP APPS/EHR HLTHCRE	crs id fr INSR 260 to <u>MA 260</u> , cat desc, sch desc, tps, moe

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
16 of 23

				ti fr INTRODUCTION TO HEALTHCARE SYSTEMS- AND DELIVERY to <u>INTRODUCTION TO MEDICAL ASSISTING</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
HSHS	MA 206	992482.00	INTRO TO HLTHCARE SYS	
HSHS	MA 211A	530010.00	MED RECEPTION TECHN	moe, txt
HSHS	MA 211B	530015.00	PHYSICAL EXAM PROCED	moe, txt
HSHS	MA 212A	185000.10	MED FINANCIAL PROC	moe, assign, txt
HSHS	MA 212B	530025.00	MED LABORATORY PROC	moe, assign, txt
			MED RECORD	
HSHS	MA 213A	485100.00	MANAGEMENT	lrng obj, moe, txt
HSHS	MA 213B	530035.00	ASEPSIS AND SURG PROC	lrng obj, moe, txt
HSHS	MA 214B	530045.00	MEDICATION ADMINIST	lrng obj, moe, assign, text
HSHS	MA 218B	485305.00	ELECTROCARDIOGRAPHY	moe, assign, txt
				crs id fr MA 222 to <u>HSC 600</u> , tps, lrng obj, moe, assign, txt
HSHS	MA 222	992441.00	LGL/ETHICAL ASPECTS	
				hrs fr 5 lec/31 lab/0 lrng cntr to <u>5 lec/32 lab/0 lrng cntr</u> , sch desc, tps, moe, assign, txt
HSHS	N 238	386520.00	PERIOP NSG I	
HSHS	N 264	386701.00	SKILLS LAB--SPECIALTY	tps, lrng obj, moe, assign,txt,
HSHS	N 265	386702.00	SKILLS LAB--ADVANCED	moe, assign, txt,
				nc, .25 unit/0 hr lec/.75 hr lab/0 hr lrng cntr, non-repeatable
HSHS	N 600	650743.00	SKILLS LAB REVIEW	
HSHS	CWE 180	992512.00	CWE: NEW RN INTERN	cat desc, sch desc, tps, moe
HSHS	CWE 180	430528.00	CO-OP-ED-HLTH ASSMENT	dc
HSHS	CWE 180	433087.00	CWE: STUDNT NRSE CLINC	dc
				lim fr Current malpractice insurance, TB test results, CPR card, background check required to <u>Official admission to the Medical Lab Technology program. Current malpractice insurance, TB test results, CPR card, background check required</u> , coreq fr CWE 181 to <u>CWE 180</u> , moe, assign, txt, val
HSHS	PHLB 240	386560.00	PHLEBOTOMY	
HSHS	SL 1	794060.00	AMERICAN SIGN LANG I	moe, assign
HSHS	SL 2	794070.00	AMERICAN SIGN LANG II	moe, assign
HSHS	SL 3	794080.00	AMRCN SIGN LANG III	moe, assign
HSHS	SL 4	794085.00	AMRCN SIGN LANG IV	moe, assign
HSHS	SL 101	794050.00	DEAF CULTURE/HISTORY	moe, assign
HSHS	SL 201	433379.00	FINGERSP AND NUMBERS	moe
KNES	DANC 9	680050.00	CHOREOGRAPHY	cat desc, tps, lrng obj, moe, assign, txt
KNES	DANC 64	429264.00	HISTORY OF DANCE	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	DANC 67	433990.00	POINTE BALLET	cat desc, sch desc, tps, lrng obj, moe, assign, txt
				cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	DANC 67	433990.05	POINTE BALLET	

**2014-2015 Proposed Curriculum Revisions
Saddleback College**

**Exhibit A
17 of 23**

KNES	DANC 112	992750.00	INT DANCE PRODUCTION	crs id fr DANC 112 to <u>DANC 12</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
KNES	DANC 112	992750.05	INT DANCE PRODUCTION	crs id fr DANC 112 to <u>DANC 12</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
KNES	DANC 114	992733.00	INT DANC REH AND PERF	crs id fr DANC 114 to <u>DANC 14</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
KNES	DANC 114	992733.05	INT DANC REH AND PERF	crs id fr DANC 114 to <u>DANC 14</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
KNES	DANC 138	992757.00	INTERMED. MAT PILATES	crs id fr DANC 138 to <u>DANC 38</u> , UC transferable course code fr No UC Credit to <u>L - UC credit limitations (see UC list)</u>
KNES	DANC 169	992588.00	INT. SOCIAL DANCE	crs id fr DANC 169 to <u>DANC 69</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
KNES	DANC 170	992587.00	INTERMED LATIN DANCE	crs id fr DANC 170 to <u>DANC 70</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
KNES	DANC 174	992690.00	MULTI DANC HIST IN US	crs id fr DANC 174 to <u>DANC 74</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
KNES	DANC 600	992715.00	REPERTORY I	nc, <u>lim Audition mandatory at beginning of the semester</u> , 1 unit/0 hr lec/3 hrs lab/0 hr lng cntr, non-repeatable
KNES	DANC 601	430329.00	YOGA FOR DANCERS	nc, 1.5 units/1 hr lec/2 hrs lab/0 hr lng cntr, non- repeatable
KNES	DANC 612	992757.15	INTERMEDIATE MAT PILATES	nc, <u>c/l/w/KNES 138, rec prep DANC 65/KNES 65</u> , 1.5 units/1 hr lec/2 hrs lab/0 hrs lng cntr, non- repeatable
KNES	DANC 6001	430323.00	ADVANCED BALLET	nc, <u>rec prep DANC 53</u> , 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lng cntr, rpt model E for 3 times
KNES	DANC 6002	430323.05	ADVANCED BALLET	nc, <u>rec prep DANC 53</u> , 1.5 units/1 hr lec/2 hrs lab/0 hrs lng cntr, rpt model E for 3 times
KNES	DANC 6003	430324.00	ADVANCED MODERN DANCE	nc, <u>rec prep DANC 56</u> , 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lng cntr, rpt model E for 3 times
KNES	DANC 6004	430324.05	ADVANCED MODERN DANCE	nc, <u>rec prep DANC 56</u> , 1.5 units/1 hr lec/2 hrs lab/0 hrs lng cntr, rpt model E for 3 times

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
18 of 23

KNES	DANC 6005	430325.00	ADVANCED JAZZ DANCE	nc, <u>rec prep DANC 59</u> , 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lng cntr, rpt model E for 1 time
KNES	DANC 6006	430326.00	ADVANCED TAP DANCE	nc, <u>rec prep DANC 62</u> , 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lng cntr, rpt model E for 1 time
KNES	DANC 6009	430327.00	REPERTORY II	nc, <u>lim Audition by dance faculty</u> , 1 unit/0 hrs lec/3 hrs lab/0 hrs lng cntr, non-repeatable
KNES	DANC 60010	430330.00	HIP HOP	nc, 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lng cntr, non-repeatable
KNES	DANC 60011	430331.00	DANCE ACTIVITIES: LATIN AEROBICS	nc, 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lng cntr, non-repeatable
KNES	IA 115	992693.00	WOMEN'S SPORTS OFF SEASON TRAINING	crs id fr IA 115 to <u>IA 20</u> , UC transferable course code fr No UC Credit to <u>L - UC credit limitations (see UC list)</u>
KNES	IA 115	992693.05	WOMEN'S SPORTS OFF SEASON TRAINING	crs id fr IA 115 to <u>IA 20</u> , UC transferable course code fr No UC Credit to <u>L - UC credit limitations (see UC list)</u>
KNES	IA 130	992689.00	MEN'S SPORTS OFF SEASON TRAINING	crs id fr IA 130 to <u>IA 30</u> , UC transferable course code fr No UC Credit to <u>L - UC credit limitations (see UC list)</u>
KNES	IA 130	992689.05	MEN'S SPORTS OFF SEASON TRAINING	crs id fr IA 130 to <u>IA 30</u> , UC transferable course code fr No UC Credit to <u>L - UC credit limitations (see UC list)</u>
KNES	IA 615	992693.10	WOMEN'S SPORTS OFF SEASON TRAINING	nv, <u>lim Physical examination and be declared fit for athletics by a medical doctor (MD), rec prep Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</u> , .5 unit/0 hr lec/2.5 hrs lab/0 hr lng cntr, rpt model E for 3 times
KNES	IA 630	992689.10	MEN'S SPORTS OFF SEASON TRAINING	nv, <u>lim Physical examination and be declared fit for athletics by a medical doctor (MD), rec prep Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</u> , .5 unit/0 hr lec/2.5 hr lab/0 hr lng cntr, rpt model E for 3 times
KNES	KNES 29	674610.10	INTRO. TAI CHI CH'UAN	dv
KNES	KNES 30	674640.10	ADVANCE TRACK & FIELD	dv

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
19 of 23

KNES	KNES 34	432270.05	BEGINNING SURFING II	ti fr BEGINNING SURFING II to BEGINNING SURFING II: SHORTBOARDING , cat desc, sch desc, tps, lng obj, moe, assign
KNES	KNES 53	680030.00	PREV CARE ATH. INJURY	ti fr PREVENTION AND CARE OF ATHLETIC INJURIES to INTRODUCTION TO ATHLETIC TRAINING , cat desc, sch desc, tps, lng obj, moe, assign, txt
KNES	KNES 54	680040.00	PRIN/FUND OF COACHING	cat desc, sch desc, tps, lng obj, moe, assign, txt
KNES	KNES 110	992711.00	CROSS TRAINING	crs id fr KNES 110 to KNES 10 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 137	992710.00	INTERMEDIATE TAI CHI	crs id fr KNES 137 to KNES 37 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 138	992757.05	INTERM. MAT PILATES	crs id fr KNES 138 to KNES 38 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 139	992694.00	INTERMEDIATE YOGA	crs id fr KNES 139 to KNES 39 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 158	992766.00	PEP SQUAD II	crs id fr KNES 158 to KNES 58 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 159	992708.00	ATH. TRAINING-SPRING	crs id fr KNES 159 to KNES 59 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 184	992759.00	INT. BEACH VOLLEYBALL	crs id fr KNES 184 to KNES 84 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 191	992763.00	INTERM. SELF DEFENSE	crs id fr KNES 191 to KNES 91 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 195	992761.00	INTERMEDIATE AIKIDO	crs id fr KNES 195 to KNES 95 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 197	992762.00	INTERMEDIATE KARATE	crs id fr KNES 197 to KNES 97 , UC transferable course code fr No UC Credit to L - UC credit limitations (see UC list)
KNES	KNES 600160	675381.00	ANATOMY AND FUNDAMENTALS OF YOGA	nc, rec prep KNES 28 , 3 units/3 hrs lec/0 hrs lab/0 hrs lng cntr, non-repeatable
KNES	KNES 601161	675382.00	TEACHING OF YOGA	nc, rec prep KNES 28 , 3 units/3 hrs lec/0 hrs lab/0 hrs lng cntr, non-repeatable

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
20 of 23

KNES	KNES 602162	675383.00	PHILOSOPHY OF YOGA	nc, 3 units/3 hrs lec/0 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 603195	675384.00	BACKPACKING	nc, 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 604	675385.00	INTERMEDIATE CYCLING/SPINNING	nc, rec prep KNES 19 , 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 605	675386.00	INTERMEDIATE CARDIO KICKBOXING	nc, rec prep KNES 8 , 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 606138	992757.10	INTERMEDIATE MAT PILATES	nc, c/l/w/DANC 138 , rec prep KNES 65/DANC 65 , 1.5 units/1 hr lec/2 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 607185	992760.00	ADVANCED BEACH VOLLEYBALL	nc, rec prep KNES 81 , 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 608139	992694.05	INTERMEDIATE YOGA	nc, rec prep KNES 28 , 1.5 units/1 hr lec/2 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 609110	992711.05	CROSS TRAINING	nc, 1.5 units/1 hr lec/2 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	KNES 698198	405083.00	INTRODUCTION TO QIGONG	nc, 1 unit/.67 hrs lec/1.33 hrs lab/0 hrs lrng cntr, non-repeatable
KNES	REC 100	746010.00	INTRO TO RECREATION	dc
KNES	REC 102	746020.00	RECREATION PLANNING	dc
KNES	REC 104	746040.00	CAMPG & OUTDOOR ED	dc
LA	ENG 1AH	992785.00	PRINCIPLES OF COMPOSITION I HONORS	moe, val
LA	ENG 7	290100.00	CREATIVE WRIGHTING: SCRIPTWRITING	dc
LA	ENG 17A	314050.00	SURVEY OF ENGLISH LITERATURE: BEOWULF TO ROMANTIC MOVEMENT	prreq fr none to Eligibility for ENG 1A , rec prep fr Eligibility for ENG 1A to none , val
LA	ENG 104	290125.00	WRITING SHORT STORIES	moe, txt, val
LA	ENG 117	431582.00	ADVANCED SCRIPTWRITING	dc
LA	ENG 170	320030.00	REASONING AND COLLEGE READING	crs id fr ENG 170 to ENG 70 , UC transferable course code fr No UC Credit to Yes
LA	ESL 600	650752.00	ESL LANGUAGE LAB	nc, 0 unit/0 hr lec/0 hr lab/1 hr lrng cntr, oe/oe, rpt model E for 99 times
LA	FR 21	344160.00	INTRO FRENCH LANG/CUL	lrng obj, moe, txt
LA	FR 250	429575.00	PRACTICAL FRENCH	dc
LA	HUM 1	428010.00	INTRO TO HUMANITIES	moe, assign, txt, val
LA	HUM 3	428040.00	CULT-MEDVL&REN.EUROPE	tps, moe, assign, txt, val
LA	ITA 21	452120.00	INTRO ITALIAN CULTURE	cat desc, moe, assign, txt
LA	ITA 250	429541.00	PRACTICAL ITALIAN	dc

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
21 of 23

LA	JA 250	429540.00	PRACTICAL JAPANESE	dc
LA	JRN 1	464010.00	MASS MEDIA & SOCIETY	tps, moe, assign, txt
LA	JRN 108	992749.00	INTRO TO PODCASTING AND AUDIO STORYTELLING	nc, rec prep JRN 2 or CTVR 111 , c/l/w CTVR 108, 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
LA	CWE 180	433630.00	CO-OP-ED JOURNALISM	rpt fr none to R-I-1 , tps, moe
LA	CWE 180	433686.00	CO-OP-ED JOURNALISM	cat desc, rpt fr none to R-I-1 , tps, moe
LA	CWE 180	433687.00	CO-OP-ED JOURNALISM	cat desc, rpt fr none to R-I-1 , tps, moe
LA	PHIL 12	662160.00	INTRODUCTION TO LOGIC	rec prep fr Proficiency in English; ENG 1A to ENG 1A , cat desc, tps, lrng obj, moe, assign, txt, val
LA	PHIL 15	662210.00	INTRODUCTION TO ETHICS	tps, lrng obj, moe, assign, txt, val
LA	SPAN 1A	788020.00	INTROD. ELEM. SPANISH	dc
LA	SPAN 1B	788030.00	CONT ELEM SPANISH	dc
LA	SPAN 21B	431974.00	LATIN AMER 1900-PRES	lrng obj, moe, assign, txt, val
MSE	ASTR 20	114020.00	GENERAL ASTRONOMY	lrng obj, moe, txt
MSE	ASTR 25	114040.00	OBSERVATL ASTRONOMY	tps, lrng obj, moe, txt, val
MSE	BIO 3 A	144040.00	GENERAL BIOLOGY I	tps, moe, txt, val
MSE	BIO 3 B	144010.00	GENERAL BIOLOGY II	tps, lrng obj, moe, txt
MSE	BIO 12	144100.05	HUMAN PHYSIOLOGY	tps, lrng obj, moe, assign, txt, val
MSE	BIO 15	144140.00	GENERAL MICROBIOLOGY	rec prep fr CHEM 108 to BIO 11 and CHEM 108 , moe, assign, txt, val
MSE	BIO 48	992583.00	LAB REARCH IN THE BIOLOGICIAL SCIENCES	dc
MSE	BIO 600	650731.00	FORENSIC BIOLOGY	nc, rec prep BIO 20 , 4 units/3 hrs lec/3 hrs lab/0 hrs lrng cntr, non-repeatable
MSE	BIO 601	650732.00	RESEARCH IN BIOLOGY AND BIOCHEMISTRY A	nc, prereq BIO 3A , 1.5 units/.5 hrs lec/3 hrs lab/0 hrs lrng cntr, non-repeatable
MSE	BIO 602	650733.00	PLANTS AND HUMAN AFFAIRS	nc, rec prep BIO 20 , 3 units/3 hrs lec/0 hrs lab/0 hrs lrng cntr, non-repeatable
MSE	BIO 603	650734.00	RESEARCH IN BIOLOGY AND BIOCHEMISTRY B	nc, prereq BIO 601 , 1.5 units/.5 hrs lec/3 hrs lab/0 hrs lrng cntr, non-repeatable
MSE	CHEM 12B	150090.00	ORGANIC CHEMISTRY	tps, moe, assign, txt, val
MSE	CHEM 106	150120.00	BASICS OF CHEMISTRY	prereq fr none to CHEM 3 and MATH 124 , moe, val
MSE	GEOL 173	356250.05	GFS: DEATH VALLEY	cat desc, tps, moe, assign
MSE	GEOL 174	356310.05	GFS: E. SIERRA REGION	cat desc, tps, moe, assign
MSE	GEOL 175	356370.05	GFS:SAN ANDREAS FAULT	dc
MSE	GEOL 179	356570.05	GFS:KING'S CYN/SEQUOI	dc
MSE	GEOL 182	356690.05	GFS: COAST RANGE/MORRO	cat desc, tps, moe, assign
MSE	SPSW 1	433633.00	MATH, SCIENCE & ENGIN	dc
MSE	SPSW 1	429457.00	MATH,SCI & ENGR SPSW	dc

2014-2015 Proposed Curriculum Revisions
Saddleback College

Exhibit A
22 of 23

OELR	LIB 100	473010.10	BASIC INFO COMPETENCY	hrs fr 1 lec/1 lab per week to <u>1 lec/0 lab per week</u> , fr oe/oe to <u>not oe/oe</u> , tps, moe, assign
SBS	ANTH 5	433994.00	ANTH OF LATIN AMERICA	tps, lrng obj, moe, txt
SBS	ANTH 9	30120.00	INTRO TO ARCHAEOLOGY	lrng obj, moe, assign, text
SBS	ANTH 21	30160.00	WOMEN, GENDER, CULTUR	tps, lrng obj, moe, txt
SBS	CD 105	992365.00	CHILD,FAMILY,& COMMUN	crs id fr CD 105 to <u>CD 5</u> , tps, lrng obj, moe, assign, txt, val
SBS	CD 107	992366.00	CHILD GROWTH DEVELOP	lrng obj, moe, assign, txt, val
SBS	CD 110	416080.00	INTRO TO EC CURR	ti fr INTRODUCTION TO EARLY CHILDHOOD CURRICULUM to <u>INTRODUCTION TO CURRICULUM</u> , lim fr TB Results on file in student health center to <u>Current proof of negative TB test result</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
SBS	CD 123	416055.00	INFANT AND TODDLER DEVELOPMENT	rec prep fr CD 101, 110, ENG 200, 340 to <u>CD 101, ENG 200, 340</u> , cat desc, sch desc, tps, lrng obj, moe, assign, val
SBS	CD 125	431635.00	SCHOOL-AGE PROGRAMS	tps, lrng obj, moe, assign, txt, val
SBS	CD 127	430818.00	ADULT SUPV MENT PRAC	ti fr ADULT SUPERVISION AND MENTOR PRACTICES to <u>ADULT SUPERVISION AND MENTORING</u> , fr 2 units/2 hrs lec/0 hr lab/0 hr lrng cntr to <u>3 units/3 hrs lec/0 hr lab/0 hr lrng cntr</u> , rec prep fr CD 101,110,ENG 200, and 340 to <u>CD 101, 110, ENG 200</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
SBS	CD 128	416200.00	ADMINISTRATION OF YOUNG CHILDREN'S SETTINGS: PROGRAM	ti fr ADMINISTRATION OF YOUNG CHILDREN'S SETTINGS: PROGRAM to <u>ADMINISTRATION 1: PROGRAMS IN EARLY CHILDHOOD EDUCATION</u> , cat desc, sch desc, tps, lrng obj, moe, assign, val
SBS	CD 129	416210.00	ADMINISTRATION OF YOUNG CHILDREN'S SETTINGS: MANAGEMENT	ti fr ADMINISTRATION OF YOUNG CHILDREN'S SETTINGS: MANAGEMENT , to <u>ADMINISTRATION II: PERSONNEL & LEADERSHIP EARLY CHILDHOOD ED</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
SBS	CD 133	416060.00	INFANT AND TODDLER CURRICULUM AND GROUP CARE	ti fr INFANT AND TODDLER CURRICULUM AND GROUP CARE to <u>CARE AND EDUCATION FOR INFANTS AND TODDLERS</u> , cat desc, sch desc, tps, lrng obj, moe, assign, val

**2014-2015 Proposed Curriculum Revisions
Saddleback College**

**Exhibit A
23 of 23**

SBS	CD 135	450180.00	THE YOUNG CHILD WITH SPECIAL NEEDS	ti fr THE YOUNG CHILD WITH SPECIAL NEEDS to <u>INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS</u> , rec prep fr CD 101, 107, 110, ENG 200, 340 to <u>CD 101,105,107,110,ENG 200, 340</u> , cat desc, sch desc, tps, lrng obj, moe, assign, val
SBS	CD 140	450181.00	EARLY INTERVENTION AND INCLUSION	ti fr EARLY INTERVENTION AND INCLUSION to <u>CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS</u> , rec prep fr CD 101, 107, 110, ENG 200, 340 to <u>CD 101,105, 107, 110, ENG 200, 340</u> , cat desc, sch desc, tps, lrng obj, moe, val
SBS	CD 270	450186.00	LRNG:SOC AND EMOTION	dc
SBS	CD 272	450184.00	LRNG FOUND:ELD	dc
SBS	CD 273	450185.00	LEARNING FOUND: MATH	dc
SBS	CD 274	450187.00	DOCUMENT CHILD LEARN	dc
SBS	EDUC 115	450194.00	SECONDARY SCHOOL TEACHING	crs id fr EDUC 115 to <u>EDUC 41</u> , UC transferable course code fr No UC Credit to <u>Yes</u>
SBS	EDUC 118	416090.10	EXCEPTIONAL CHLDRN	tps, lrng obj, moe, assign, txt, val
SBS	GEOG 600	650741.00	FIELD STUDIES OF COASTAL REGIONS	nc, 1 unit/.5 hour lec/1.5 hr lab/0 hr lrng cntr, non-repeatable
SBS	PSYC 125	992369.00	PSYCHOLOGY OF AGING	cat desc, sch desc, moe, txt
TCSP	CWE 180	405062.00	CWE: PRE-THERAPY	prereq fr none to <u>KNEA/HSC 151</u> , coreq fr SE 101 to <u>none</u> , val
TCSP	CWE 180	405063.00	CWE: PRE-THERAPY	prereq fr none to <u>KNEA/HSC 151</u> , coreq fr SE 101 to <u>none</u> , val
TCSP	SE 101	686010.00	INTRO/THERAPY & REHAB	crs id fr SE 101 to <u>KNEA 151</u> , ti fr INTRODUCTION TO THERAPY AND REHABILITATION to <u>INTRO TO THERAPY AND CAREER EXPLORATION OF REHABILITATION</u> , c/l/w fr none to <u>c/l/w/HSC 151</u> , cat desc, sch desc, tps, moe, assign, txt
TCSP	SE 102	429116.10	ADAPTED KINES ASSITING	crs id fr SE 102 to <u>KNEA 152</u> , rec prep fr SE 101 to <u>KNEA 151/HSC 151</u> , c/l/w fr none to <u>c/l w/HSC 152</u> , cat desc, sch desc, tps, lrng obj, moe, assign
TCSP	SE 102	429116.00	ADAPTED KINES ASSITING	dv
TCSP	SE 102	429116.20	ADAPTED KINES ASSITING	dv

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF BUSINESS SCIENCE

2D Animation
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level positions dealing with 2D animation. The certificate focuses on fundamental 2D animation software and basic action-scripting skills.

Complete the following courses:

CIM 242.1 Flash I	3.5
CIM 242.2 Flash II	3.5
CIM 242.3 Flash III	3.5
Total Units:	10.5

2D Animation
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level positions dealing with 2D animation. The certificate focuses on fundamental 2D animation software and basic action-scripting skills.

Complete the following courses:

CIM 242.1 Flash I	3.5
CIM 242.2 Flash II	3.5
CIM 242.3 Flash III	3.5
Total Units:	10.5

Digital Publishing
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level positions in digital publishing. Students will focus on industry-standard digital graphics and layout applications as well as fundamental skills in graphic design.

Complete the following courses:

CIM 225.1 Creative Suite	3.5
CIM 230.1 InDesign I	2
DMA 55 Graphic Design I	3
DMA 65 Typography	3
Total Units:	11.5

Digital Publishing
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level positions in digital publishing. Students will focus on industry-standard digital graphics and layout applications as well as fundamental skills in graphic design.

Complete the following courses:

CIM 225.1 Creative Suite	3.5
CIM 230.1 InDesign I	2
DMA 55 Graphic Design I	3
DMA 65 Typography	3
Total Units:	11.5

Digital Photography
Certificate of Proficiency

This certificate of proficiency is intended to prepare students with a foundation of digital photography skills including image capturing, editing, and output. The curriculum focuses on skills in camera usage and equipment as well as developing photographic imagery using industry-standard software.

Complete the following courses:

CIM 221.1 Photoshop I	2
CIM 221.2 Photoshop II	2
DMA 51 Digital Photography	3
DMA 52 Intermediate Digital Photography	3
Total Units:	10

Digital Photography
Certificate of Proficiency

This certificate of proficiency is intended to prepare students with a foundation of digital photography skills including image capturing, editing, and output. The curriculum focuses on skills in camera usage and equipment as well as developing photographic imagery using industry-standard software.

Complete the following courses:

CIM 221.1 Photoshop I	2
CIM 221.2 Photoshop II	2
DMA 51 Digital Photography	3
DMA 52 Intermediate Digital Photography	3
Total Units:	10

Transfer Model Curriculum (TMC) Template for Art History**CCC Major or Area of Emphasis:** Art History**TOP Code:** 100100**CSU Major(s):** Studio Art – Art with an Emphasis or
Concentration in Art History**Total Units:** 18-20 (*all units are semester units*)

Template # 1006

Rev. 1: 03/01/13

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

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website: http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.**

Associate in Science in Art History for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (9 units)					
Survey of Western art from Prehistory through the Middle Ages (3)	ARTH 110	ARTH 25	Art History Survey I: Western	3	C1/3A
Survey of Western Art from Renaissance to Contemporary (3)	ARTH 120	ARTH 26	Art History Survey I: Western	3	C1/3A
Fundamentals of Drawing	ARTS 110	ART 80	Drawing Fundamentals	3	C1/3A
LIST A: Select one (3 units)					
Survey of Asian Art (3)	ARTH 130	ARTH 22	Survey of Asian Art	3	C1/3A
Art of Africa, Oceania, and Indigenous North Americans (3)	ARTH 140	ARTH 23	Survey of Asian Art	3	C1/3A
Any SCU transferable non-western Art History course	BCT	ARTH 27	Art History Survey III: Non-Western	3	C1/3A
LIST B: Select one (3 units)					
2-D Foundations (3)	ARTS 100	ART 40	2-D Design and Color	3	C1
3-D Foundations (3)	ARTS 101	ART 41	3D Design	3	
Figure Drawing (3)	ARTS 200	ART 85	Life Drawing I	3	
Introduction to Digital Arts (3)	ARTS 250	DMA 55	Graphic Design I	3	
Introduction to Ceramics (3)	ARTS 230				
Introduction to Photography (3)	ARTS 260				
Sculpture (3)	ARTS 240				
Any Studio Arts course articulated as CSU GE OR	GECC	ART 50	Beginning Oil Painting	3	
Any course articulated as lower division preparation in Studio Arts or similar major at a CSU	AAM	ART 51	Intermediate Painting		
		ART 82	Advanced Drawing		
		ARTH 104	Introduction to Art Media		
List C: Select one (3-5 units)					
Any course from LIST A or B not already used					
Any CSU transferable Art History course (note: except ARTH 100-Art Appreciation)	BCT	ARTH 1	History of Photography	3	C1/3A
		ARTH 4	Introduction to Art Theory		C1/3A
		ARTH 22	Survey of Asian Art		C1/3A
		ARTH 23	African and Oceanic Art		C1/3A
		ARTH 24	Ancient Art		C1/3A
		ARTH 28	Contemporary Art History		C1/3A
		ARTH 29	19 th and Early 20 th Century		C1/3A
		ARTH 30	Renaissance and Baroque		C1/3A
		ARTH 31	Medieval Art		C1/3A
		ARTH 32	History of World Architecture		

		ARTH 133	American Art		C1
		ARTH 150	History of Graphic Design		
Any Art or Humanities course articulated as CSU GE Area C1 or IGETC Area 3A	GECC				
Any course articulated as CSU GE Area C2 or IGETC Area 3B in: a language other than English (except ASL); Art, History, Humanities, Philosophy, Religion/Religious Studies, or the History of Costume.	GECC		N/A		
Any course articulated as CSU GE Area D1, D3, D4, or D6 or IGETC Area 4	GECC				
Total Units for the Major:	18-20	Total Units for the Major:		18	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)			6
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			9-11
		Total Degree Units (maximum)			60

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF MATH, COMPUTER SCIENCE, AND ENGINEERING

~~Computer Languages~~
Associate in Science

Complete the following courses:

CS 1	Introduction to Computer Systems	3
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Complete any four of the following courses:

CS 6A	Computer Discrete Mathematics I	3
CS 6B	Computer Discrete Mathematics II	3
CS 10	Introduction to Programming Using Python	3
CS 36	C Programming	3
CS 37	C++ Programming	3
CS 38	Java Programming	3
CS 50	HTML/XHTML Programming	3
CS 130	Database Management Programming	3

Complete any two of the following courses:

CS 39	C# Programming Using Microsoft .Net	3
CS 40A	Computer Organization and Assembly Language I	3
CS 40B	Computer Organization and Assembly Language II	3
CS 41	Data Structures	3
	Total Units:	21

Computer Science
Associate in Science

Complete the following courses:

CS 1	Introduction to Computer Systems	3
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Complete any four of the following courses:

CS 6A	Computer Discrete Mathematics I	3
CS 6B	Computer Discrete Mathematics II	3
CS 10	Introduction to Programming Using Python	3
CS 36	C Programming	3
CS 37	C++ Programming	3
CS 38	Java Programming	3
CS 50	HTML/XHTML Programming	3
CS 30	Database Management Programming	3

Complete any two of the following courses:

CS 39	C# Programming Using Microsoft .Net	3
CS 40A	Computer Organization and Assembly Language I	3
CS 40B	Computer Organization and Assembly Language II	3
CS 41	Data Structures	3
	Total Units:	21

Transfer Model Curriculum (TMC) Template for Computer Science

CCC Major or Area of Emphasis: Computer Science

TOP Code: 070600

CSU Major(s): Computer Science

Total Units: 28 (all units are semester units)

Template # 2007

Rev. 1: 03/01/13

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

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website: http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.**

Associate in Science in Computer Science for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (28 units)					
Programming Concepts and Methodologies I (CS1) (3)	COMP 122	CS 38	Java Programming	3	
Programming Concepts and Methodologies II (CS2)(3)	COMP 132	CS 41	Data Structures	3	
Computer Architecture and Organization (3)	COMP 142	CS 40A	Computer Organization and Assembly Language I	3	
Discrete Structures (3)	COMP 152	CS 6A	Computer Discrete Mathematics I or	3	B4/2A
		MATH 30	Computer Discrete Mathematics I	3	B4/2A
Single Variable Calculus I and II – Early Transcendentals (8)	MATH 210 and 220				
OR					
Single Variable Calculus I and II – Late Transcendentals (8)	MATH 211 and MATH 221	MATH 3A and MATH 3B	Analytical Geometry and Calculus I and Analytical Geometry and Calculus II	5	B4/2A
OR					
Single Variable Calculus Sequence (8)	MATH 900S				
Calculus-based Physics for Scientists and Engineers: A (4)	PHYS 205	PHYS 4A	General Physics	4	B1&B3/ 5A&5C
Calculus-based Physics for Scientists and Engineers: B (4)	PHYS 210	PHYS 4B	General Physics	4	B1&B3/ 5A& 5C
Total Units for the Major:	28	Total Units for the Major:		30	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)			7
		General Education (CSU GE or IGETC) Units			37
		Elective (CSU Transferable) Units			0
		Total Degree Units (maximum)			60

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF BUSINESS SCIENCE

Desktop Publishing
Associate in Science and Certificate of Achievement

The program in digital media prepares students for employment as entry-level specialist and/or media specialists in advertising, website production, prepress publication, and various areas of the entertainment industry. The program offers an integrated/interdisciplinary approach to meet current and future job market demand, emphasizing critical thinking, design techniques, and state-of-the-art computer skills.

Complete the following courses:

CIM 221.1 Photoshop I	2
CIM 221.2 Photoshop II	2
CIM 222.1 Illustrator I	2
CIM 224.1 After Effects I	3.5
CIM 242.1 Flash I	3.5
CIM 243.1 Dreamweaver I	1.5
CIM 243.2 Dreamweaver II	1.5
DMA 55 Graphic Design I	3
DMA 140 Digital 2D Design and Color Theory	3

Complete 4 units from the following courses:

CIM 230.1 InDesign I	2
CIM 230.2 InDesign II	2
CIM 245.1 Digital Sound and Video	3.5
Total Units:	26

Desktop Publishing
~~Associate in Science and Certificate of Achievement~~

~~The program in digital media prepares students for employment as entry-level specialist and/or media specialists in advertising, website production, prepress publication, and various areas of the entertainment industry. The program offers an integrated/interdisciplinary approach to meet current and future job market demand, emphasizing critical thinking, design techniques, and state-of-the-art computer skills.~~

~~*Complete the following courses:*~~

CIM 221.1 Photoshop I	2
CIM 221.2 Photoshop II	2
CIM 222.1 Illustrator I	2
CIM 224.1 After Effects I	3.5
CIM 242.1 Flash I	3.5
CIM 243.1 Dreamweaver I	1.5
CIM 243.2 Dreamweaver II	1.5
DMA 55 Graphic Design I	3
DMA 140 Digital 2D Design and Color Theory	3

~~*Complete 4 units from the following courses:*~~

CIM 230.1 InDesign I	2
CIM 230.2 InDesign II	2
CIM 245.1 Digital Sound and Video	3.5
Total Units:	26

Transfer Model Curriculum (TMC) Template for Early Childhood Education

CCC Major or Area of Emphasis: Early Childhood Education

TOP Code: 130500

CSU Major(s): Child Development; Child and Adolescent Development; Human Development; Education

Total Units: 24 (all units are semester units)

Template # 2003

Rev. 1: 03/01/13

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

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website: http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.**

Associate in Science in Early Childhood Education for Transfer Degree					
College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (24 units)					
Child Growth and Development (3)	CDEV 100	HD7 or PSYC 7	Developmental Psychology: Childhood and Adolescence	3	D9 or E/4I
Child, Family and Community (3)	CDEV 110	HD 15 or SOC 15	Socialization of the Child	3	D0/4J
Principles and Practices of Teaching Young Children (3)	ECE 120	HD 110	Principles and Practices of Teaching Young Children	3	
Introduction to Curriculum (3)	ECE 130	HD 115	Introduction to Curriculum	3	
Observation and Assessment (3)	ECE 200	HD 101	Observation and Assessment of Young Children	3	
Practicum in Early Childhood Education (3)	ECE 210	HD 181	Practicum: Early Childhood Programs	3	
Health, Safety and Nutrition (3)	ECE 220	HD 150	Health, Safety and Nutrition	3	
Teaching in a Diverse Society (3)	ECE 230	HD 130	Teaching a Diverse Society	3	
Total Units for the Major:	24	Total Units for the Major:		24	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)			6
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			3-5
		Total Degree Units (maximum)			60

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF PHYSICAL SCIENCES AND TECHNOLOGIES

Electronic Technology
Associate in Science and Certificate of Achievement

Complete the following courses:

ET 99	Digital Electronic Circuits	4
ET 102	Basic Electric Circuits I	4
ET 104	Basic Electric Circuits II	4
ET 105	Electronic Devices and Circuits I	4
ET 107	Electronic Devices and Circuits II	4

Complete one of the following courses:

ET 116	Industrial Electronics	4
ET 120	Introduction to Microprocessors	4

Complete one of the following courses:

CS 36	C Programming	3
CS 40A	Computer Organization and Assembly Language I	3
CS 40B	Computer Organization and Assembly Language II	3
Total Units:		27

Electronic Technology
Associate in Science and Certificate of Achievement

Complete the following courses:

ET 99	Digital Electronic Circuits	4
ET 102	Basic Electric Circuits I	4
ET 104	Basic Electric Circuits II	4
ET 105	Electronic Devices and Circuits I	4
ET 107	Electronic Devices and Circuits II	4

Complete one of the following courses:

CS 36	C Programming	3
CS 37	C++ Programming	3
CS 39	C# Programming Using Microsoft.NET	3
CS 40A	Computer Organization and Assembly Language I	3
CS 40B	Computer Organization and Assembly Language II	3

Complete at least 4 units from among the following courses:

ET 116	Industrial Electronics	4
ET 119	Industrial Automation Using PLCs	4
ET 120	Introduction to Microprocessors	4
ET 122A	Embedded Control Systems I	2
ET 122B	Embedded Control Systems II	2
CWE 168	Cooperative Work Experience: Electronic Technology	1-4
Total Units:		27

Recommended electives: ET 101, PHYS 20

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF BUSINESS SCIENCE

Multimedia Design
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for the fundamentals of multimedia design including video production and animation. The curriculum focuses on skills such as video capturing, editing, and output, as well as the integration of motion graphics and 3D animation using industry-standard software.

Complete the following courses:

CIM 224.1	After Effects I	3.5
CIM 245.1	Digital Sound and Video	3.5
DMA 70	Digital Video Production	3
DMA 120	Motion Graphics Animation	3
DMA 130	3D Animation	3
Total Units:		16

Multimedia Design
Certificate of Proficiency

~~This certificate of proficiency is intended to prepare students for the fundamentals of multimedia design including video production and animation. The curriculum focuses on skills such as video capturing, editing, and output, as well as the integration of motion graphics and 3D animation using industry-standard software.~~

~~*Complete the following courses:*~~

CIM 224.1	After Effects I	3.5
CIM 245.1	Digital Sound and Video	3.5
DMA 70	Digital Video Production	3
DMA 120	Motion Graphics Animation	3
DMA 130	3D Animation	3
Total Units:		16

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF FINE ARTS

Photography
Associate in Arts

Complete the following courses:

DMA 52	Intermediate Digital Photography	3
PHOT 1	History of Photography	3
PHOT 51	Digital Photography	3
PHOT 54	Beginning Photography	3
PHOT 55	Intermediate Photography	3
PHOT 56	Advanced Photography	3
PHOT 191	Portfolio Development	3
Total Units:		21

Photography
~~Associate in Arts~~

~~*Complete the following courses:*~~

DMA 52	Intermediate Digital Photography	3
PHOT 1	History of Photography	3
PHOT 51	Digital Photography	3
PHOT 54	Beginning Photography	3
PHOT 55	Intermediate Photography	3
PHOT 56	Advanced Photography	3
PHOT 191	Portfolio Development	3
Total Units:		21

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF BUSINESS SCIENCE

Pre-Law
Certificate of Proficiency

Complete the following courses:

LGL 205	Introduction to Legal Research And Writing	3
LGL 215	Environmental Law and Policy	3
MGT 12A	Legal Environment of Business	3
RD 174	Critical Reading	3
	Total Units:	12

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF FINE ARTS

ASSOCIATE IN ARTS DEGREE IN
THEATRE ARTS FOR TRANSFER
Associate of Arts

The Department of Theatre emphasizes the development of the many and various skills required in theatre-including stagecraft, lighting, costuming, production and video production. Theatre students are encouraged to participate in a variety of theatrical performances, among them drama, comedies and musical theatre.

Required Core (9 units):

Introduction to Theatre (3) or Theatre History I (3)

TA 20 Theatre Appreciation: Classical Overview	3
TA 25 Great Plays: Primitive to Renaissance	3
TA 26 Great Plays: Renaissance to Contemporary	3

Acting I (3 units)

TA 1 Acting	3
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*Rehearsal and Performance (maximum 3 units) or
Technical Theatre Practicum (maximum 3 units):*

TA 15 Rehearsal and Performance: Drama	2
TA 15A Introduction to Rehearsal and Performance: Drama	1
TA 15B Continuation of Rehearsal and Performance: Drama	1
TA 16 Rehearsal and Performance: Comedy	2
TA 16A Introduction to Rehearsal and Performance: Comedy	1
TA 16B Continuation of Rehearsal and Performance: Comedy	1
TA 17 Rehearsal and Performance: Mixed Genres	2
TA 17A Introduction to Rehearsal and Performance: Mixed Genres	1
TA 17B Continuation of Rehearsal and Performance: Mixed Genres	1
TA 18 Rehearsal and Performance: Dance	2
TA 18A Introduction to Rehearsal and Performance: Dance	1
TA 18B Continuation of Rehearsal and Performance: Dance	1
TA 19 Rehearsal and Performance: Musical Theatre	2
TA 19A Introduction to Rehearsal and Performance: Musical Theatre	1
TA 19B Continuation of Rehearsal and Performance: Musical Theatre	1

TA 142A Theatre Production A	1
TA 142B Theatre Production B	2
TA 142C Theatre Production C	3

LIST A (Select 3): 9 UNITS

Acting II

TA 8 Advanced Acting	3
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Introduction to Design

TA 40B Introduction to Theatre Design	3
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Introduction to State Lighting

TA 41 State Lighting	3
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Introduction to State Costume

TA 42 Costume Design	3
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State Makeup

TA 43 Stage Makeup	1
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Script Analysis

TA 2 Beginning Scene Study	3
Or	
TA 3 Advanced Scene Study	3

Stagecraft

TA 40C Scenic Design for the Theatre	2
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Total Units: 18

ASSOCIATE IN ARTS DEGREE IN
THEATRE ARTS FOR TRANSFER
Associate of Arts

Required Core (9 units):

Introduction to Theatre (3) or Theatre History I (3)

TA 22 Introduction to Theater 3

or

TA 25 Great Plays: Primitive to Renaissance 3

or

TA 25H Great Plays: Primitive to Renaissance 3

Acting I (3 units)

TA 1 Acting 3

Rehearsal and Performance (maximum 3 units) or

Technical Theatre Practicum (maximum 3 units):

TA 15 Rehearsal and Performance: Drama 2

TA 15A Introduction to Rehearsal and Performance: Drama 1

TA 15B Continuation of Rehearsal and Performance: Drama 1

TA 16 Rehearsal and Performance: Comedy 2

TA 16A Introduction to Rehearsal and Performance: Comedy 1

TA 16B Continuation of Rehearsal and Performance: Comedy 1

TA 17 Rehearsal and Performance: Mixed Genres 2

TA 17A Introduction to Rehearsal and Performance: Mixed Genres 1

TA 17B Continuation of Rehearsal and Performance: Mixed Genres 1

TA 19 Rehearsal and Performance: Musical Theatre 2

TA 19A Introduction to Rehearsal and Performance: Musical Theatre 1

TA 19B Continuation of Rehearsal and Performance: Musical Theatre 1

TA 48B Intermediate Stage Management 1

TA 48C Advanced Stage Management 1

TA 141A Theater Crew: Scenic 1

TA 141B Theater Crew: Costume 1

TA 141C Theater Crew: Lighting 1

TA 141D Theater Crew: Audio/Video 1

TA 141E Theater Crew: Make-Up 1

TA 142C Theatre Production C 3

TA 163 Costume Sewing, Production and Wardrobe 3

Select three (9 units) from the following courses:

TA 3 Advanced Scene Study 3

Or

TA 8 Advanced Acting 3

TA 40 Introduction to Theatre Design 3

TA 41 Stage Lighting Design 3

TA 42 Costume Design 3

~~TA 49 Stage Makeup Design 3~~

TA 2 Beginning Scene Study 3

TA 44 Stagecraft 3

Rehearsal and Performance (maximum 3 units) or

Technical Theatre Practicum (maximum 3 units) (if not used in Core:

TA 15 Rehearsal and Performance: Drama 2

TA 15A Introduction to Rehearsal and Performance: Drama 1

TA 15B Continuation of Rehearsal and Performance: Drama 1

TA 16 Rehearsal and Performance: Comedy 2

TA 16A Introduction to Rehearsal and Performance: Comedy 1

TA 16B Continuation of Rehearsal and Performance: Comedy 1

TA 17 Rehearsal and Performance: Mixed Genres 2

TA 17A Introduction to Rehearsal and Performance: Mixed Genres 1

TA 17B Continuation of Rehearsal and Performance: Mixed Genres 1

TA 19 Rehearsal and Performance: Musical Theatre 2

TA 19A Introduction to Rehearsal and Performance: Musical Theatre 1

TA 19B Continuation of Rehearsal and Performance: Musical Theatre 1

TA 48B Intermediate Stage Management 1

TA 48C Advanced Stage Management 1

TA 141A Theater Crew: Scenic 1

TA 141B Theater Crew: Costume 1

TA 141C Theater Crew: Lighting 1

TA 141D Theater Crew: Audio/Video 1

TA 141E Theater Crew: Make-Up 1

TA 142C Theatre Production C 3

TA 163 Costume Sewing, Production and Wardrobe 3

Total Units: 18

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 14

	A	B	C	D	E
					KEY CODE
1					assign: Assignments
2					c/l w/+ : cross-listed with (and list the other crs id)
3					co: corequisite
4					crsd: course id
5					dc: delete course
6					dv: delete version of course
7					hrs: hours
8					lim: limitation
9					lrng obj: learning objectives
10					moe: methods of evaluation
11					nc: new course
12					nv: new version of an existing course
13					prereq: prerequisite
14					rec: recommended preparation
15					rpt: repeatability
16					sam: SAM code
17					sr: scheduled review with no significant revisions
18					ti: title
19					top: TOP code
20					tps: topics
21					txt: textbook
22					un: units
23					val: validation
24	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
25	Business Science	ACCT 210	14427.00	Accounting for Business Combinations	nc: 3 units; 3 hrs lecture; top: 502.00; prereq: ACCT 1A; rpt: NR, SAM: C
26	Social Science	AJ 161	3420.00	Organized Crime and Criminal Enterprise in America	tps, txt
27	Social Science	ANTH 13	14396.00	Magic, Witchcraft and Religion	nc: 3 units; 3 hrs lec; rpt: NR; TOP: 2202.00
28	Fine Arts	ART 53	13239.00	Beginning Life Painting	crsid (formerly ART 253)
29	Fine Arts	ARTH 168	14290.00	Cooperative Work Experience: Museum Studies	crsid (formerly CWE 168)
30	Life Sciences	BIO 101	11017.00	Field Studies: Coastal Marine Ecosystems	delete c/l w/ ENV 101 (11017.10)

* Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 15

A	B	C	D	E
31 Life Sciences	BIO 102	14235.00	Field Studies: Island Ecosystems	delete c/1 w/ ENV 102 (14235.00)
32 Life Sciences	BIO 103	1230.00	Field Studies: Muontain Ecosystems	delete c/1 w/ ENV 103 (1230.10)
33 Life Sciences	BIO 104	1235.10	Field Studies: Desert Ecosystems	delete c/1 w/ ENV 104 (1235.10)
34 Life Sciences	BIO 105	14383.00	Field Studies: Valley and Grassland Ecosystems	delete c/1 w/ ENV 105 (14383.05)
35 Life Sciences	BIO 109	13015.00	Field Studies: A 21st Century Look at the American West	delete c/1 w/ ENV 109 (13015.10)
36 Life Sciences	BIO 19	1035.00	Marine Biology	delete c/1 w/ ENV 19 (1035.10)
37 Life Sciences	BIO 2	985.00	Plant Biology	delete c/1 w/ ENV 2 (985.10)
38 Life Sciences	BIO 30	1053.00	California Wildlife and Wildlands	delete c/1 w/ ENV 30 (1053.10)
39 Life Sciences	BIO 55	13267.00	Introduction to Ecology: Theory and Application	delete c/1 w/ ENV 4 (13267.05)
40 Business Science	CIM 114	1850.35	Database I	dc
41 Business Science	CIM 141	14456.00	Creating a Web Page Using HTML	nc: 3 units; 3 hrs lec; SAM: C; rpt: NR; TOP: 614.30
42 Business Science	CIM 142	14408.00	Web Development - JavaScript	nc: 3 units; 3 hrs lec; SAM: C; rpt: NR; TOP: 614.30
43 Business Science	CIM 143	14449.00	Web Development - Dreamweaver	nc (formerly offered as CIM 243.1 and 243.2): 3 units; 3 hrs lecture; top: 614.30; SAM: D; rpt: NR
44 Business Science	CIM 144	14416.00	Web Development - WordPress	nc: 3 units; 3 hrs lecture; top: 614.30; SAM: D; rpt: NR
45 Business Science	CIM 145	14414.00	Mobile Web Applications Using HTML and JavaScript	nc: 3 units; 3 hrs lecture; top: 614.30; SAM: C; rpt: NR
46 Business Science	CIM 148	14392.00	Web Development - Edge Animate	nc: 3 units; 3 hrs lecture; top: 614.30; rec: CIM 141; SAM: C; rpt: NR
47 Business Science	CIM 214.2	1851.20	Database II	dc
48 Business Science	CIM 222.1	10413.00	Illustrator I	dc
49 Business Science	CIM 224.1	10390.00	After Effects I	dc
50 Business Science	CIM 240.1	9267.00	Introduction to the Internet	dc
51 Business Science	CIM 241	9614.10	Creating a Web Page Using XHTML	dc

* Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 16

	A	B	C	D	E
52	Business Science	CIM 243.1	10395.05	Dreamweaver I	dc
53	Business Science	CIM 243.2	10396.05	Dreamweaver II	dc
54	Business Science	CIM 245.1	9107.00	Digital Sound and Video	dc
55	Business Science	CIM 246.1	10420.00	3D Animatin I	dc
56	Business Science	CIM 250.1	13207.00	Fireworks Web Prototyping and Interactive Mockups	dc
57	Business Science	CIM 260.4	10712.00	Fundamentals of Wireless Networking	dc
58	Fine Arts	COMM 106A	6325.05	Forensic Activity A	tps, lng obj, moe
59	Fine Arts	COMM 106B	6325.10	Forensic Activity B	tps, lng obj, moe, txt
60	Fine Arts	COMM 106C	6325.25	Forensic Activity C	tps, lng obj, moe
61	Fine Arts	COMM 5	9367.00	Interpersonal Communication	crsid (formerly COMM 105)
62	Fine Arts	COMM 9	9366.00	Intercultural Communication	tps, lng obj, tx
63	Guidance	COUN 10	655.00	Introduction to College Study Skills	desc, tps, lng obj, moe; txt
64	Math, CS, Engr	CS 1	1620.30	Introduction to Computer Systems	top: from 707.30 to 706.00; sam: from D to E
65	Math, CS, Engr	CS 10	14275.05	Introduction to Programming Using Python	top: from 707.10 to 706.00; sam: from C to E
66	Math, CS, Engr	CS 131	1690.20	Database Management Programming	top: from 707.10 to 706.00; sam: from C to E
67	Math, CS, Engr	CS 30	9169.10	Visual Basic Programming	crsid (formerly CS 130), top (from 707.10 to 706.00), sam (from C to E)
68	Math, CS, Engr	CS 36	1730.15	C Programming	top: from 707.10 to 706.00; sam: from C to E
69	Math, CS, Engr	CS 37	9263.10	C++ Programming	top: from 707.10 to 706.00; sam: from C to E
70	Math, CS, Engr	CS 38	9642.10	Java Programming	top (from 707.10 to 706.00), sam: from C to E, tps, lng obj
71	Math, CS, Engr	CS 39	1080.50	C# Programming Using Microsoft.Net	top: from 707.10 to 706.00; sam: from C to E
72	Math, CS, Engr	CS 40A	1715.25	Computer Organization and Assembly Language I	top (from 707.10 to 706.00), sam (from C to E), lng obj

*Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 17

A	B	C	D	E
73 Math, CS, Engr	CS 40B	1720.35	Computer Organization and Assembly Language II	top: from 707.10 to 706.00; sam: from C to E
74 Math, CS, Engr	CS 41	1645.25	Data Structures	top: from 707.10 to 706.00; sam: from C to E
75 Math, CS, Engr	CS 50	9641.10	HTML/XHTML Programming	top: from 707.10 to 706.00; sam: from C to E
76 Math, CS, Engr	CS 6A	4655.10	Computer Discrete Mathematics I	desc, prereq (from Math 2 to Math 2 and either CS 37 or CS 38), top (from 707.30 to 706.00), sam (from D to E), tps, lng obj, moe, txt, val
77 Math, CS, Engr	CS 6B	4660.10	Computer Discrete Mathematics II	top: from 707.30 to 706.00; sam: from D to E
78 Fine Arts	DNCE 5	14434.00	Intro to Dance: Dance Techniques and Training Methods	nc: 1 unit; .5 hrs lec/1.5 hrs lab; SAM: D; TOP: 1008.10; rpt: NR
79 Fine Arts	DNCE 69	14289.00	Introduction to Dance Ensemble Practices	csid (formerly DNCE 169)
80 Life Sciences	ENV 101	11017.10	Field Studies: Coastal Marine Ecosystems	dc
81 Life Sciences	ENV 102	14235.10	Field Studies: Island Ecosystems	dc
82 Life Sciences	ENV 103	1230.10	Field Studies: Muonain Ecosystems	dc
83 Life Sciences	ENV 104	1235.10	Field Studies: Desert Ecosystems	dc
84 Life Sciences	ENV 105	14383.05	Field Studies: Valley and Grassland Ecosystems	dc
85 Life Sciences	ENV 109	13015.10	Field Studies: A 21st Century Look at the American West	dc
86 Life Sciences	ENV 19	1035.10	Marine Biology	dc
87 Fine Arts	ENV 2	985.10	Plant Biology	dc
88 Life Sciences	ENV 30	1053.10	California Wildlife and Wildlands	dc
89 Fine Arts	ENV 4	13267.05	Introduction to Ecology: Theory and Application	dc
90 Humanities	ESL 201	14407.00	Academic Writing III for Multilingual Writers	nc: 5 units; 5 hrs lecture; prereq: ESL 301; Coreq: ESL 389; TOP: 4930.84; rpt: NR
91 Humanities	ESL 301	14412.00	Academic Writing II for Multilingual Writers	nc: 5 units; 5 hrs lecture; prereq: ESL 370; coreq: ESL 389; top: 4940.84; rpt: NR
92 Humanities	ESL 330	13073.10	Introduction to Beginning Skills ESL - Basic Skills	nc: 4 units; 4 hrs lecture; top: 4930.87; rpt: NR
93 Humanities	ESL 330X	13080.00	Introduction to Beginning Skills ESL - Basic Skills X	dc

* Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 18

A	B	C	D	E
				nc (formerly ESL 342A): 3 units; 3 hrs lecture; TOP: 4930.86; rec: ESL assessment; rpt: NR
94 Humanities	ESL 342	10625.20	Beginning Conversation	dc
95 Humanities	ESL 342A	10625.15	Beginning Conversation A	dc
96 Humanities	ESL 342X	13078.00	Beginning Conversation X	dc
				nc (formerly ESL 343A): 3 units; 3 hrs lecture; TOP: 4930.86; rec: ESL assessment; rpt: NR
97 Humanities	ESL 343	10642.20	Beginning Pronunciation	dc
98 Humanities	ESL 343A	10642.15	Beginning Pronunciation A	dc
99 Humanities	ESL 343B	10634.15	Beginning Pronunciation B	dc
100 Humanities	ESL 352	10626.20	Beginning Conversation	nc (formerly ESL 342B): 3 units; 3 hrs lecture; TOP: 4930.86; rpt: NR
101 Humanities	ESL 353	10634.20	Beginning Pronunciation	nc (formerly ESL 343B): 3 units; 3 hrs lecture; TOP: 4930.86; rpt: NR
102 Humanities	ESL 362	10677.20	Intermediate Conversation	nc (formerly ESL 362A): 3 units; 3 hrs lecture; TOP: 4930.86; rpt: NR
103 Humanities	ESL 362A	10677.15	Intermediate Conversation A	dc
104 Humanities	ESL 362B	10678.15	Intermediate Conversation B	dc
105 Humanities	ESL 362X	13083.00	Intermediate Conversation X	dc
				nc (formerly ESL 363A): 3 units; 3 hrs lecture; TOP: 4930.86; Rec: ESL assessment; rpt: NR
106 Humanities	ESL 363	10648.20	Intermediate Pronunciation	dc
107 Humanities	ESL 363A	10648.15	Intermediate Pronunciation A	dc
108 Humanities	ESL 363B	10649.15	Intermediate Pronunciation B	dc
				nc (formerly ESL 364A): 4 units; 4 hrs lecture; TOP: 4930.86; Rec: ESL assessment; rpt: NR
109 Humanities	ESL 364	10681.20	Idioms in American English	dc
110 Humanities	ESL 364A	10681.15	Idioms in American English A	dc
111 Humanities	ESL 364B	10682.15	Idioms in American English B	dc
112 Humanities	ESL 365	9125.15	Spelling for Non-Native Speakers	dc
				nc (formerly ESL 380A and 380B): 5 units; 5 hrs lecture; prereq: ESL 361B; top: 4930.84; rpt: NR
113 Humanities	ESL 370	14413.00	Academic Writing I for Multilingual Writers	nc (formerly ESL 362B): 3 units; 3 hrs lec; TOP: 4930.86; rpt: NR
114 Humanities	ESL 372	10677.25	Intermediate Conversation	

*Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 19

A	B	C	D	E
115 Humanities	ESL 373	10649.20	Intermediate Pronunciation	nc (formerly ESL 363B); 3 units; 3 hrs lec: TOP: 4930.86; rpt: NR
116 Humanities	ESL 374	10682.20	Idioms in American English	nc (formerly ESL 364B); 4 units; 4 hrs lec: TOP: 4930.86; rpt: NR
117 Humanities	ESL 380A	10617.15	Academic Writing 1A	dc
118 Humanities	ESL 380B	10618.15	Academic Writing 1B	dc
119 Humanities	ESL 382	10635.20	Advanced Conversation	nc (formerly ESL 382A); 3 units; 3 hrs lec: Rec: ESL assessment; TOP: 4930.86; rpt: NR
120 Humanities	ESL 382A	10635.15	Advanced Conversation A	dc
121 Humanities	ESL 382B	10637.15	Advanced Conversation B	dc
122 Humanities	ESL 382X	13084.00	Advanced Conversation X	dc
123 Humanities	ESL 383	10640.20	Advanced Pronunciation	nc (formerly ESL 383A); 3 units; 3 hrs lec: Rec: ESL assessment; TOP 4930.86; rpt: NR
124 Humanities	ESL 383A	10640.15	Advanced Pronunciation A	dc
125 Humanities	ESL 383B	10641.15	Advanced Pronunciation B	dc
126 Humanities	ESL 384	10604.20	Advanced Vocabulary Skills	nc (formerly ESL 384A); 5 units; 5 hrs lec: Rec: ESL Assessment; TOP: 4930.85; rpt: NR
127 Humanities	ESL 384A	10604.16	Advanced Vocabulary Skills A	dc
128 Humanities	ESL 384B	10605.16	Advanced Vocabulary Skills B	dc
129 Humanities	ESL 384X	13085.10	Advanced Vocabulary Skills X	dc
130 Humanities	ESL 385	10608.20	Academic Reading	nc (formerly ESL 385A); 3 units; 3 hrs lec: Rec: ESL Assessment; TOP: 4930.85; rpt: NR
131 Humanities	ESL 385A	10608.15	Academic Reading A	dc
132 Humanities	ESL 385B	10609.15	Academic Reading B	dc
133 Humanities	ESL 385X	13086.00	Academic Reading X	dc
134 Humanities	ESL 387	10619.20	Advanced Grammar Review	nc (formerly ESL 387A); 3 units; 3 hrs lec: Rec: ESL Assessment; TOP: 4930.84; rpt: NR
135 Humanities	ESL 387A	10619.15	Advanced Grammar Review A	dc
136 Humanities	ESL 387B	10620.15	Advanced Grammar Review B	dc
137 Humanities	ESL 387X	13087.00	Advanced Grammar Review X	dc

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 20

A	B	C	D	E
				nc (formerly ESL 388A); 5 units; 5 hrs lec; Prereq: ESL 361B; TOP: 4930.84; rpt: NR
138 Humanities	ESL 388	10622.20 Advanced Grammar and Writing		dc
139 Humanities	ESL 388A	10622.15 Advanced Grammar and Writing A		dc
140 Humanities	ESL 388B	10623.15 Advanced Grammar and Writing B		dc
				nc (formerly ESL 390A); 4 units; 4 hrs lec; Rec: ESL Assessment; TOP: 4930.85; rpt: NR
141 Humanities	ESL 390	10662.20 Language Through Literature		dc
142 Humanities	ESL 390A	10662.15 Language Through Literature A		dc
143 Humanities	ESL 390B	10663.15 Language Through Literature B		dc
144 Humanities	ESL 390X	13089.00 Language Through Literature X		dc
145 Humanities	ESL 392	10637.20 Advanced Conversation		nc (formerly ESL 382B); 3 units; 3 hrs lec; TOP: 4930.86; rpt: NR
146 Humanities	ESL 393	10641.20 Advanced Pronunciation		nc (formerly ESL 383B); 3 units; 3 hrs lec; TOP: 4930.86; rpt: NR
147 Humanities	ESL 394	10605.20 Advanced Vocabulary Skills		nc (formerly ESL 384B); 5 units; 5 hrs lec; TOP: 4930.85; rpt: NR
148 Humanities	ESL 395	10609.20 Academic Reading		nc (formerly ESL 385B); 3 units; 3 hrs lec; TOP: 4930.85; rpt: NR
149 Humanities	ESL 397	10620.20 Advanced Grammar Review		nc (formerly ESL 387B); 3 units; 3 hrs lec; TOP: 4930.84; rpt: NR
				nc (formerly ESL 388B); 5 units; 5 hrs lec; prereq: ESL 361; TOP: 4930.84; rpt: NR
150 Humanities	ESL 398	10623.20 Advanced Grammar and Writing		nc (formerly ESL 390B); 4 units; 4 hrs lec; TOP: 4930.85; rpt: NR
151 Humanities	ESL 399	10663.20 Language Through Literature		dc
152 Humanities	ESL 81A	10615.16 Academic Writing II A		dc
153 Humanities	ESL 81B	Academic Writing II B		dc
154 Kinesiology	EXP 289	13053.25 Tennis: Intramural		nc: 3 units; 3 hrs lec; rec: WR 1; TOP: 2206.00; rpt: NR
155 Social Science	GEOG 3H	2990.05 World Regional Geography Honors		crsid (formerly CWE), desc
156 Social Science	HD 168	3392.00 Cooperative Work Experience: Human Development		crsid (formerly CWE), desc
157 Social Science	HD 168	3392.10 Cooperative Work Experience: Human Development		crsid (formerly CWE), desc
158 Social Science	HD 168	3392.20 Cooperative Work Experience: Human Development		crsid (formerly CWE), desc
159 Social Science	HD 168	3392.30 Cooperative Work Experience: Human Development		crsid (formerly CWE), desc
160 Kinesiology	HLTH 3	13101.00 Women's Health Issues		crsid (formerly HLTH 103)

* Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 21

A	B	C	D	E
161 Fine Arts	IMA 104	14378.00	Introduction to Game Design	Formerly DMA 104; top: from 1030.00 to 614.20
162 Fine Arts	IMA 130	13244.00	3D Animation	Formerly DMA 130; top: from 1030.00 to 614.20
163 Fine Arts	IMA 88	14375.00	3D Character Animation II	Formerly DMA 88; top: from 1030.00 to 614.20
164 Fine Arts	IMA 96	14376.00	2D Animation Principles	Formerly DMA 96; top: from 1030.00 to 614.20
165 Fine Arts	IMA 98	14377.00	3D Modeling for Games and Film	Formerly DMA 98; top: from 1030.00 to 614.20
166 Humanities	JA 5	13102.00	Advanced Japanese	dc
167 Humanities	JRNL 181	14335.00	Journalism for Publication	crsid (formerly JRNL 81)
168 Kinesiology, Health, Athletics	KNES 100	11156.05	Introduction to Therapy and Rehabilitation	dc
169 Kinesiology, Health, Athletics	KNES 102	13264.05	Introduction to Kinesiology	ti; desc; tps; lmg obj; moe; assing; txt
170 Kinesiology, Health, Athletics	KNES 107	14365.00	Teaching Traditional Physical Education Sports/Movements	nc: 3 units; 2 hrs lec/3 hrs lab; TOP: 1270.00; rpt: NR
171 Kinesiology, Health, Athletics	KNES 25	13053.05	Tennis I	nc: .5 unit; 1.5 hrs lab; rpt: NR; TOP: 835.00
172 Kinesiology, Health, Athletics	KNES 26	13053.15	Tennis II	nc: .5 unit; 1.5 hrs lab; rpt: NR; TOP: 835.00
173 Kinesiology, Health, Athletics	KNES 27	13053.30	Tennis III	nc: .5 unit; 1.5 hrs lab; rpt: NR; TOP: 835.00
174 Kinesiology, Health, Athletics	KNES 28	13053.45	Tennis IV	nc: 1 unit; 3 hrs lab; rpt: NR; TOP: 835.00
175 Kinesiology, Health, Athletics	KNES 28	13053.45	Tennis IV	nc: .5 unit; 1.5 hrs lab; rpt: NR; TOP: 835.00

* Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 22

A	B	C	D	E
176 Kinesiology, Health, Athletics	KNES 61	13055.05	Basketball I	nc: .5 unit; 1.5 hrs lab; rpt: NR; TOP: 835.00
177 Kinesiology, Health, Athletics	KNES 62	13055.15	Basketball II	nc: .5 unit; 1.5 hrs lab; rec: KNES 61; rpt: NR; TOP: 835.00
178 Kinesiology, Health, Athletics	KNES 63	13055.25	Basketball III	nc: .5 unit; 1.5 hrs lab; rec: KNES 62; rpt: NR; TOP: 835.00
179 Kinesiology, Health, Athletics	KNES 7	5410.40	Weight Training IV	nc: 1 unit; 3 hrs lab; rec: KNES 6; rpt: NR; TOP: 835.10
180 Kinesiology, Health, Athletics	KNES 7	5410.45	Weight Training IV	nc: .5 unit; 1.5 hrs lab; rec: KNES 6; rpt: NR; TOP: 835.10
181 Kinesiology, Health, Athletics	KNES 76	5545.05	Volleyball I	ti; tps; lrng obj; moe; assign; txt
182 Kinesiology, Health, Athletics	KNES 76	5545.10	Volleyball I	ti; tps; lrng obj; moe; assign; txt
183 Kinesiology, Health, Athletics	KNES 77	5545.20	Volleyball II	ti; tps; lrng obj; moe; assign; txt; val
184 Kinesiology, Health, Athletics	KNES 77	5545.15	Volleyball II	ti; tps; lrng obj; moe; assign; txt; val
185 Kinesiology, Health, Athletics	KNES 78	5545.20	Volleyball II	ti; desc; tps; lrng obj; moe; assing; txt; val
186 Kinesiology, Health, Athletics	KNES 78	5545.15	Volleyball II	ti; desc; tps; lrng obj; moe; assing; txt; val
187 Kinesiology, Health, Athletics	KNES 79	5545.40	Volleyball IV	nc: .5 unit; 1.5 hrs lab; rec: KNES 78; rpt: NR; TOP: 835.00

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 23

A	B	C	D	E
188 Kinesiology, Health, Athletics	KNES 79	5545.35 Volleyball IV		nc: 1 unit; 3 hrs lab; rec: KNES 78; rpt: NR; TOP: 835.00
189 Kinesiology, Health, Athletics	KNES 84	14366.25 Baseball IV		nc: 1 unit; 3 hrs lab; rec: KNES 83; rpt: NR; TOP: 835.00
190 Business Science	LGL 221	14455.00 Social Media and the Law		nc: 3 units; 3 hrs lec; SAM: C; TOP: 1402.00; rpt: NR
191 Math, CS, Engr	MATH 24	3490.00 Elementary Differential Equations		tps, lng obj nc: 4 units; 4 hrs lec; prereq: MATH 3B; rec: TU 301; TOP: 1701.00; rpt: NR
192 Math, CS, Engr	MATH 24H	3490.05 Elementary Differential Equations Honors		desc, prereq (from Math 2 to Math 2 and either CS 37 or CS 38), tps, lng obj, moe, txt, val
193 Math, CS, Engr	MATH 30	4655.00 Computer Discrete Mathematics I		dc
194 Math, CS, Engr	MATH 310	14302.00 Pre-Statistics		sr
195 Math, CS, Engr	MATH 350A	13002.00 Whole Numbers Module		sr
196 Math, CS, Engr	MATH 350B	13003.00 Fractions Part I Module		sr
197 Math, CS, Engr	MATH 350C	13004.00 Fractions Part 2 Module		sr
198 Math, CS, Engr	MATH 350D	13005.00 Decimals Module		sr
199 Math, CS, Engr	MATH 350E	13006.00 Ratios and Proportions Module		sr
200 Math, CS, Engr	MATH 350F	13007.00 Percents Part 1 Module		sr
201 Math, CS, Engr	MATH 350G	13008.00 Percents Part 2 Module		sr
202 Math, CS, Engr	MATH 350H	13009.00 Measurement and Geometry		sr
203 Math, CS, Engr	MATH 3A	4600.00 Analytic Geometry and Calculus I		tps, lng obj, txt nc: 5 units; 5 hrs lec; prereq: MATH 2; rec: TU 301; TOP: 1701.00; rpt: NR
204 Math, CS, Engr	MATH 3AH	4600.05 Analytic Geometry and Calculus I Honors		tps, lng obj
205 Math, CS, Engr	MATH 3B	4605.00 Analytic Geometry and Calculus II		dc
206 Fine Arts	PHOT 54	1420.00 Beginning Photography		dc
207 Fine Arts	PHOT 55	1420.05 Intermediate Photography		dc
208 Fine Arts	PHOT 56	1420.15 Advanced Photography		dc
209 Physical Sciences	PHYS 4B	5650.00 General Physics		prereq (from PHYS 4A to PHYS 4A and MATH 3B), val
210 Physical Sciences	PHYS 4C	5660.00 General Physics		prereq (from PHYS 4A to PHYS 4A and MATH 3B), val

*Effective Fall 12

February 24, 2014

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit B
Page 24

A	B	C	D	E
211 Social Science	PSYC 126	14319.00	Psychology of Expert Learning	crsid (formerly PSYC 26)
212 Social Science	PSYC 33	5900.00	Psychology of Adjustment	crsid (formerly PSYC 133)
213 Humanities	RD 370	11187.00	Reading for College Success	lrng obj, moe, assign, txt, val
214 Humanities	RD 371	11188.00	Reading Laboratory	desc, lrng obj, assign, txt, val
215 Humanities	RD 372	11189.00	Reading Laboratory	desc, coreq, lrng obj, moe, assign, txt, val
216 Fine Arts	TA 15	6430.20	Rehearsal and Performance: Drama	txt, val
217 Fine Arts	TA 15A	6430.10	Introduction to Rehearsal and Performance: Drama	txt, val
218 Fine Arts	TA 15B	6430.30	Continuation of Rehearsal and Performance: Drama	txt, val
219 Fine Arts	TA 168	14385.00	Cooperative Work Experience: Life Entertainment	crsid (formerly CWE 168)
220 Fine Arts	TA 17	6440.20	Rehearsal and Performance: Mixed Genres	txt, val
221 Fine Arts	TA 17A	6440.10	Introduction to Rehearsal and Performance: Mixed Genres	txt, val
222 Fine Arts	TA 17B	6440.15	Continuation of Rehearsal and Performance: Mixed Genres	txt, val
223 Fine Arts	TA 47	14307.00	Sound Reinforcement for Live Entertainment	desc, tps, lrng obj, moe; assign, txt
224 Humanities	WR 1	6566.00	College Writing I	tps, prereq: WR 201, ESL 201, or WR 399; lrng obj, moe, assign, prereq, txt, val
225 Humanities	WR 181	14297.00	Writing Conference	co: add WR 1H
226 Humanities	WR 1H	6566.05	College Writing I Honors	nc: prereq: WR 201, ESL 201, or WR 399; 4 units; 4 hrs lec; top: 1501; rpt: NR
227 Humanities	WR 399	14303.05	Accelerated Introduction to College Writing	nc (formerly offered as EXP 389): 4 units; 4 hrs lecture; top: 4930.85; prereq: RD 370; Coreq: WR 380; rpt: NR

* Effective Fall 12

February 24, 2014

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Revised 2014-2015
Instructional Material/Laboratory Fees

ACTION: Approval

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 2014-2015. The proposed revised fees for 2014-2015 are presented in Exhibits A and B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for 2014-2015, as presented in Exhibits A and B.

SADDLEBACK COLLEGE
2014-2015 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee Current	Fee Proposed	Purpose
<u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u>					
FN 110	338010.00	Food Prep. Essentials	65.00	80.00	Food/Paper Supplies
FN 173	338140.00	Catering and Banquets	65.00	80.00	Food/Paper Supplies
FN 226	338195.00	Mexican Cuisine	65.00	80.00	Food/Paper Supplies
FN 228	428946.00	Italian Cuisine	65.00	80.00	Food/Paper Supplies
FN 232	428456.00	Healthy Cooking	65.00	80.00	Food/Paper Supplies
FN 240	429854.00	Culinary Princ I	65.00	80.00	Food/Paper Supplies
FN 241	992635.00	Culinary Princ II	65.00	80.00	Food/Paper Supplies
FN 245	430235.00	Baking Fund II	65.00	80.00	Food/Paper Supplies
FN 246	992636.00	Pantry	65.00	80.00	Food/Paper Supplies
FN 230	338197.00	Vegetarian Cuisine	65.00	80.00	Food/Paper Supplies
FN 120	338020.00	Contemporary Meals	65.00	80.00	Food/Paper Supplies
FN 140	338030.00	Cultural Cuisine	65.00	80.00	Food/Paper Supplies
FN 222	338180.00	Chinese Cuisine	65.00	80.00	Food/Paper Supplies
FN 236	429564.00	American Reg Cuisine	65.00	80.00	Food/Paper Supplies
FN 244	430233.00	Baking Fundamentals I	65.00	80.00	Food/Paper Supplies
FN 142	338040.00	Classical French	65.00	80.00	Food/Paper Supplies
FN 220	338160.10	Bistro Cuisine	65.00	80.00	Food/Paper Supplies
FN 223	338190.00	Asian Cuisine	65.00	80.00	Food/Paper Supplies
FN 227	429856.00	Mediterranean Cuisine	65.00	80.00	Food/Paper Supplies
<u>BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT</u>					
No Changes					
<u>EMERITUS INSTITUTE</u>					
PHOT 40X	971035.30	Beg Slide Show Pre-EI	-0-	10.00	Recordable Media
PHOT 41X	433691.10	Digital Show Inter - EI	-0-	10.00	Recordable Media
PHOT 50XA	971037.30	Beg Digital Photo-EI	-0-	10.00	Recordable Media
PHOT 59XA	971043.10	Beg Color Printing - EI	5.00	10.00	Recordable Media
PHOT 59XB	971045.10	Adv. Color Printing -EI	5.00	10.00	Recordable Media
<u>FINE ARTS</u>					
PHOT 50	992343.00	Digital Photo I	30.00	35.00	Printing Supplies
PHOT 55	174040.00	Digital Photo II	30.00	35.00	Printing Supplies
PHOT 156	992345.00	Digital Photo III	30.00	35.00	Printing Supplies
PHOT 51	429799.00	Intro Photoshop & Digital Imaging	30.00	35.00	Printing Supplies
PHOT 152	431627.00	Interm. Photoshop & Digital Imaging	30.00	35.00	Printing Supplies
PHOT 190	174140.00	Special Problems in Photo	30.00	35.00	Printing Supplies
PHOT 200	431628.00	Portraiture Photo	30.00	35.00	Printing Supplies
PHOT 154	992706.00	Alternative Dig. Processes	30.00	35.00	Printing Supplies
PHOT 157	992707.00	Studio Lighting	-0-	35.00	Printing Supplies
<u>HEALTH SCIENCES & HUMAN SERVICES</u>					
PM 220	708000.00	Paramedic Theory	75.00	95.00	Testing Software
<u>KINESIOLOGY & ATHLETICS</u>					
KNES 56	429945.05	Athletic Training Practicum	15.00	20.00	Athletic Tape/Scissors
KNES 159	992708.00	Athletic Training Practicum	-0-	20.00	Athletic Tape/Scissors

SADDLEBACK COLLEGE
2014-2015 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee	Fee	Purpose
			Current	Proposed	
<u>LIBERAL ARTS</u>					
No Changes					
<u>MATHEMATICS, SCIENCE & ENGINEERING</u>					
No Changes					
<u>SOCIAL & BEHAVIORAL SCIENCES</u>					
CD 250	450192.00	Gard with Young Child	10.00	-0-	No Supplies Needed

South Orange County Community College District

IRVINE VALLEY COLLEGE
2013/2014 Revised Instructional Material Fees

Course	Cat. I.D.	Title	Current Fee	Proposed Fee	Purpose
<u>FINE ARTS</u>					
DMA 51	9169.10	Beginning Digital Photography	\$25.00	\$10.00	Decrease of cost for materials
DMA 52	9169.15	Intermediate Digital Photography	\$25.00	\$10.00	Decrease of cost for materials
DMA 55	10150.00	Graphic Design I	\$25.00	\$10.00	Decrease of cost for materials
DMA 65	10151.00	Typography	\$25.00	\$10.00	Decrease of cost for materials
DMA 160	10150.10	Design II	\$25.00	\$10.00	Decrease of cost for materials
DMA 170	10290.00	Design and Prepress	\$25.00	\$10.00	Decrease of cost for materials
DMA 175	10291.00	Corporate Identity	\$25.00	\$10.00	Decrease of cost for materials

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Community Education, Summer 2014

ACTION: Approval

BACKGROUND

The South Orange County Community College District is known for offering high-quality, non-credit programs and fee-based classes. Saddleback College and Irvine Valley College perform an important service and fulfill a vital part of their mission by offering these courses and programs through Community Education. 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 2014. 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 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE
Adult	Ballroom And Swing	5/15 - 9/1	Dance Quick (I)	45% Gross \$49
	Basic Mandarin Chinese	5/15 - 9/1	Ling Chou (E)	60% Net \$165
	Beatles Intermediate Guitar	5/15 - 9/1	Ron Gorman (E)	60% Gross \$90
	Become A Professional Organizer	5/15 - 9/1	Nancy Miller (E)	50% Net \$39
	Beginning Blues Harmonica	5/15 - 9/1	David Broida (E)	50% Net \$49
	Beginning Guitar	5/15 - 9/1	Ron Gorman (E)	60% Gross \$90
	Beginning Guitar With Ron Gorman	5/15 - 9/1	Ron Gorman (E)	60% Gross \$84
	Beginning Ukulele	5/15 - 9/1	Ron Gorman (E)	60% Gross \$75
	Billboard Top Ten" Intermediate Guitar"	5/15 - 9/1	Ron Gorman (E)	60% Gross \$90
	Blogging For Fun And Profit	5/15 - 9/1	Bob Cohen (I)	50% Net \$39
	Brewing Basics: Brewing Beyond The Kit	5/15 - 9/1	Matthew Johnson (E)	50% Net \$99
	Bride And Groom's First Dance	5/15 - 9/1	Dance Quick (I)	45% Gross \$29
	Build Your Own Business Website	5/15 - 9/1	Mike Rounds (E)	50% Net \$39
	Build Your Own Website For \$5 A Month	5/15 - 9/1	Mike Rounds (E)	50% Net \$39
	Business Series	5/15 - 9/1	Connected Women Of Influence (I)	50% Net \$175
	Cake Decorating For Beginners	5/15 - 9/1	Exquisite Cakes By Jennifer (I)	50% Net \$59
	Cake Decorating With Fondant And Gumpaste	5/15 - 9/1	Exquisite Cakes By Jennifer (I)	50% Net \$59
	Cashing In On Your Ideas And Inventions	5/15 - 9/1	Mike Rounds (E)	50% Net \$39
	Cashing In On Your Ideas And Inventions	5/15 - 9/1	Nancy Miller (E)	50% Net \$39
	Clutterology®: Eliminate Clutter In Your Life	5/15 - 9/1	Nancy Miller (E)	50% Net \$39
	Consulting	5/15 - 9/1	Mike Rounds (E)	50% Net \$39
	Conversational Italian	5/15 - 9/1	Conversa (I)	50% Net \$153
	Country Line Dance	5/15 - 9/1	Dance Quick (I)	45% Gross \$49
	Country Two-Step	5/15 - 9/1	Dance Quick (I)	45% Gross \$49
	Create Successful Online Business Videos	5/15 - 9/1	Glenda Shaw (E)	50% Net \$49
	Driving Concepts	5/15 - 9/1	Driving Concepts (I)	PP PP
	Effective Property Staging	5/15 - 9/1	Jean Navarro (E)	50% Net \$49
	Effective Property Staging	5/15 - 9/1	Art Navarro (E)	50% Net \$49
	Extreme Couponing	5/15 - 9/1	Nancy Miller (E)	50% Net \$39
	Family Country Line Dance	5/15 - 9/1	Dance Quick (I)	45% Gross \$25
	Feng Shui Tools For Better Living	5/15 - 9/1	Feng Shui Solutions (I)	50% Net \$49
	Fingerstyle Guitar	5/15 - 9/1	Ron Gorman (E)	60% Gross \$90
	First Hand French	5/15 - 9/1	Nancy Allah (E)	50% Net \$85
	Go Global: Growing International Sales	5/15 - 9/1	Matthew Gerard (E)	50% Net \$39
	Golf - Levels I And II	5/15 - 9/1	Emil Scodeller (E)	50% Net \$97
	Golf - Levels III and IV	5/15 - 9/1	Emil Scodeller (E)	50% Net \$97
	Healthy Harmonica: Songs And Rhythms	5/15 - 9/1	David Broida (E)	50% Net \$39
	How To Attend A College Of Your Dreams	5/15 - 9/1	Sharon Buck (E)	25% Net \$30
	How To Be A Special Event/Wedding Planner	5/15 - 9/1	Farla Binder (E)	50% Net \$49
	How To Be Published In A Week!	5/15 - 9/1	Mike Rounds (E)	50% Net \$39
	How To Be Your Own Private Investigator	5/15 - 9/1	Jim Harriger (E)	50% Net \$39
	How To Become A Mystery Shopper	5/15 - 9/1	Elaine Moran (E)	50% Net \$49
	How To Create QR Codes	5/15 - 9/1	Carol Chambers (E)	50% Net \$39
	How To Get Paid To Speak	5/15 - 9/1	Mike Rounds (E)	50% Net \$39
	How to Look Your Best	5/15 - 9/1	Christina Gaudy-Funke (E)	50% Net \$175
	How To Play Piano By Ear	5/15 - 9/1	New School Of American Music (I)	50% Net \$45
	How To Protect Yourself From Identity Theft	5/15 - 9/1	Mari J. Frank, Esq. (E)	50% Net \$49
	How To Sell On eBay®	5/15 - 9/1	Frances Greenspan (E)	50% Net \$65
	Improving Teamwork, Communication, And Lead	5/15 - 9/1	Ron Gorman (E)	60% Gross \$57
	Improving Your PC's Performance	5/15 - 9/1	Bob Cohen (I)	50% Net \$39
	Instant Piano For Hopelessly Busy People	5/15 - 9/1	New School Of American Music (I)	50% Net \$45
	Intermediate Electric Guitar	5/15 - 9/1	Ron Gorman (E)	60% Gross \$90

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	Intermediate Guitar	5/15 - 9/1	Ron Gorman (E)	60% Gross	\$90
	Internet Marketing For Writers And Authors	5/15 - 9/1	Bob Cohen (I)	50% Net	\$39
	Introduction To Art4Healing	5/15 - 9/1	Natalia van Rikxoort (E)	50% Net	\$35
	Introduction To Wine Appreciation	5/15 - 9/1	David Francisco (E)	50% Net	\$85
	Introduction To Wine Appreciation	5/15 - 9/1	Michelle Mooney (E)	50% Net	\$85
	Investment Boot Camp	5/15 - 9/1	Jalon O'Connell (E)	50% Net	\$39
	Investment Strategies For Growth And Income	5/15 - 9/1	Charles Goffin (E)	50% Net	\$39
	iPhones® and iPads®: Beyond The Basics	5/15 - 9/1	Bob Cohen (I)	50% Net	\$39
	iPhones®, iPads®, . . . And I'm Lost®	5/15 - 9/1	Bob Cohen (I)	50% Net	\$39
	Italian Supreme: A Taste Of Italy	5/15 - 9/1	Conversa (I)	50% Net	\$153
	Italian Supreme: Intermediate/Advanced	5/15 - 9/1	Conversa (I)	50% Net	\$153
	Jewelry Making In One Creative Class	5/15 - 9/1	Carol Chambers (E)	50% Net	\$30
	Just Yell Fire: Women's Safety And Self-Defense	5/15 - 9/1	Just Yell Fire (I)	50% Net	\$99
	Kids Country Line Dance	5/15 - 9/1	Dance Quick (I)	45% Gross	\$25
	Learn To Speak Spanish: Intermediate/Advanced	5/15 - 9/1	Conversa (I)	50% Net	\$125
	Loan Signing Specialist Training	5/15 - 9/1	Masters Notary Academy (I)	\$35 PP	\$70
	Make-Up 101: Beauty Make-Up For Busy Women	5/15 - 9/1	Christina Gaudy-Funke (E)	50% Net	\$75
	Mandarin I: Introduction To Spoken Chinese	5/15 - 9/1	Pandarin Academy (I)	50% Net	\$130
	Mandarin II	5/15 - 9/1	Pandarin Academy (I)	50% Net	\$130
	Mandarin Made Easy	5/15 - 9/1	Pandarin Academy (I)	50% Net	\$130
	Marketing Your Business On Facebook And Social Media	5/15 - 9/1	Bob Cohen (I)	50% Net	\$39
	Master Your Investments	5/15 - 9/1	Jalon O'Connell (E)	50% Net	\$70
	More Beginning Guitar For Kids/Teens	5/15 - 9/1	Ron Gorman (E)	60% Gross	\$90
	Negotiate Your Way To Success	5/15 - 9/1	Mari J. Frank, Esq. (E)	50% Net	\$79
	Notary Public Training	5/15 - 9/1	Masters Notary Academy (I)	\$35 PP	\$70
	Organic Gardening	5/15 - 9/1	Ron Gorman (E)	60% Gross	\$90
	Organizational Skills For Nannies, Au Pairs, And	5/15 - 9/1	Nancy Miller (E)	50% Net	\$39
	PC Boot Camp Express: The Fast Track To Computer	5/15 - 9/1	Bill Napoli (E)	50% Net	\$180
	PC Boot Camp For Teens	5/15 - 9/1	Bill Napoli (E)	50% Net	\$195
	PC Boot Camp: Access 2010 In Just Two Days	5/15 - 9/1	Bill Napoli (E)	50% Net	\$105
	PC Boot Camp: Photo Magic Using Adobe Photoshop	5/15 - 9/1	Bill Napoli (E)	50% Net	\$105
	PC Boot Camp: Spectacular PowerPoint 2010 Presentation	5/15 - 9/1	Bill Napoli (E)	50% Net	\$95
	Piano Made Easy Series	5/15 - 9/1	New School Of American Music (I)	50% Net	\$75
	Professional Speaking For The Clueless®	5/15 - 9/1	Mike Rounds (E)	50% Net	\$39
	Property Management Anyone Can Do	5/15 - 9/1	Stephen Dexter (E)	50% Net	\$59
	Salsa Dance I	5/15 - 9/1	Dance Quick (I)	45% Gross	\$49
	Salsa Dance II	5/15 - 9/1	Dance Quick (I)	45% Gross	\$49
	Secrets Of Social Media And Internet Marketing	5/15 - 9/1	Bob Cohen (I)	50% Net	\$49
	Self-Publishing, ePublishing, And More	5/15 - 9/1	Mike Rounds (E)	50% Net	\$39
	Songwriting	5/15 - 9/1	Ron Gorman (E)	60% Gross	\$57
	Sound Retirement Strategies	5/15 - 9/1	David Broida (E)	50% Net	\$49
	Speed Spanish	5/15 - 9/1	Christy Nelson (E)	50% Net	\$59
	SRT - Motorcyclist Safety Program	5/15 - 9/1	Saddleback Rider Training (I)	Varies	\$250
	Stained Glass For Beginners	5/15 - 9/1	Glass Spectrum (I)	50% Gross	\$120
	Stop Being Unemployed And Start Your Own Home Business	5/15 - 9/1	Nancy Miller (E)	50% Net	\$39
	Supervisor Skills Certificate Series - Part 1	5/15 - 9/1	Insight Systems Group (I)	50% Net	\$365
	Supervisor Skills Certificate Series - Part II	5/15 - 9/1	Insight Systems Group (I)	50% Net	\$365
	Teen Road To Safety	5/15 - 9/1	Teen Road To Safety Inc. (I)	Varies	Varies
	Travel Tours/Multi-Day Trips	5/15 - 9/1	Good Times Travel (I)	PP	PP
	Using Your Computer To Make Money	5/15 - 9/1	Nancy Miller (E)	50% Net	\$39
	Veterans Art Project	5/15 - 9/1	TBA	Varies	Varies
	Voice Acting - Advanced	5/15 - 9/1	Patrick Helmstetter (E)	50% Net	\$125

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CFK	Voice Acting - Beginning	5/15 - 9/1	Patrick Helmstetter (E)	50% Net	\$125
	What Were You Born To Do?	5/15 - 9/1	Curtis Adney (E)	50% Net	\$55
	Youth And The Law	5/15 - 9/1	Juvenile Consulting Services (I)	Varies	Varies
	24	5/15 - 9/1	Chris Elliott (E)	60% Net	\$180
	24	5/15 - 9/1	Bob Johnson (E)	60% Net	\$180
	A Chinese Language Adventure	5/15 - 9/1	Pandarin Academy (I)	50% Net	\$135
	Academic Bridge	5/15 - 9/1	Academic Bridge Academy (I)	60% Net	\$585
	Academic Chess	5/15 - 9/1	Academic Chess (I)	50% Net	\$139
	Academic Origami	5/15 - 9/1	Academic Chess (I)	60% Net	\$90
	Adventures In Art	5/15 - 9/1	OC Art Studios (I)	60% Net	\$90
	Adventures In Art Camp	5/15 - 9/1	OC Art Studios (I)	60% Net	\$133
	After-School Games	5/15 - 9/1	Ed Neely (E)	60% Net	\$90
	After-School Hoops	5/15 - 9/1	One On One Basketball Staff (I)	60% Net	\$90
	Algebra For Teens - Level 1A	5/15 - 9/1	Daryl Johannsen (E)	\$29/hr+	\$99
	Algebra For Teens - Level 1B	5/15 - 9/1	Daryl Johannsen (E)	\$29/hr+	\$99
	Algebra For Teens - Level I	5/15 - 9/1	Shelley Beckley (E)	\$29/hr+	\$99
	Algebra For Teens - Level II	5/15 - 9/1	Shelley Beckley (E)	\$29/hr+	\$99
	All About Plants Spanish Camp	5/15 - 9/1	Norma Hernandez (E)	60% Net	\$90
	Animal Drawing 101 Art Camp	5/15 - 9/1	OC Art Studios (I)	60% Net	\$133
	Animation Flix	5/15 - 9/1	Incrediflix (I)	PP	\$185
	Art Camp	5/15 - 9/1	Art Just Create It (I)	60% Net	\$110
	Art Smart	5/15 - 9/1	Kelli Hudelson (E)	60% Net	\$180
	Arts & Crafts, Music and Food Tasting In Spanish	5/15 - 9/1	Gabrielle Unzueta (E)	60% Net	\$135
	Basic Mandarin Chinese	5/15 - 9/1	Ling Chou (E)	60% Net	\$90
	Basketball Skills Clinics	5/15 - 9/1	Troy Roelen - Pro Camp (I)	50% Net	\$126
	Beginning Guitar	5/15 - 9/1	Ron Gorman (E)	60% Gross	\$90
	Beginning Guitar For Kids/Teens	5/15 - 9/1	Ron Gorman (E)	60% Gross	\$90
	BrainStorm: Filmmaking	5/15 - 9/1	Brainstorm LEGO® Academy (I)	60% Net	\$90
	BrainStorm: LEGO® Engineering & Robotics	5/15 - 9/1	Brainstorm LEGO® Academy (I)	60% Net	\$90
	BrainStorm: LEGO® Robotics	5/15 - 9/1	Brainstorm LEGO® Academy (I)	60% Net	\$90
	Bricks 4 Kids: Spectacular Sports	5/15 - 9/1	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Amazing Animals	5/15 - 9/1	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Amusement Park Rides	5/15 - 9/1	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Engineering With LEGO® Bricks	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90
	Bricks 4 Kidz: Interesting Inventions	5/15 - 9/1	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Mining And Crafting	5/15 - 9/1	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Space Adventures	5/15 - 9/1	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks For Kidz	5/15 - 9/1	Bricks For Kidz (I)	60% Net	\$180
	Bricks For Kidz	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$180
	Candy Creations	5/15 - 9/1	Heather Carlsen (E)	60% Net	\$90
	Candy Creations	5/15 - 9/1	Tanya Bonetti (E)	60% Net	\$90
	Capture The Flag	5/15 - 9/1	Chris Elliott (E)	30% Net	\$90
	Capture The Flag	5/15 - 9/1	Robert Johnson (E)	30% Net	\$54
	Capture The Flag Masters Of The Field	5/15 - 9/1	Academic Chess (I)	60% Net	\$90
	Care4Yoga	5/15 - 9/1	Care4Yoga (I)	60% Net	\$90
	Catch A Wave Into First Grade	5/15 - 9/1	Carrie Gray (E)	60% Net	\$180
	Challenge Island	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90
	Challenge Island: Shark Tooth Island	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90
	Cheerleading Skills Clinics	5/15 - 9/1	College For Kids Staff (E)	Varies	\$65
	Chess Club	5/15 - 9/1	Brain Builders (I)	60% Net	\$90
	Chess Day Camp	5/15 - 9/1	Academic Chess (I)	50% Net	\$139
	Chess Day Camp	5/15 - 9/1	Academic Chess (I)	60% Net	\$139

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	Children's Musical Theater	5/15 - 9/1	Holly Telford (E)	60% Net	\$90
	Coast 2 Coast Soccer	5/15 - 9/1	Coast 2 Coast Soccer (I)	60% Net	\$90
	Collage: Connect, Collect, Create	5/15 - 9/1	Nancy Larragoiti (E)	\$29/hr+	\$98
	College Placement Testing Workshop	5/15 - 9/1	Jeff Vogel (E)	50% Net	\$90
	College Placement Testing Workshop	5/15 - 9/1	TBA (E)	50% Net	\$90
	Color Sticks For Young Artists	5/15 - 9/1	Nancy Larragoiti (E)	\$29/hr+	\$98
	Common Core Prep Camp For Fourth Grade	5/15 - 9/1	Lisa Kopczwinski (E)	60% Net	\$180
	Creating Cool Characters Art Camp	5/15 - 9/1	OC Art Studios (I)	60% Net	\$133
	Creating With Clay - Clay Class For Kids	5/15 - 9/1	Art Just Create It (I)	60% Net	\$90
	Creative Writing For Kids	5/15 - 9/1	John Uhlman (E)	\$29/hr+	\$99
	Creature Animation Flix	5/15 - 9/1	Incrediflix (I)	PP	\$135
	CSI: Introduction To Forensic Anthropology	5/15 - 9/1	Renee Garcia (E)	50% Net	\$110
	Culinary Kids	5/15 - 9/1	Culinary Kids (I)	60% Net	\$200
	Cut And Dissect - Level A	5/15 - 9/1	Shaun Burke (E)	\$29/hr+	\$100
	Cut And Dissect - Level B	5/15 - 9/1	Shaun Burke (E)	\$29/hr+	\$110
	Dare To Draw Anything!	5/15 - 9/1	Jan Wood-Harris (E)	\$29/hr+	\$98
	Debate Workshop	5/15 - 9/1	Ron Grishaber (E)	60% Net	\$130
	Developmental Reading For Kids	5/15 - 9/1	John Uhlman (E)	\$29/hr+	\$99
	Developmental Reading For Teens	5/15 - 9/1	John Uhlman (E)	\$29/hr+	\$99
	Drop-In Aftercare	5/15 - 9/1	College For Kids Staff (E)	Varies	\$10
	Engineering And Robotics With LEGO® Bricks	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90
	Engineering Using LEGO® Bricks: Mining And C	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90
	Engineering With LEGO® Bricks: Mining And Cr	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90
	Engineering With LEGO®: Crazy Contraptions	5/15 - 9/1	Brain Builders (I)	60% Net	\$90
	Engineering with LEGO®: Race Cars 201	5/15 - 9/1	Brain Builders (I)	60% Net	\$90
	Engineering With LEGO®: Robo Olympics	5/15 - 9/1	Brain Builders (I)	60% Net	\$90
	Engineering With LEGO®: Super Structures	5/15 - 9/1	Brain Builders (I)	60% Net	\$90
	English Composition For Teens	5/15 - 9/1	Tony Garcia (E)	50% Net	\$125
	Exploring STEM Using Educational Robotics	5/15 - 9/1	Mathobotix (I)	70% Gross	\$580
	F.A.S.T.	5/15 - 9/1	F.A.S.T. (I)	60% Net	\$90
	Fairy Tale Feast	5/15 - 9/1	Ann Berger (E)	60% Net	\$180
	Filmmaking Flix	5/15 - 9/1	Incrediflix (I)	PP	\$155
	First Grade Head Start	5/15 - 9/1	Chris Saalberg (E)	60% Net	\$115
	First Grade Prep Spanish	5/15 - 9/1	Norma Hernandez (E)	60% Net	\$125
	Fit Kids	5/15 - 9/1	Fit Kids (I)	60% Net	\$180
	Fit Kids: Cheerleading	5/15 - 9/1	Fit Kids America (I)	60% Net	\$90
	Fit Kids: Dodgeball	5/15 - 9/1	Fit Kids (I)	60% Net	\$90
	Fit Kids: Flag Football	5/15 - 9/1	Fit Kids America (I)	60% Net	\$90
	Fit Kids: Hip Hop	5/15 - 9/1	Fit Kids (I)	60% Net	\$90
	Fit Kids: Lacrosse	5/15 - 9/1	Fit Kids America (I)	60% Net	\$90
	Fun In The Sun	5/15 - 9/1	Toddler Time (E)	60% Net	\$180
	Fun With Cartooning	5/15 - 9/1	Nancy Larragoiti (E)	\$29/hr+	\$98
	Functional Agility Speed Training (F.A.S.T)	5/15 - 9/1	F.A.S.T. (I)	60% Net	\$90
	Future Millionaires And Junior Entrepreneurs	5/15 - 9/1	Joshua Ballard (I)	50% Net	\$115
	Geometry For Teens	5/15 - 9/1	Shelley Beckley (E)	\$29/hr+	\$99
	Girls On The Run Orange County	5/15 - 9/1	Girls On The Run (I)	60% Net	\$90
	Golf Skills Clinics Advanced	5/15 - 9/1	Emil Scodeller (E)	50% Net	\$79
	Golf Skills Clinics Beginners	5/15 - 9/1	Emil Scodeller (E)	50% Net	\$79
	Green Screen Animation Flix	5/15 - 9/1	Incrediflix (I)	PP	\$155
	Group Piano Lessons Beginners	5/15 - 9/1	Krema Lytskanova (E)	60% Net	\$90
	Hip Hop Dance Camp	5/15 - 9/1	Fit Kids America (I)	60% Net	\$90
	Homework Club	5/15 - 9/1	College For Kids Staff (E)	Varies	\$90

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	Homework Help And Game Breaks	5/15 - 9/1	Robert McDonough (E)	60% Net	\$90
	I-ESTEAM 3.14	5/15 - 9/1	Mathobotix (I)	70% Gross	\$480
	Imagination in Creativity: Art In Spanish	5/15 - 9/1	Wendy Mendoza (E)	60% Net	\$180
	Institute Of Reading Development	5/15 - 9/1	Inst. Of Reading Development (I)	PP	Varies
	Interactive Writing Workshop	5/15 - 9/1	Nancy D'Aleo-Russey (E)	\$29/hr+	\$99
	Jump Start Fifth Grade	5/15 - 9/1	Ann Berger (E)	60% Net	\$180
	Jump Start First Grade	5/15 - 9/1	Terri Adams (E)	60% Net	\$180
	Jump Start First Grade	5/15 - 9/1	Diane Weckerle (E)	60% Net	\$180
	Jump Start First Grade	5/15 - 9/1	Avonnette Bruce (I)	60% Net	\$125
	Jump Start Kindergarten	5/15 - 9/1	Amy Clarke (E)	60% Net	\$180
	Jump Start Kindergarten	5/15 - 9/1	Kylie Siglock (E)	60% Net	\$180
	Jump Start Kindergarten	5/15 - 9/1	Avonnette Bruce (I)	60% Net	\$125
	Jump Start Second Grade	5/15 - 9/1	Christy Grudynski (E)	60% Net	\$125
	Jump Start Third Grade	5/15 - 9/1	Christy Grudynski (E)	60% Net	\$125
	Junior Gauchos Fun Club	5/15 - 9/1	College For Kids Staff (E)	Varies	\$80
	Junior Jazzercise	5/15 - 9/1	Nora Grabar (E)	60% Net	\$90
	Karate	5/15 - 9/1	Robert McDonough (E)	60% Net	\$90
	Keyboarding On Personal Computers	5/15 - 9/1	Joyce Quade (E)	50% Net	\$126
	Keyboarding With Ultrakey	5/15 - 9/1	Heather Carlsen (E)	60% Net	\$90
	Keyboarding With Ultrakey	5/15 - 9/1	Tanya Bonetti (E)	60% Net	\$90
	Kindergarten Is Cool At Vista Del Mar	5/15 - 9/1	Barbara Stamen (E)	60% Net	\$180
	Kindergarten Is Cool At Vista Del Mar	5/15 - 9/1	Amy Abbott (E)	60% Net	\$180
	Kindergarten Kick-Off	5/15 - 9/1	Avonnette Bruce (I)	60% Net	\$180
	Landscapes: Whimsical To Abstract Art	5/15 - 9/1	Jan Wood-Harris (E)	\$29/hr+	\$98
	Learning Olympics	5/15 - 9/1	Natalie Schild (E)	60% Net	\$155
	Learning To Dig	5/15 - 9/1	Renee Garcia (E)	50% Net	\$110
	Lego Flix	5/15 - 9/1	Incrediflix (I)	PP	\$155
	Let's Do Robotics	5/15 - 9/1	Computer Explorers (I)	PP	\$98
	Let's Spell It Right!	5/15 - 9/1	Christy Nelson (E)	50% Net	\$63
	Lil' Chef School	5/15 - 9/1	Lil' Chef School (I)	60% Net	\$90
	Lil' Chef School	5/15 - 9/1	Lil' Chef School (I)	60% Net	\$180
	Living History	5/15 - 9/1	John Uhlman (E)	\$29/hr+	\$99
	Magic of Musical Theater	5/15 - 9/1	Melissa Kopenhefer (E)	60% Net	\$180
	Magic Of Musical Theater	5/15 - 9/1	Melissa Kopenhefer (E)	60% Net	\$90
	MainStage Kids	5/15 - 9/1	TBA	\$25/hr	\$395
	Mako Milers	5/15 - 9/1	Barbara Stamen (E)	30% Net	\$90
	Mako Milers Running Club	5/15 - 9/1	Amy Abbott (E)	60% Net	\$90
	Mandarin Immersion After-School Program	5/15 - 9/1	A Little Dynasty (I)	60% Net	\$90
	Mandarin Immersion After-School Program	5/15 - 9/1	A Little Dynasty Chinese (I)	60% Net	\$504
	Mandarin Immersion Summer Camp	5/15 - 9/1	Nicole Loh (E)	60% Net	\$180
	Manners Made Fun	5/15 - 9/1	Laura Little (E)	50% Net	\$100
	Masters Of The Field	5/15 - 9/1	Academic Chess (I)	60% Net	\$90
	Math	5/15 - 9/1	Justine Lawson (E)	50% Net	\$89
	Math	5/15 - 9/1	Larry Perez (E)	50% Net	\$89
	Math	5/15 - 9/1	Young Choi (E)	\$29/hr+	\$99
	Math 6/7	5/15 - 9/1	Michael Hale (E)	60% Net	\$180
	Math Tutoring By Experienced Math Teachers	5/15 - 9/1	wikiTHINK (I)	Varies	\$269
	Mathobotix STEM Robotics Summer Camp	5/15 - 9/1	Mathobotix (I)	70% Gross	\$259
	Memory Power And Study Skills	5/15 - 9/1	Christy Nelson (E)	50% Net	\$90
	Mindstorm Robotics	5/15 - 9/1	Bricks 4 Kidz (I)	60% Net	\$185
	Mini-Kindergarten	5/15 - 9/1	Lori Walker (E)	60% Net	\$325
	Mining And Crafting Camp	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90

(E) Employee

(I) Independent Contractor

South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Summer 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Modeling And Style	5/15 - 9/1	Tara Meyer (E)	\$29/hr+	\$120
	Musical Theater	5/15 - 9/1	Tanya Bonetti (E)	60% Net	\$180
	Musical Theater	5/15 - 9/1	Heather Carlsen (E)	60% Net	\$180
	Mythical Creature Drawing Art Camp	5/15 - 9/1	OC Art Studios (I)	60% Net	\$133
	Natural A's	5/15 - 9/1	Curtis Adney (E)	50% Net	\$49
	Natural A's: Parent/Adult Registration	5/15 - 9/1	Curtis Adney (E)	50% Net	\$49
	Ninjago Games Galore	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$90
	OC Art Studios: Animal Drawing 101	5/15 - 9/1	OC Art Studios (I)	60% Net	\$90
	OC Art Studios: Cool Comics And Cartoons	5/15 - 9/1	OC Art Studios (I)	60% Net	\$90
	OC Art Studios: Fantastic Fantasy Art	5/15 - 9/1	OC Art Studios (I)	60% Net	\$90
	Ocean Animals	5/15 - 9/1	Jan Wood-Harris (E)	\$29/hr+	\$98
	One On One Summer Basketball Camp	5/15 - 9/1	One On One Basketball Staff (I)	60% Net	\$165
	Parent And Me: Adventure Through China	5/15 - 9/1	Pandarin Academy (I)	50% Net	\$130
	Pen And Ink Art Magic	5/15 - 9/1	Nancy Larragoiti (E)	\$29/hr+	\$98
	Performing Arts Club	5/15 - 9/1	Confidence In The Spotlight (I)	60% Net	\$90
	Playtime In Spanish	5/15 - 9/1	April Sonenberg (E)	60% Net	\$90
	Pre-Algebra	5/15 - 9/1	Daryl Johannsen (E)	\$29/hr+	\$99
	Pre-Geometry	5/15 - 9/1	Daryl Johannsen (E)	\$29/hr+	\$90
	Private Swim Lessons	5/15 - 9/1	Pete Cosmakos, LLC (I)	60% Net	\$180
	Public Speaking Basics	5/15 - 9/1	Ron Grishaber (E)	60% Net	\$130
	Reading Fun With Jr Great Books and More	5/15 - 9/1	Lori Walker (E)	60% Net	\$110
	Rock N Roll Robotics - Legos®	5/15 - 9/1	Computer Explorers (I)	PP	\$98
	Science Classes	5/15 - 9/1	Mad Science (I)	60% Net	\$90
	Science Classes	5/15 - 9/1	Mad Science (I)	PP	\$165
	Second Grade Common Core Camp	5/15 - 9/1	Christy Grudynski (E)	60% Net	\$180
	Self-Publishing Online Digital Photo Books For Y	5/15 - 9/1	Randeleigh Harris (E)	50% Net	\$92
	Semi-Private Swim Lessons	5/15 - 9/1	Pete Cosmakos, LLC (I)	60% Net	\$105
	Sewing Classes	5/15 - 9/1	Laurie Murphy Klein (E)	50% Net	\$100
	So You Want To Be A Teacher?	5/15 - 9/1	Lori Walker (E)	60% Net	\$125
	Soccer Skills Clinics	5/15 - 9/1	BJ McNicol (E)	50% Net	\$126
	Spanish For Children: Levels 1 and 2	5/15 - 9/1	Conversa (I)	60% Net	\$90
	Spanish For Children: Levels 1 And 2	5/15 - 9/1	Conversa (I)	50% Net	\$120
	Spanish For Preschoolers	5/15 - 9/1	Conversa (I)	50% Net	\$90
	Spotlight Series	5/15 - 9/1	Confidence In The Spotlight (I)	60% Gross	\$275
	Storytelling: The Pathway To Public Speaking Su	5/15 - 9/1	Debra Weller (E)	30% Net	\$90
	Storytelling: The Pathway To Public Speaking Su	5/15 - 9/1	Laurie Burgess (E)	30% Net	\$90
	Study Insects In Spanish	5/15 - 9/1	Veronica Noguez (E)	60% Net	\$180
	Study Strategies For Teens	5/15 - 9/1	Jason Turney (E)	\$29/hr+	\$56
	Successful Study Strategies For Kids	5/15 - 9/1	Jason Turney (E)	\$29/hr+	\$56
	Summer Art Experience In Spanish	5/15 - 9/1	Nicole Thompson (E)	60% Net	\$180
	Super Chefs	5/15 - 9/1	Super Readers (I)	60% Net	\$130
	Superhero Filmmaking Flix	5/15 - 9/1	Incrediflix (I)	PP	\$185
	Tee It Up With TGA	5/15 - 9/1	TGA Staff (I)	60% Net	\$90
	Tennis	5/15 - 9/1	Orange County Com. Tennis Asso	60% Net	\$90
	Tennis Skills Clinics	5/15 - 9/1	Nick Trani (E)	50% Net	\$149
	The Power Of Exploring Art	5/15 - 9/1	Nancy Larragoiti (E)	\$29/hr+	\$46
	The Wonderful World Of Writing	5/15 - 9/1	Cindy Billy (E)	30% Net	\$235
	The Wonderful World Of Writing	5/15 - 9/1	Danielle Ridill (E)	30% Net	\$235
	Theatre Fun With Improvisation	5/15 - 9/1	Tara Meyer (E)	\$29/hr+	\$120
	Third Grade Common Core Camp	5/15 - 9/1	Christy Grudynski (E)	60% Net	\$180
	Toddler Time	5/15 - 9/1	Toddler Time (I)	60% Net	\$90
	Volleyball	5/15 - 9/1	Tanya Bonetti (E)	30% Net	\$90

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Summer 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Volleyball	5/15 - 9/1	Heather Carlsen (E)	30% Net	\$90
	Volleyball	5/15 - 9/1	Tanya Bonetti (E)	60% Net	\$180
	Volleyball	5/15 - 9/1	Heather Carlsen (E)	60% Net	\$180
	Volleyball Skills Clinics	5/15 - 9/1	Carmen Stratton (E)	50% Net	\$126
	Water Polo Skills Clinics	5/15 - 9/1	Pete Cosmakos, LLC (I)	50% Net	\$126
	Young Artists And Authors Studio	5/15 - 9/1	Carrie Gray (E)	60% Net	\$180
	Young Artist's Workshop	5/15 - 9/1	Nancy Larragoiti (E)	\$29/hr+	\$98
	Young Illustrators	5/15 - 9/1	Jan Wood-Harris (E)	\$29/hr+	\$98
	Young Rembrandts	5/15 - 9/1	Young Rembrandts (I)	60% Net	\$180
	Young Rembrandts Cartooning	5/15 - 9/1	Young Rembrandts (I)	60% Net	\$90
	Young Rembrandts Draw Amazing Things	5/15 - 9/1	Young Rembrandts (I)	60% Net	\$90
	Youth Aquatics	5/15 - 9/1	Pete Cosmakos, LLC (I)	50% Net+	\$75

South Orange County Community College District

IRVINE VALLEY COLLEGE

COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Late Spring/Summer 2014

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
2-Day Film School	5/27-8/18/14	Dov Simens	50% gross	\$395
Academic Academy/Test Prep	5/27-8/18/14	Amanda Click	60% gross	\$99-\$260
Academic Chess	5/27-8/18/14	Adam Broady	50% gross	\$150
Academic Test Prep	5/27-8/18/14	Kathy Song	50% gross	\$129
Aquatic Fitness	5/27-8/18/14	Barbara Stockler	70% gross	\$20
Art Courses	5/27-8/18/14	Annette Hernandez	70% gross	\$45
Art Courses	5/27-8/18/14	Donna Hanna-Chase	70% gross	\$30
Art Courses	5/27-8/18/14	Pam Schader	70% gross	\$38
Art Courses	5/27-8/18/14	Steve Wang	70% gross	\$60
Art Courses	5/27-8/18/14	Teresa Fernald	70% gross	\$30
Band Rehearsal/Performance	5/27-8/18/14	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	5/27-8/18/14	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	5/27-8/18/14	Peter Fournier	70% gross	\$30
Band Rehearsal/Performance	5/27-8/18/14	Cindy Ellis	70% gross	\$30
Business Management	5/27-8/18/14	Gene Konstant	50% gross	\$29-\$159
Choral Music	5/27-8/18/14	Cecilia Kim	70% gross	\$20
Computer Classes	5/27-8/18/14	Louise Records	70% gross	\$30-\$99
Computer Classes	5/27-8/18/14	Vazi Okhandiar	60% gross	\$45-\$329
Country Line Dancing	5/27-8/18/14	Ida Stuart	70% gross	\$20
Creative Writing	5/27-8/18/14	Jeffrey Briar	70% gross	\$45
Dayan Qigong	5/27-8/18/14	Joanna Schoon	70% gross	\$30
Dayan Qigong	5/27-8/18/14	Judith Shields	70% gross	\$30
E-Bay Courses	5/27-8/18/14	Carolyn Jacinto	50% gross	\$95-\$225
Film Genres	5/27-8/18/14	Kathryn Kramer	70% gross	\$20-\$30
Filmmaking Camps	5/27-8/18/14	Tobin Felfe	65% gross	\$180
Financial Courses	5/27-8/18/14	Bobbie Christiansen	50% gross	\$59
Fitness Courses	5/27-8/18/14	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	5/27-8/18/14	Beejay Janiga	70% gross	\$25
Fitness Courses	5/27-8/18/14	Carrie Henderson	70% gross	\$25-\$29
Fitness Courses	5/27-8/18/14	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	5/27-8/18/14	Leslie Lowe	70% gross	\$20
Fitness Courses	5/27-8/18/14	Lisa Messenger	70% gross	\$15-\$25
Fitness Courses	5/27-8/18/14	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	5/27-8/18/14	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	5/27-8/18/14	Sandra Casado	70% gross	\$30
Fitness Courses	5/27-8/18/14	Fran Fisher	50% gross	\$29-\$109

*per person, **per session

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Health Courses	5/27-8/18/14	Madhava Das	50% gross	\$39
Internet/Web Certificate Courses	5/27-8/18/14	Rich Talmo	IVC receives \$29-300*pp	\$49-\$4,500
IRD Reading	5/27-8/18/14	David Soloway	IVC receives 8% net	\$249-\$399
Language Classes	5/27-8/18/14	Cristina Versteegh Garcia	IVC receives 50% net	\$229-\$349
Life College	5/27-8/18/14	Joyce Arntson	50% gross	\$2,666
Mathobotix STEM Summer Camp	5/27-8/18/14	Kumar Ramajayam	70% gross	\$159-\$299
Mad Science Camps	5/27-8/18/14	Trisha Loos	70% gross	\$115-\$144
Medical Courses	5/27-8/18/14	Dennis Porch	50% gross	\$45-\$55
Medical Courses	5/27-8/18/14	Dana Bernard	IVC receives \$550 per student	\$1,995
Music Courses	5/27-8/18/14	Louise Jacobs	70% gross	\$20-\$25
Music Courses	5/27-8/18/14	Ron Gorman	50% gross	\$90
Nike Tennis Camps	5/27-8/18/14	Ross Duncan	IVC receives 20% of net	\$315-\$395
Nutrition Courses	5/27-8/18/14	Madhava Das	50% gross	\$39
Patchwork & Quilting	5/27-8/18/14	Carolyn Caverly	70% gross	\$48
Personal Enrichment Courses	5/27-8/18/14	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	5/27-8/18/14	Leslee Newman	50% gross	\$45
Personal Enrichment Courses	5/27-8/18/14	Brad Pollack	50% gross	\$40-\$60
Personal Enrichment Courses	5/27-8/18/14	Ronald Feher	50% gross	\$25
Piano Courses	5/27-8/18/14	Carol Lippert	70% gross	\$30
POST Training	5/27-8/18/14	Colin McCaughey	Presenter receives \$2,500 **ps	\$199
Reading/Writing/Test Prep Courses	5/27-8/18/14	Ioan Sersea	50% gross	\$50-\$199
Real Estate Courses	5/27-8/18/14	Anthony Bahde	50% gross	\$50
Retirement Planning Courses	5/27-8/18/14	Rod Kamps	50% gross	\$59-\$64
Retirement Planning Courses	5/27-8/18/14	Thomas Vancce	50% gross	59-\$64
Screenwriting Courses	5/27-8/18/14	Mark Sevi	50% gross	\$75-\$150
Self Improvement/Study Skills Courses	5/27-8/18/14	Curtis Adney	65% gross	\$55-\$59
Social Badminton	5/27-8/18/14	Helen Tung	50% gross	\$45-\$75
Special Event Planning	5/27-8/18/14	Gail Sunshine	50% gross	\$39
Special Event Planning	5/27-8/18/14	Simon Sanford	50% gross	\$95
Special Event Planning	5/27-8/18/14	Arlene Sheff	50% gross	\$125
Study Skills for Special Needs	5/27-8/18/14	Dennis Knapp	50% gross	\$90
Study Skills for Special Needs	5/27-8/18/14	Pam Albonni	50% gross	\$90
Tai Chi	5/27-8/18/14	Sebastian Caramagno	70% gross	\$25
Tai Chi	5/27-8/18/14	Joanna Schoon	70% gross	\$60-\$75
Tap Dance	5/27-8/18/14	Dorothy Bregozzo	70% gross	\$30
Tap Dance	5/27-8/18/14	Marge Forehan	70% gross	\$30
Tennis Classes	5/27-8/18/14	Brian Lee	IVC receives \$1,500 per session	\$1,500
Tennis Classes	5/27-8/18/14	Vincent Allegre	IVC receives 20% of class revenues	\$20-\$300
Travel Courses	5/27-8/18/14	William Anthony	50% gross	\$39
Travel Courses	5/27-8/18/14	Natalie White	IVC receives \$20-\$200 per participant	\$49-\$999

*per person, **per session

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Workforce Development Courses	5/27-8/18/14	Jon Jorgensen	50% gross	\$95
Yoga	5/27-8/18/14	Fleur Fong	70% gross	\$38
Yoga	5/27-8/18/14	Jeffrey Briar	70% gross	\$20
Yoga	5/27-8/18/14	Kathyrn Burns	70% gross	\$25
Yoga	5/27-8/18/14	Mikki Michele	70% gross	\$36-\$60
Yoga	5/27-8/18/14	Ruthe Gluckson	70% gross	\$25

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

BACKGROUND

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges and/or ATEP since the last board meeting. Travel expenses and/or honorarium for speakers must be recommended by the Chancellor or college president and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
1/16/14 5:00-7:00pm SSC 212	Part-Time Faculty Dinner	Jonathan Mooney	Students With Differences	\$1,000.00
01/24/14 Time Not Specified McKinney Theater	Amara Aguilar Charlie Meyers	Alec Contestible Torrey Tayenaka David Helman Nate Heartt	CTVR Alumni return to Saddleback to talk to students about their time at Saddleback, current careers	Perkins allocation \$100.00 for each speaker
01/29/14 7:00-9:00pm FA 101	Randy Pile Intermediate/Advanced Guitar	Walter Clark	Guitar and Vocal Music of F. Moreno Torroba	\$200.00
02/10/14 4:00-6:30pm BGS 132	F. Gabdrakhmanova Interior Design Internship 10129	George Katzenberger	How to photograph your design projects for your portfolio presentations	Perkins \$200.00
02/21/14 9:00-4:00pm SSC 212	On Course Workshop	Jonathan Brennan	Helping Colleges Improve Student Success and Retention	Grant Funded \$4200.00
03/14/14 10:30am SM 313	Science Lecture Series 2013-2014	David Otaguro	Google – Computer Software and Engineering	ASG Funds – Honorarium up to \$750.00
05/02/14 9:30-11:20am Laguna Woods Village Auditorium Clubhouse 3	College Chattopadhyay HUM 204X Modern World Culture: 1700- Present (EI)	Dr. Jacques V. Souaddjian	Save Your Health – The Unspoken Truth	\$100.00

IRVINE VALLEY COLLEGE

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

TO: Board of Trustees

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
AGB National Conference on Trusteeship Hyatt Regency Orlando Orlando, FL	4/12-4/14 (2)	\$3,220	none	none
CCLC Annual Trustee Conference Marriott Hotel & Spa Newport Beach, CA	5/2-5/4 (2)	\$1,500	none	none

* The figure in parentheses is the estimated number of nights lodging

** The amount listed includes estimated airfare, lodging, meals, and other expenditures

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 14-04 to Amend FY 2013-2014 Adopted Budget

ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58308 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2013-2014 Adopted Budget.

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

General Fund

Non-Resident Tuition Capital Outlay at Irvine Valley College	\$200,000
Common Assessment Grant at Saddleback College	\$600,000
Faculty Entrepreneurship at Saddleback College	\$4,200
Board Financial Assistance Program at Saddleback College	\$5,000

Total Increase to the General Fund

\$809,200

Total Budget Amendment

\$809,200

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 14-04 to amend the FY 2013-2014 Adopted Budget as indicated in EXHIBIT A.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 14-04

February 24, 2014

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$809,200 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58308, such excess funds are to be appropriated according to the following schedule:

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$609,200
8800	Local Revenue	\$200,000
		<u>\$809,200</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$180,495
2000	Classified Salaries	\$218,509
3000	Fringe Benefits	\$123,291
4000	Books and Supplies	\$16,446
5000	Other Operating Expenses and Services	\$53,459
6000	Capital Outlay	\$217,000
		<u>\$809,200</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 14-04
February 24, 2014

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$809,200 was duly and regularly adopted by the said Board at a regular meeting thereof held on February 24, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 25th day of February 2014.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Gifts to the District and Foundations

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
February 24, 2014

SADDLEBACK COLLEGE

Gift	Donated By:
Miscellaneous Auto Equipment	Fred Molnar
Miscellaneous tools and toolbox	Linda Minder
2013 KIA Cadenza	KIA Motors America
Brent Model C Pottery Wheel	John Manzo
Theatre production equipment: Canvas, gloves, hats	Bill and Polly Musch
Books	Ana M Cobos, Kate Fonkalsrud, Tony Guerro, Jim Stebbins

IRVINE VALLEY COLLEGE

Gift	Donated By:
Scented wax warmer	Carol Dana
Sailboat painting	Glenn Roquemore
Two paintings	Jeffrey Hurlbut
Two bottles of wine	Becky Tseng
Bowling passes	Sharon Louie
Twenty \$5 gift certificates	S & B foods
Chocolate gift basket	IVC Dept of Research
Gift basket	IVC Distant Ed
Elf shelf lunch box w/music CDs	IVC KHA
Asian mini screen, comb and art book	IVC Fine Art
Gift basket	IVC School of Business
Gift basket	IVC Office of Instruction
Gift basket	IVC Foundation
Gift basket	IVC Office of Student Svc
Gift basket, lunch with president	IVC Office of President

DONATIONS
February 24, 2014

Gift basket	IVC Classified Senate
Lunch guest with president academic senate	Kathy Schmeidler
Three lunch guest with president classified senate	Vince Cooper
One night stay	The Hills Hotel
Four guest passes	USS Midway Museum
Two \$25 gift cards	Stonefire Grill
Five 2-game passes	Irvine Lanes
Five VIP Passes	Improv
Four rounds of miniature golf	Boomers
Four \$10 gift cards	Daphne's
Two \$25 gift cards	Yard House
\$100 gift certificate	Gelsons
Wine class for four	Total Wine & More
Four 1-day hopper passes	Disneyland
Ten \$12 discount cards	Spa Gregories
Two \$25 gift cards	JT Schmids
Three \$15 power cards	Dave & Busters
\$50 gift card	Doubletree Hotel
Cake gift certificate	Nothing Bundt Cakes
Six reserved tickets to Rose Parade	Karima Feldhus
Two passes to Medieval Times	ASIVC
Two passes to Legoland	ASIVC
Signed autograph photo of Mike Scioscia	Angels
Wine gifts	Karima Feldhus
Two pairs of sunglasses	Oakley
Dictionaries	Stephen Rochford

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

BACKGROUND

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

STATUS

Checks No. 176560 through 177606 processed through the Orange County Department of Education, totaling \$7,680,831.40; and Checks No. 010925 through 010958, processed through Saddleback College Community Education, totaling \$174,456.14; and Checks No. 009216 through 009219, processed through Irvine Valley College Community Education, totaling \$2,398.20 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 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176560	01/08/2014	AT & T MOBILITY	32.50
176561	01/08/2014	BATTERY SYSTEMS OF ANAHEIM	1,419.10
176562	01/08/2014	SO. ORANGE CO. COMM. COL.DIST	626.00
176563	01/08/2014	RANDOM REEL ENTERTAINMENT c/o RANDY VAN DYKE	5,000.00
176564	01/08/2014	OFFICEMAX CONTRACT INC.	3,971.23
176565	01/08/2014	OFFICEMAX CONTRACT INC.	4,397.50
176566	01/08/2014	PATTERSON MEDICAL	814.60
176567	01/08/2014	PEAK-RYZEX, INC.	1,699.97
176568	01/08/2014	PRECISION GLASS & OPTICS	520.00
176569	01/08/2014	PHOENIX GROUP	1,538.48
176570	01/08/2014	PLATINUM EDUCATIONAL GROUP LLC	2,166.00
176571	01/08/2014	POSTMASTER	200.00
176572	01/08/2014	PRAXAIR DISTRIBUTION, INC	15.42
176573	01/08/2014	PURETEC	261.85
176574	01/08/2014	QUINCY COMPRESSORS	540.00
176575	01/08/2014	THE RAISE FOUNDATION	234.30
176576	01/08/2014	SARS SOFTWARE PRODUCTS, INC.	3,000.00
176577	01/08/2014	SchoolOutfitters.com	599.46
Unpaid Sales Tax			39.87
Expensed Amount			639.33
176578	01/08/2014	SEHI PROCOMP COMPUTER PRODUCTS	1,614.05
176579	01/08/2014	SHRED-IT USA-SAN DIEGO	327.83
176580	01/08/2014	SITBETTER	189.00
176581	01/08/2014	TECHNOLOGY INTEGRATION GROUP	1,343.44
176582	01/08/2014	TRUSTWAVE HOLDINGS, INC.	1,650.00
176583	01/08/2014	U.S. DATA TRUST CORPORATION	5,000.00
176584	01/08/2014	UNITED DIRECT MARKETING	645.00
176585	01/08/2014	UNITED INTERIORS	632.20
176586	01/08/2014	USA MOBILITY WIRELESS, INC.	65.10
176587	01/08/2014	VWR INTERNATIONAL, INC.	72.51
176588	01/08/2014	WARD'S NATURAL SCIENCE	91.56
176589	01/08/2014	W A X I E	53.55
176590	01/08/2014	CARLOS ZELAYA	35.00
176591	01/08/2014	RPM CONSULTANT GROUP	2,870.00
176592	01/08/2014	CHEVRON AND TEXACO BUSINESS CARD SERVICES	960.67
176593	01/08/2014	LOS SERRANOS GOLF COURSE	554.00
176594	01/08/2014	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,045.50
176595	01/09/2014	ACADEMIC SENATE	600.00
176596	01/09/2014	PAUL BONKOWSKI	234.14
176597	01/09/2014	CASHIER DEPT. OF PESTICIDE REGULATION	140.00
176598	01/09/2014	ANNE FITZGERALD	267.72
176599	01/09/2014	NCMPR NATIONAL CONFERENCE	625.00
176600	01/09/2014	TODD SCHMALTZ	294.72
176601	01/09/2014	THE WESTIN NEW ORLEANS CANAL PLACE	823.40
176602	01/09/2014	JAVIER WILLIAMS	522.42
176603	01/09/2014	DAVID YOUNG	294.72
176604	01/09/2014	MARK ZANDONELLA	294.72

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ESCAPE ONLINE

Page 1 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176605	01/09/2014	A GOOD SIGN AND GRAPHIC CO.	102.60
176606	01/09/2014	AMER. EDUCATIONAL PRODUCTS LLC	171.75
		Unpaid Sales Tax	12.14
		Expensed Amount	183.89
176607	01/09/2014	AMER. SOCIOLOGICAL ASSN.	14.00
		Unpaid Sales Tax	.32
		Expensed Amount	14.32
176608	01/09/2014	ARAMARK UNIFORM SERVICES	51.77
176609	01/09/2014	ARAMARK UNIFORM SERVICES	208.58
176610	01/09/2014	ARC AMER. REPROGRAPHICS CO.	567.08
176611	01/09/2014	AUTOMIC DESIGNS, INC.	227.20
176612	01/09/2014	AIRPORT VAN RENTAL INC	90.74
176613	01/09/2014	BENNETT PRODUCTIONS UNLIMITED	6,101.50
176614	01/09/2014	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	2,150.26
176615	01/09/2014	NANCY BRACKEN	3,504.88
176616	01/09/2014	BRAVO SIGN & DESIGN	3,957.00
176617	01/09/2014	SPORT SUPPLY GROUP	12,762.35 *
Reissued on 01/09/2014, Cancel Register # AP01092014C			
176618	01/09/2014	CAESAR'S APPLIANCE SERVICE, INC.	93.87
176619	01/09/2014	CALIFORNIA ELECTRIC SERVICE	50.00
176620	01/09/2014	CARAVAN CANOPY INT'L, INC.	980.40
176621	01/09/2014	LUIS A. CARDENAS	100.00
176622	01/09/2014	CHEFS' TOYS	1,316.04
176623	01/09/2014	CHRONICLE OF HIGHER EDUCATION	76.00
176624	01/09/2014	CLARK SECURITY PRODUCTS	470.88
176625	01/09/2014	CORPORATE BUSINESS SYSTEMS INC	621.72
		Unpaid Sales Tax	47.81
		Expensed Amount	669.53
176626	01/09/2014	COASTLINE ROP	415.94
176627	01/09/2014	MIKE COLLINS	1,700.82
176628	01/09/2014	CONSOLIDATED ELECTRICAL DIST.	527.42
176629	01/09/2014	COUNCIL FOR RESOURCE DEVELOP.	325.00
176630	01/09/2014	PATRICIA CRAIG	100.00
176631	01/09/2014	FEDERAL EXPRESS	814.90
176632	01/09/2014	FISHER SCIENTIFIC	4,567.66
176633	01/09/2014	FONTIS SOLUTIONS	237.60
176634	01/09/2014	FREEWAY AUTO SUPPLY	32.39
176635	01/09/2014	PIPS C/O KEENAN & ASSOCIATES	147,604.75
176636	01/09/2014	PIPS C/O KEENAN & ASSOCIATES	147,604.75
176637	01/09/2014	BSN SPORTS	12,762.35
176638	01/09/2014	ALTERNATIVE DELIVERY SOLUTIONS	2,072.00
176639	01/09/2014	APPLE COMPUTER INC.	11,172.92
176640	01/09/2014	COLEMAN'S LANDSCAPE DAVID B. COLEMAM	27,800.00
176641	01/09/2014	COLLEGESOURCE, INC.	1,487.50
176642	01/09/2014	DB MECHANICAL, INC.	23,789.00
176643	01/09/2014	EMISSION COMPLIANT CONTROLS PRE-BANC BUSINESS CREDIT, INC.	79,995.90
176644	01/09/2014	ENAMIX, INC.	10,640.00
176645	01/09/2014	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	6,282.32

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ESCAPE ONLINE

Page 2 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176646	01/09/2014	ENVIRON INTERNATIONAL CORP.	1,745.82
176647	01/09/2014	FISHER SCIENTIFIC ACCT #719629-002	5,135.96
176648	01/09/2014	FUNDAMENT & ASSOCIATES, INC.	3,750.00
176649	01/09/2014	LANDSCAPE DYNAMICS	4,678.21
176650	01/09/2014	MARK IV COMMUNICATIONS, INC.	2,972.23
170051	01/09/2014	NEUDESIC, LLC	74,590.00
176652	01/09/2014	NIMBLE CONSULTING	18,125.00
176653	01/09/2014	REDISQ TECHNOLOGIES	4,400.00
176654	01/09/2014	SUPPORT PRODUCT SERVICES	79,000.00
176655	01/09/2014	SYNERGY SOFTWARE SOLUTIONS	9,975.00
176656	01/09/2014	TRANSPORT SPECIALTIES, INC.	1,207.50
176657	01/09/2014	NABIH YOUSSEF STRUCTURAL ENGINEERS	1,483.48
176658	01/10/2014	KATE FUENTES	250.00
176659	01/10/2014	TREY HANNULA	275.00
176660	01/10/2014	STEPHEN HENKLE	225.00
176661	01/10/2014	SCOTT MC REYNOLDS	175.00
176662	01/10/2014	KELVIN A. MOTA	270.00
176663	01/10/2014	CHRISTOPHER J. RUIZ	140.00
176664	01/10/2014	PRESIDIO	189,218.08
176665	01/10/2014	KATE ALDER	192.49
176666	01/10/2014	DON BUSCHE	105.27
176667	01/10/2014	JOHN DEERE LANDSCAPES, INC.	4,938.97
176668	01/10/2014	GALL'S/QUARTERMASTER	637.91
176669	01/10/2014	GEARY PACIFIC SUPPLY #44	3,279.32
176670	01/10/2014	JACQUELINE GOODE	240.00
176671	01/10/2014	GRACE TRAINING SUPPLY	6,071.90
		Unpaid Sales Tax	464.00
		Expensed Amount	6,535.90
176672	01/10/2014	GRANICUS, INC.	1,773.50
176673	01/10/2014	HAIR CALIFORNIA BEAUTY ACADEMY	24,413.00
176674	01/10/2014	HARDY & HARPER, INC.	14,193.00
176675	01/10/2014	HARDY DIAGNOSTICS	11.34
176676	01/10/2014	HINES INDUSTRIES, INC.	64.70
		Unpaid Sales Tax	4.14
		Expensed Amount	68.84
176677	01/10/2014	HIRSCH PIPE & SUPPLY	24.09
176678	01/10/2014	HOME DEPOT CREDIT SERVICES	506.48
176679	01/10/2014	HORIZON	4,601.89
176680	01/10/2014	HUMANSIZE C/O UNITED INTERIORS	567.32
176681	01/10/2014	ANTHONY HUNTLEY	567.00
176682	01/10/2014	INGARDIA BROTHERS PRODUCE, INC.	577.05
176683	01/10/2014	INTERACT COMMUNICATIONS, INC.	1,796.38
176684	01/10/2014	IRVINE PIPE & SUPPLY	241.62
176685	01/10/2014	THE IRVINE RANCH OUTDOOR EDUCATION CENTER	1,725.00
176686	01/10/2014	FHEG IVC BOOKSTORE STORE NO 895 MA	609.83
176687	01/10/2014	IRVINE VALLEY COLLEGE	503.00
176688	01/10/2014	IRVINE VALLEY COLLEGE	2,500.00
176689	01/10/2014	IRVINE VALLEY COLLEGE	360.00
176690	01/10/2014	BILL JAY	8.80

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ESCAPE ONLINE

Page 3 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176691	01/10/2014	TIMOTHY JEMAL	45.49
176692	01/10/2014	JOHNSTONE SUPPLY	65.34
176693	01/10/2014	KEN KINDER	21.47
176694	01/10/2014	KLINGER EDUCATIONAL PRODUCTS	317.00
		Unpaid Sales Tax	25.36
		Expensed Amount	342.36
176695	01/10/2014	KNORR SYSTEMS, INC.	806.35
176696	01/10/2014	KRATOS HBE	620.15
176697	01/10/2014	LAB RESEARCH PRODUCTS	5,659.20
		Unpaid Sales Tax	374.34
		Expensed Amount	6,033.54
176698	01/10/2014	LAERDAL MEDICAL CORP.	5,181.52
176699	01/10/2014	DAVID B. LANG	235.27
176700	01/10/2014	LASER SOURCE	264.60
176701	01/10/2014	LAURA'S INT PLANTScape SERV	266.96
176702	01/10/2014	LEGION WEST PAPER	1,161.00
176703	01/10/2014	DIANE LEWIS	175.05
176704	01/10/2014	LIEBERT CASSIDY WHITMORE	50.80
176705	01/10/2014	LOCAL JANITORIAL & VACUUM & SUPPLY CO.	666.69
176706	01/10/2014	LOOMIS, FARGO & COMPANY	424.97
176707	01/10/2014	ANTHONY MACIEL	347.88
176708	01/10/2014	MAIN GRAPHICS	1,421.93
176709	01/10/2014	MIROSLAVA MANCHIK	55.37
176710	01/10/2014	MARK IV COMMUNICATIONS, INC.	1,456.57
176711	01/10/2014	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	282.57
		Unpaid Sales Tax	18.23
		Expensed Amount	300.80
176712	01/10/2014	MARLA'S MANIA	1,303.78
176713	01/10/2014	MARSHALL MATERIALS	879.73
176714	01/10/2014	ANITA MC DONALD	38.14
176715	01/10/2014	MARTIN MC GROGAN	57.23
176716	01/10/2014	MC KESSON MEDICAL SURGICAL	63.57
176717	01/10/2014	McLOGAN SUPPLY COMPANY, INC.	375.90
176718	01/10/2014	CLIFFORD MEYER C/O AUTO TECH	233.63
176719	01/10/2014	MARCIA MILCHIKER	79.98
176720	01/10/2014	MISSION VIEJO GLASS	695.00
176721	01/10/2014	MITY-LITE, INC.	769.57
176722	01/10/2014	MKH ELECTRONICS	260.80
176723	01/10/2014	MUCHIRAHONDO, DORIS	16.84
176724	01/10/2014	NAT'L ASSO OF COLL/EMPLOYERS	425.00
176725	01/10/2014	NEUDESIC, LLC	13,832.00
176726	01/10/2014	AEROFUND FINANCIAL, INC.	268.92
176727	01/10/2014	OC TREASURER-TAX COLLECTOR	17,714.50
176728	01/10/2014	OC SHERIFF'S DEPARTMENT COMMUNICATIONS & TECH. DIV.	53,911.70
176729	01/10/2014	ALICIA OLVERA	5.93
176730	01/10/2014	ORKIN PEST CONTROL 711	1,475.00
176731	01/10/2014	NANCY PADBERG	88.37
176732	01/10/2014	SANDRA POPE	106.79

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ESCAPE ONLINE

Page 4 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176733	01/10/2014	PRENDERGAST, T. J.	63.73
176734	01/10/2014	RJ COACHING AND CONSULTING RITA M. JONES	10,000.00
176735	01/10/2014	DAVID ROBINSON	297.85
176736	01/10/2014	SC ASSOCIATED STUDENT BODY	3,740.00
176737	01/10/2014	MATT SUAREZ	147.44
176738	01/10/2014	ERIK JENSEN WIRED PLANET	787.50
176739	01/10/2014	WRIGHT, JIM	72.31
176740	01/13/2014	XEROX CORPORATION	24,887.37
176741	01/13/2014	PITNEY BOWES INC.	30,000.00
176742	01/13/2014	SO. ORANGE CO. COMM. COL.DIST	16,428.00
176743	01/13/2014	KATE ALDER	205.39
176744	01/13/2014	CCCAOE	395.00
176745	01/13/2014	CCCCSSAA C/O BRUCE PATT	375.00
176746	01/13/2014	D4 SOLUTIONS INC.	879.38
176747	01/13/2014	CHRISTY DRUCKREY	35.00
176748	01/13/2014	SHEILA DUFRESNE	5,000.00
176749	01/13/2014	ECONOMIC ALTERNATIVES, INC.	376.25
176750	01/13/2014	EXCELSIOR ELEVATOR CORPORATION	1,370.00
176751	01/13/2014	BRENDA FITZGEORGE	83.24
176752	01/13/2014	PRYOR SEMINARS & CAREERTRACK	27.75
176753	01/13/2014	HOLIDAY INN CAPITOL PLAZA	616.40
176754	01/13/2014	NCMPR NATIONAL CONFERENCE	625.00
176755	01/13/2014	THE EMBROIDERY STORE	384.51
176756	01/13/2014	THE WESTIN NEW ORLEANS CANAL PLACE	817.08
176757	01/13/2014	DATA CLEAN CORPORATION	880.00
176758	01/13/2014	FACILITIES PLANNING & PROGRAM SERVICES, INC	1,510.00
176759	01/13/2014	GKKWORKS	6,095.34
176760	01/13/2014	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	3,195.00
176761	01/13/2014	BRUCE HAGAN	30.51
176762	01/13/2014	NEUDESIC, LLC	32,786.00
176763	01/13/2014	STRATA INFORMATION GROUP	160.00
176764	01/13/2014	TODD'S INSPECTION TESTING SERV	14,583.00
176765	01/13/2014	TODD ROBINSON	
176766	01/13/2014	COBRA RESOURCES, INC.	187.00
176767	01/13/2014	LORMAN EDUCATION SERVICES DEPT 5382	329.00
176768	01/13/2014	MERCADO CORONA, INC.	359.96
176769	01/13/2014	AT&T	8.34
176770	01/13/2014	OFFICEMAX CONTRACT INC.	2,217.04
176771	01/13/2014	SAN DIEGO GAS & ELECTRIC	900.70
176772	01/13/2014	VAVRINEK, TRINE, DAY & CO LLP	9,800.00
176773	01/13/2014	OFFICEMAX CONTRACT INC.	67.17
176774	01/13/2014	SO. ORANGE CO. COMM. COL. DIST	6,676.96
176775	01/14/2014	AT & T	70.99
176776	01/14/2014	AT & T	29.39
176777	01/14/2014	AT & T	36.22
176778	01/14/2014	AT&T	5,693.45
176779	01/14/2014	AT&T	11.81
176780	01/14/2014	SOUTHERN CALIFORNIA GAS CO.	11.81
176781	01/14/2014	SOUTHERN CALIFORNIA GAS CO.	3,819.80
			211.44

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ESCAPE ONLINE

Page 5 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176782	01/14/2014	SOUTHERN CALIFORNIA GAS CO.	3,572.64
176783	01/14/2014	SOUTHERN CALIFORNIA GAS CO.	52.61
176784	01/14/2014	STEVE TEH	982.00
176785	01/14/2014	STEVE TEH	165.00
176786	01/14/2014	AIR SOURCE INDUSTRIES, INC.	50.90
176787	01/14/2014	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	47,122.64
176788	01/14/2014	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	90,957.87
176789	01/14/2014	BLICK ART MATERIALS	933.38
176790	01/14/2014	BSN SPORTS	1,526.39
176791	01/14/2014	DEANN BURCH	1,000.00
176792	01/14/2014	CALIFORNIA STAGE/LIGHTING, INC	92.68
176793	01/14/2014	CANON SOLUTIONS AMERICA, INC.	175.72
176794	01/14/2014	CDW GOVERNMENT, INC.	893.85
176795	01/14/2014	CLARK SECURITY PRODUCTS	224.16
176796	01/14/2014	COAST FITNESS REPAIR SHOP	600.00
176797	01/14/2014	CONSOLIDATED ELECTRICAL DIST.	16.42
176798	01/14/2014	COX COMMUNICATIONS	2,150.60
176799	01/14/2014	COX COMMUNICATIONS	2,110.56
176800	01/14/2014	COX COMMUNICATIONS	10.29
176801	01/14/2014	COX COMMUNICATIONS	1,108.04
176802	01/14/2014	COX COMMUNICATIONS	2,358.04
176803	01/14/2014	CULLIGAN	116.50
176804	01/14/2014	DE NAULT'S TRUE VALUE HARDWARE	21.48
176805	01/14/2014	DISCOUNT DANCE SUPPLY CO.	93.34
176806	01/14/2014	DISH NETWORK	69.85
176807	01/14/2014	DOCTOR'S AMBULANCE SERVICE	105.00
176808	01/14/2014	DOCUSIGN, INC	2,875.00
176809	01/14/2014	DYNACON	2,800.00
176810	01/14/2014	EAGLE COMMUNICATIONS	2,715.23
176811	01/14/2014	EASTBAY TEAM SPORTS DEPT #5374	2,018.04
176812	01/14/2014	EBERHARD EQUIPMENT	6,717.60
176813	01/14/2014	ECOLOGICAL FERTIGATION INC	1,404.90
176814	01/14/2014	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)	270.00
176815	01/14/2014	ARNETTE EDWARDS	180.00
176816	01/14/2014	ELECTRONIX EXPRESS	41.60
Unpaid Sales Tax			2.88
Expensed Amount			44.48
176817	01/14/2014	EMD MILLIPORE CORP	527.72
176818	01/14/2014	ANTIMITE TERMITE & PEST CONTROL	1,117.00
176819	01/14/2014	CDW GOVERNMENT, INC.	254.91
176820	01/14/2014	DAIRY DEPOT	58.29
176821	01/14/2014	ACSIG/EDGE	141,868.86
176822	01/14/2014	ACSIG/EDGE	43,680.84
176823	01/14/2014	HYATT LEGAL	7,370.40
176824	01/14/2014	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,516.94
176825	01/14/2014	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,464.40
176826	01/14/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,369,958.00
176827	01/14/2014	UNUM LIFE INSURANCE COMPANY	1,425.44

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ESCAPE ONLINE

Page 6 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176828	01/14/2014	UNUM LIFE INSURANCE COMPANY	3,116.38
176829	01/14/2014	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,173.73
176830	01/14/2014	ACSIG/EDGE	23,019.53
176831	01/14/2014	ACSIG/EDGE	5,627.14
176832	01/14/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	327,290.00
176833	01/15/2014	SOUND ISOLATION COMPANY	2,408.72 *
Reissued on 01/15/2014. Cancel Register # AP01152014A			
176834	01/15/2014	SOUND ISOLATION COMPANY	2,246.00
		Unpaid Sales Tax	179.68
		Expensed Amount	2,425.68
176835	01/15/2014	FEDERAL EXPRESS	45.40
176836	01/15/2014	FERGUSON ENTERPRISES INC #1350	1,418.75
176837	01/15/2014	FISHER SCIENTIFIC	36.55
176838	01/15/2014	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	349.40
176839	01/15/2014	FONTIS SOLUTIONS	326.16
176840	01/15/2014	FREEDOM SCIENTIFIC	2,294.20
176841	01/15/2014	DEBORAH FRICKE	180.00
176842	01/15/2014	FARIBA DAI	12.32
176843	01/15/2014	G/M BUSINESS INTERIORS	81,653.40
176844	01/15/2014	GALLADE CHEMICAL, INC.	1,264.32
176845	01/15/2014	JULIE GENTILE	480.00
176846	01/15/2014	WILL GLEN	58.80
176847	01/15/2014	M. SCOTT GRABAU	30.07
176848	01/15/2014	GRAYBAR ELECTRIC CO.	364.87
176849	01/15/2014	HILLYARD FLOOR CARE SUPPLY HILLYARD/LOS ANGELES	16,556.94
176850	01/15/2014	HITT MARKING DEVICES, INC.	25.52
176851	01/15/2014	HOME DEPOT CREDIT SERVICES	274.93
176852	01/15/2014	JANE HORLINGS	83.46
176853	01/15/2014	LISA INLOW	19.18
176854	01/15/2014	EFAX CORPORATE c/o J2 GLOBAL, INC.	158.50
176855	01/15/2014	JIST WORKS, INC.	2,228.02
176856	01/15/2014	SCOTT KIM	317.36
176857	01/15/2014	KNORR SYSTEMS, INC.	11,254.28
176858	01/15/2014	TONI LAKOW	15.26
176859	01/15/2014	DAUNE MAIN	76.28
176860	01/15/2014	LORI MANGELS	76.28
176861	01/15/2014	MAQUINSAL SEWING MACHINE CO.	300.00
176862	01/15/2014	MARCIVE, INC.	225.50
176863	01/15/2014	ANITA MC DONALD	57.07
176864	01/15/2014	DIANE MC GROARTY	91.77
176865	01/15/2014	MC KESSON MEDICAL SURGICAL	903.96
176866	01/15/2014	MOULTON-NIGUEL WATER DIST.	10,012.86
176867	01/15/2014	MOUSER ELECTRONICS	86.19
176868	01/15/2014	NETOP	195.00
176869	01/15/2014	OC TREASURER-TAX COLLECTOR	210.00
176870	01/15/2014	ORANGE CO. COMMERCIAL PRINTING	727.00
176871	01/15/2014	ORANGE CO. FARM SUPPLY	140.80

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 7 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176872	01/15/2014	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	918.00
176873	01/15/2014	OCLC, INC. DEPT #34299	562.91
176874	01/15/2014	SHELL FLEET CARD SERVICES PROCESSING CENTER	2,576.53
176875	01/15/2014	SOKHA SONG	89.56
176876	01/15/2014	CATHERINE MAHONEY-CAMPBELL	200.00
176877	01/15/2014	ACCESSDATA	4,364.95
176878	01/15/2014	W. W. GRAINGER	219.94
176879	01/15/2014	FHEG IVC BOOKSTORE STORE NO 895 MA	223.45
176880	01/15/2014	IRVINE VALLEY COLLEGE	553.00
176881	01/15/2014	PACIFIC COACHWAYS	740.25
176882	01/15/2014	PETCO ANIMAL SUPPLIES, INC.	21.79
176883	01/15/2014	JIM PHANEUF	167.97
176884	01/15/2014	POCKET NURSE ENTERPRISES, INC.	1,316.78
		Unpaid Sales Tax	93.70
		Expensed Amount	1,410.48
176885	01/15/2014	PRECISION PLUMBING	2,465.00
176886	01/15/2014	PRO TECHNOLOGY AUTOMATION, INC	737.71
176887	01/15/2014	RICOH USA, INC.	1,277.92
176888	01/15/2014	RIO GRANDE ALBUQUERQUE	1,020.17 *
Reissued on 01/16/2014, Cancel Register # AP01162014B			
176889	01/15/2014	RIO GRANDE ALBUQUERQUE THE BELL GROUP	1,854.74 *
Reissued on 01/16/2014, Cancel Register # AP01162014B			
176890	01/15/2014	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	508.00
176891	01/15/2014	S & B FOODS CATERING DIVISION	486.00
176892	01/15/2014	SADDLEBACK GOLF DRIVING RANGE	1,714.80
176893	01/15/2014	CHARLES C. STILL SECURE LIVE SCAN	45.00
176894	01/15/2014	SEHI PROCOMP COMPUTER PRODUCTS	165.59
176895	01/15/2014	SHRED-IT USA-SAN DIEGO	167.83
176896	01/15/2014	SIERRA SOIL, INC.	1,356.40
176897	01/15/2014	SO. COAST FIRE PROTECTION	2,925.00
176898	01/15/2014	SOUTHERN COUNTIES OIL DBA/SC FUELS	11,888.09
176899	01/15/2014	SO. ORANGE CO. COMM. COL.DIST	1,127.00
176900	01/15/2014	STANCIL CORPORATION	1,550.00
176901	01/15/2014	SUN BADGE COMPANY	830.99
176902	01/15/2014	AMY SUPINGER dba SUPINGER STRATEGIES	1,800.00
176903	01/15/2014	TAKACH PRESS CORP.	368.07
176904	01/15/2014	TCP GLOBAL	168.50
176905	01/15/2014	TRABUCO HILLS CENTER CLEANERS	382.00
176906	01/15/2014	DIEMMY TRAN	120.00
176907	01/15/2014	TREMCO INC	3,310.00
176908	01/15/2014	TUTTLE-CLICK FORD	100.75
176909	01/15/2014	UNISOURCE WORLDWIDE INC.	104.98
176910	01/15/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	415.56
176911	01/15/2014	UNIVERSAL SPECIALTIES, INC.	239.54
176912	01/15/2014	UNLIMITED ENVIRONMENTAL, INC.	15,500.00
176913	01/15/2014	VENTEK INTERNATIONAL	315.00
176914	01/15/2014	VISTA PAINT CORPORATE OFFICE	23.48

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ESCAPE ONLINE

Page 8 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176915	01/15/2014	XEROX CORPORATION	125.50
176916	01/15/2014	XEROX EDUCATION SERVICES, INC.	50.00
176917	01/15/2014	YBP LIBRARY SERVICES	1,053.39
176918	01/15/2014	JUSTIN YOUNG	100.00
176919	01/15/2014	JACQUELINE ZIMBALIST	34.03
176920	01/15/2014	BARBARA BROWER	350.00
176921	01/15/2014	CATHLEEN PLAZA	350.00
176922	01/15/2014	SHERYL FREEMAN	350.00
176923	01/15/2014	PETCO ANIMAL SUPPLIES	262.13
176924	01/15/2014	SMART & FINAL	521.42
176925	01/16/2014	AAA ELECTRIC MOTOR SALES	276.33
176926	01/16/2014	ADCLUB ADVERTISING SERVICE	620.30
176927	01/16/2014	AIRGAS USA, LLC	405.33
176928	01/16/2014	AK ELECTRICAL SERVICES	18,940.00
176929	01/16/2014	ALA MEMBER SERVICES	625.00
176930	01/16/2014	ALLURA PRINTING	1,479.55
176931	01/16/2014	ART SUPPLY WAREHOUSE	256.82
176932	01/16/2014	ADVANCE BEAUTY COLLEGE, INC.	24,712.88
176933	01/16/2014	KIM AUFHAUSER	2,691.20
176934	01/16/2014	BAKER & TAYLOR	1,849.20
176935	01/16/2014	BENNETT PRODUCTIONS UNLIMITED	1,107.00
176936	01/16/2014	BERTRAND'S MUSIC	229.64
176937	01/16/2014	BESAFE TECHNOLOGIES, INC.	738.15
176938	01/16/2014	BLICK ART MATERIALS	439.02
176939	01/16/2014	BOUNDLESS NETWORK	1,002.16
176940	01/16/2014	SPORT SUPPLY GROUP	428.92
176941	01/16/2014	BUDDY'S ALL STARS	123.12
176942	01/16/2014	KRISTEN BUSH	1,470.00
176943	01/16/2014	BARBARA CAREY	175.00
176944	01/16/2014	CCCMGCA ATTN: TOM SHINE	100.00
176945	01/16/2014	CDW GOVERNMENT, INC.	17,351.00
176946	01/16/2014	CINTAS CORPORATION	269.80
176947	01/16/2014	EDUCATION 4 WORK SUSAN M. COLEMAN	15,000.00
176948	01/16/2014	COMPUTERLAND	77.00
176949	01/16/2014	CREATION ENGINE, INC.	450.00
176950	01/16/2014	BOB PARRETT CONSTRUCTION, INC.	12,182.00
176951	01/16/2014	ANTIMITE TERMITE & PEST CONTROL	2,264.00
176952	01/16/2014	ANTIMITE TERMITE & PEST CONTROL	65.00
176953	01/16/2014	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE,	2,283.00
		CASHIERING	
176954	01/16/2014	ELECTRONIX EXPRESS	60.00
		Unpaid Sales Tax	4.00
		Expensed Amount	64.00
176955	01/16/2014	ENVIRONMENTAL SYSTEM PRODUCTS	64.75
176956	01/16/2014	EUROPRINT, INC.	885.60
176957	01/16/2014	WILL GLEN	294.72
176958	01/16/2014	ORANGE COUNTY SHERIFF'S DEPT	87.00
176959	01/16/2014	SANDY THERIAULT	294.72
176960	01/16/2014	APPLE COMPUTER INC.	595.00

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ESCAPE ONLINE

Page 9 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
176961	01/16/2014	DELL MARKETING L.P. C/O DELL USA L.P.	130,966.40
176962	01/16/2014	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	56,639.17
176963	01/16/2014	DOW DIVERSIFIED	1,800.00
176964	01/16/2014	i3 SOLUTIONS	3,500.00
176965	01/16/2014	EPD SOLUTIONS, INC.	4,068.75
176966	01/16/2014	LANAIR GROUP LLC	75,978.71
176967	01/16/2014	REDISQ TECHNOLOGIES	3,575.00
176968	01/16/2014	SOUTHLAND INDUSTRIES SERVICES	6,735.00
176969	01/16/2014	RIO GRANDE ALBUQUERQUE	2,874.91
Unpaid Sales Tax			224.32
Expensed Amount			3,099.23
176970	01/16/2014	STEVE CRAPO	477.00 *
Cancelled on 01/17/2014, Cancel Register # AP01172014			
176971	01/16/2014	MARVIN ANDY GROUND	144.00
176972	01/16/2014	MARVIN ANDY GROUND	144.00
176973	01/16/2014	LINDSAY STEINRIEDE	342.00
176974	01/16/2014	FENTRISS WINN	128.00
176975	01/16/2014	FENTRISS WINN	128.00
176976	01/17/2014	JAY AMOS	130.00
176977	01/17/2014	JAY AMOS	130.00
176978	01/17/2014	JAY AMOS	130.00
176979	01/17/2014	JAY AMOS	540.00
176980	01/17/2014	JAY AMOS	130.00
176981	01/17/2014	STEVE CRAPO	117.00
176982	01/17/2014	STEVE CRAPO	90.00
176983	01/17/2014	STEVE CRAPO	90.00
176984	01/17/2014	STEVE CRAPO	90.00
176985	01/17/2014	STEVE CRAPO	90.00
176986	01/17/2014	EDWIN DAVIS	130.00
176987	01/17/2014	EDWIN DAVIS	130.00
176988	01/17/2014	EDWIN DAVIS	130.00
176989	01/17/2014	EDWIN DAVIS	130.00
176990	01/17/2014	EDWIN DAVIS	130.00
176991	01/17/2014	EDWIN DAVIS	130.00
176992	01/17/2014	SOMMER MC CARTNEY	403.00
176993	01/17/2014	SOMMER MC CARTNEY	403.00
176994	01/17/2014	SOMMER MC CARTNEY	403.00
176995	01/17/2014	SOMMER MC CARTNEY	403.00
176996	01/17/2014	SOMMER MC CARTNEY	403.00
176997	01/17/2014	SOMMER MC CARTNEY	403.00
176998	01/17/2014	SOMMER MC CARTNEY	403.00
176999	01/17/2014	NICK TRANI	208.00
177000	01/17/2014	NICK TRANI	576.00
177001	01/17/2014	NICK TRANI	128.00
177002	01/17/2014	NICK TRANI	288.00
177003	01/17/2014	NICK TRANI	128.00
177004	01/17/2014	NICK TRANI	128.00
177005	01/17/2014	NICK TRANI	128.00
177006	01/17/2014	FRANCHISE TAX BOARD	693.00

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ESCAPE ONLINE

Page 10 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177007	01/21/2014	OFFICEMAX CONTRACT INC.	7,577.73
177008	01/21/2014	PARTS EXPRESS	104.80
		Unpaid Sales Tax	7.16
		Expensed Amount	111.96
177009	01/21/2014	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
177010	01/21/2014	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	897.49
177011	01/21/2014	ARTCRAFT AND FOREMOST INC. DBA PROMOTIONS NOW	1,589.00
		Unpaid Sales Tax	124.00
		Expensed Amount	1,713.00
177012	01/21/2014	PSYCH CONSULT. ASSOC., INC.	350.00
177013	01/21/2014	PURETEC	261.85
177014	01/21/2014	R2A ARCHITECTURE	810.00
177015	01/21/2014	RICHARD ROTH, ESQ	6,873.50
177016	01/21/2014	S & B FOODS CATERING DIVISION	100.60
177017	01/21/2014	S & B FOODS CATERING DIVISION	1,450.98
177018	01/21/2014	S & B FOODS CATERING DIVISION	2,380.86
177019	01/21/2014	SAFEWAY, INC.	45.00
177020	01/21/2014	PACIFIC SECTION SEPM C/O MARIO V. CAPUTO	160.60
177021	01/21/2014	SIEMENS WATER TECHNOLOGIES LLC	230.88
177022	01/21/2014	SOUTHERN CALIFORNIA EDISON CO.	117.66
177023	01/21/2014	SOUTHERN CALIFORNIA GAS CO.	14,762.06
177024	01/21/2014	UNITED INTERIORS	638.78
177025	01/21/2014	USA MOBILITY WIRELESS, INC.	66.14
177026	01/21/2014	VENTEK INTERNATIONAL	357.70
177027	01/21/2014	SMART & FINAL	390.02
177028	01/21/2014	AT & T	63.24
177029	01/21/2014	CCCCSSAA C/O BRUCE PATT	375.00
177030	01/21/2014	CCLC/CCCAA CCCAA CONVENTION	200.00
177031	01/21/2014	COADN BUTTE COLLEGE HWI	250.00
177032	01/21/2014	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	32.00
177033	01/21/2014	DHARMA TRADING CO.	233.14
177034	01/21/2014	DISH NETWORK	76.85
177035	01/21/2014	DISPEKER ARTISTS, INC.	6,000.00
177036	01/21/2014	DISPLAYS 2GO	41.90
		Unpaid Sales Tax	2.91
		Expensed Amount	44.81
177037	01/21/2014	DIVERSIFIED BUSINESS SERVICES	1,525.00
177038	01/21/2014	JEFF DORSZ	73.18
177039	01/21/2014	EBSCO SUBSCRIPTION SERVICE	8.29
177040	01/21/2014	END2END, INC.	10,380.00
177041	01/21/2014	FUTURE MEDIA CONCEPTS	1,395.00
177042	01/21/2014	CATHLEEN GREINER	1,478.25
177043	01/21/2014	HILTON SAN FRANCISCO FINANCIAL DISTRICT	658.12
177044	01/21/2014	MANCHESTER GRAND HYATT SAN DIEGO	874.77
177045	01/21/2014	ORANGE COUNTY BUSINESS COUNCIL	2,000.00
177046	01/21/2014	DAIRY DEPOT	61.55
177047	01/21/2014	PACIFIC COLOR PRINTING	307.80

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ESCAPE ONLINE

Page 11 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177048	01/21/2014	T. J. PRENDERGAST	64.99
177049	01/21/2014	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	36.67
177050	01/21/2014	S & B FOODS CATERING DIVISION	180.31
177051	01/21/2014	S & B FOODS CATERING DIVISION	38.88
177052	01/21/2014	SADDLEBACK MATERIALS COMPANY	547.32
177053	01/21/2014	SOUTHERN CALIFORNIA EDISON CO.	8,500.33
177054	01/21/2014	SOUTHERN CALIFORNIA EDISON CO.	15,259.95
177055	01/21/2014	SO. ORANGE CO. COMM. COL.DIST	3,833.00
177056	01/21/2014	VAVRINEK, TRINE, DAY & CO LLP	5,200.00
177057	01/21/2014	VERIZON	169.94
177058	01/21/2014	XEROX CORPORATION	4,276.48
177059	01/21/2014	XEROX CORPORATION	11.33
177060	01/21/2014	AAA ELECTRIC MOTOR SALES	126.74 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177061	01/21/2014	AARDVARK CLAY AND SUPPLIES	4,527.36 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177062	01/21/2014	ADCLUB ADVERTISING SERVICE	28,753.00 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177063	01/21/2014	APPLE COMPUTER INC.	4,123.20 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177064	01/21/2014	APPLIED INSTRUMENTS	3,780.00 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177065	01/21/2014	AV SOLUTIONS	4,750.00 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177066	01/21/2014	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	123.12 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177067	01/21/2014	BLICK ART MATERIALS	101.28 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177068	01/21/2014	BRAVO SIGN & DESIGN	1,692.60 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177069	01/21/2014	SPORT SUPPLY GROUP	3,869.78 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177070	01/21/2014	BUDDY'S ALL STARS	364.92 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177071	01/21/2014	PATRICIA CAMPBELL	160.00 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177072	01/21/2014	CANON SOLUTIONS AMERICA, INC.	29.70 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177073	01/21/2014	CDW GOVERNMENT, INC.	1,250.14 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177074	01/21/2014	CHRISTY WHITE ASSOCIATES	76,635.07 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177075	01/21/2014	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD	87.00 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177076	01/21/2014	COMPUTERLAND	1,964.75 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177077	01/21/2014	CONSTELLATION NEWENERGY GAS DIVISION LLC BANK OF AMERICA	37,938.74 *
Reissued on 01/21/2014, Cancel Register # AP01222014			
177078	01/21/2014	CREATION ENGINE, INC.	540.00 *

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ESCAPE ONLINE

Page 12 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
	Reissued on 01/21/2014, Cancel Register # AP01222014		
177079	01/21/2014	ADVANCED OFFICE SERVICES IMAGING PLUS	86.36 *
	Reissued on 01/21/2014, Cancel Register # AP01222014		
177080	01/21/2014	BCH WATERWORKS	405.00 *
	Reissued on 01/21/2014, Cancel Register # AP01222014		
177081	01/21/2014	ANTIMITE TERMITE & PEST CONTROL	65.00 *
	Reissued on 01/21/2014, Cancel Register # AP01222014		
177082	01/22/2014	AAA ELECTRIC MOTOR SALES	126.74
177083	01/22/2014	AARDVARK CLAY AND SUPPLIES	4,527.36 *
	Cancelled on 01/27/2014, Cancel Register # AP01272014		
177084	01/22/2014	ADCLUB ADVERTISING SERVICE	28,753.00
177085	01/22/2014	APPLE COMPUTER INC.	4,123.20
177086	01/22/2014	APPLIED INSTRUMENTS	3,780.00
177087	01/22/2014	AV SOLUTIONS	4,750.00
177088	01/22/2014	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	123.12
177089	01/22/2014	BLICK ART MATERIALS	101.28
177090	01/22/2014	BRAVO SIGN & DESIGN	1,692.60
177091	01/22/2014	SPORT SUPPLY GROUP	3,869.78
177092	01/22/2014	BUDDY'S ALL STARS	364.92
177093	01/22/2014	PATRICIA CAMPBELL	160.00
177094	01/22/2014	CANON SOLUTIONS AMERICA, INC.	29.70
177095	01/22/2014	CDW GOVERNMENT, INC.	1,250.14
177096	01/22/2014	CHRISTY WHITE ASSOCIATES	76,635.07
177097	01/22/2014	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD	87.00
177098	01/22/2014	COMPUTERLAND	1,964.75
177099	01/22/2014	CONSTELLATION NEWENERGY GAS DIVISION LLC	37,938.74
	BANK OF AMERICA		
177100	01/22/2014	CREATION ENGINE, INC.	540.00
177101	01/22/2014	ADVANCED OFFICE SERVICES IMAGING PLUS	86.36
177102	01/22/2014	BCH WATERWORKS	405.00
177103	01/22/2014	ANTIMITE TERMITE & PEST CONTROL	65.00
177104	01/22/2014	SPARKLETTS	2,600.18
177105	01/22/2014	GALL'S/QUARTERMASTER	148.88
177106	01/22/2014	JIM GASTON	79.61
177107	01/22/2014	GOLF TEAM PRODUCTS	938.00 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177108	01/22/2014	HARDY DIAGNOSTICS	69.78 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177109	01/22/2014	KEITH HARTWELL JR.	175.66 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177110	01/22/2014	PATTY HELTON	30.51 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177111	01/22/2014	HI STANDARD AUTOMOTIVE LLC	4,988.22 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177112	01/22/2014	HL CORPORATION	858.88 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177113	01/22/2014	HOME DEPOT CREDIT SERVICES	77.14 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177114	01/22/2014	HORIZON	185.22 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		

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 13 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177115	01/22/2014	BICHTUYEN JENSEN	30.51 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177116	01/22/2014	BRIDGER JIMENEZ	720.00 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177117	01/22/2014	GARY I. KUSUNOKI	330.00 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177118	01/22/2014	LAERDAL MEDICAL CORP.	540.00 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177119	01/22/2014	LAGUNA GRAPHIC ARTS, INC.	84.24 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177120	01/22/2014	LASER SOURCE	170.64 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177121	01/22/2014	MARK IV COMMUNICATIONS, INC.	13,362.94 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177122	01/22/2014	MC KESSON MEDICAL SURGICAL	1,908.02 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177123	01/22/2014	MERIDIAN IT INC	15,271.56 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177124	01/22/2014	MILLENNIUM BUSINESS SERVICES Marty Cohn	963.09 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177125	01/22/2014	MOLE-RICHARDSON CO.	2,643.15 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177126	01/22/2014	MYERS TIRE SUPPLY	310.06 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177127	01/22/2014	NATIONAL COLLEGIATE HONORS COUNCIL (NCHC)	600.00 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177128	01/22/2014	OC TREASURER-TAX COLLECTOR	1,553.00 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177129	01/22/2014	ORANGE CO. BUSINESS JOURNAL	89.00 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177130	01/22/2014	ORACLE AMERICA, INC.	1,337.36 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177131	01/22/2014	ORKIN PEST CONTROL 711	500.00 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177132	01/22/2014	J.W. PEPPER & SON, INC.	152.30 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177133	01/22/2014	DAVID PUFAHL dba NEW VISION CONSTRUCTION	9,086.09 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177134	01/22/2014	MOBILIZED TECH SYSTEMS	2,792.40 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177135	01/22/2014	SOKHA SONG,	15.12 *
	Cancelled on 01/23/2014, Cancel Register # AP01232014D		
177136	01/22/2014	MASUNE FIRST AID & SAFETY	229.82 *
	Reissued on 01/23/2014, Cancel Register # AP01232014D		
177137	01/23/2014	FEDERAL EXPRESS	33.17
177138	01/23/2014	FISHER SCIENTIFIC	375.01
177139	01/23/2014	FISHER SCIENTIFIC ACCT #719629-002	5,361.40
177140	01/23/2014	FLOOR TECH GROUP	8,957.00
177141	01/23/2014	SHEILA FORSBERG	6,860.12
177142	01/23/2014	FROMUTH TENNIS	121.98

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ESCAPE ONLINE

Page 14 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	8.96
		Expensed Amount	130.94
177143	01/23/2014	DELL MARKETING L.P. C/O DELL USA L.P.	92.32
177144	01/23/2014	ALVAREZ & MARSAL REAL ESTATE ADVISORY SERV.	1,750.00
177145	01/23/2014	BEACH PAVING, INC.	11,975.00
177146	01/23/2014	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	318.50
177147	01/23/2014	ENAMIX, INC.	6,480.00
177148	01/23/2014	FAST TRAX BOBCAT SERVICES	4,875.00
177149	01/23/2014	HALL & FOREMAN, INC.	621.72
177150	01/23/2014	i3 SOLUTIONS	2,400.00
177151	01/23/2014	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	25,524.82
177152	01/23/2014	NEUDESIC, LLC	71,257.00 *
Cancelled on 01/27/2014, Cancel Register # AP01272014			
177153	01/23/2014	NIMBLE CONSULTING	9,750.00
177154	01/23/2014	PARSONS BRINCKERHOFF, INC.	1,355.00
177155	01/23/2014	PENN CORPORATE RELOCATION SERVICES, INC.	14,612.20
177156	01/23/2014	PUBLIC ECONOMICS, INC.	19.69
177157	01/23/2014	SWINERTON BUILDERS	142,755.55
177158	01/23/2014	SYNERGY SOFTWARE SOLUTIONS	8,360.00
177159	01/23/2014	U.S. DEMOLITION, INC.	132,733.00
177160	01/23/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	613.55
177161	01/23/2014	XEROX CORPORATION	11,775.25
177162	01/23/2014	GOLF TEAM PRODUCTS	938.00
		Unpaid Sales Tax	71.52
		Expensed Amount	1,009.52
177163	01/23/2014	HARDY DIAGNOSTICS	69.78
177164	01/23/2014	KEITH HARTWELL JR.	175.66
177165	01/23/2014	PATTY HELTON	30.51
177166	01/23/2014	HI STANDARD AUTOMOTIVE LLC	4,988.22
177167	01/23/2014	HL CORPORATION	858.88
177168	01/23/2014	HOME DEPOT CREDIT SERVICES	77.14
177169	01/23/2014	HORIZON	185.22
177170	01/23/2014	BICHTUYEN JENSEN	30.51
177171	01/23/2014	BRIDGER JIMENEZ	720.00
177172	01/23/2014	GARY I. KUSUNOKI	330.00
177173	01/23/2014	LAERDAL MEDICAL CORP.	540.00
177174	01/23/2014	LAGUNA GRAPHIC ARTS, INC.	84.24
177175	01/23/2014	LASER SOURCE	170.64
177176	01/23/2014	MARK IV COMMUNICATIONS, INC.	13,362.94
177177	01/23/2014	MC KESSON MEDICAL SURGICAL	1,908.02
177178	01/23/2014	MERIDIAN IT INC	15,271.56
177179	01/23/2014	MILLENNIUM BUSINESS SERVICES Marty Cohn	963.09
177180	01/23/2014	MOLE-RICHARDSON CO.	2,643.15
177181	01/23/2014	MYERS TIRE SUPPLY	310.06
177182	01/23/2014	NATIONAL COLLEGIATE HONORS COUNCIL (NCHC)	600.00
177183	01/23/2014	OC TREASURER-TAX COLLECTOR	1,553.00
177184	01/23/2014	ORANGE CO. BUSINESS JOURNAL	89.00
177185	01/23/2014	ORACLE AMERICA, INC.	1,337.36

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ESCAPE ONLINE

Page 15 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177186	01/23/2014	ORKIN PEST CONTROL 711	500.00
177187	01/23/2014	J.W. PEPPER & SON, INC.	152.30
177188	01/23/2014	DAVID PUFAHL dba NEW VISION CONSTRUCTION	9,086.09
177189	01/23/2014	MOBILIZED TECH SYSTEMS	2,792.40
177190	01/23/2014	SOKHA SONG	15.12
177191	01/23/2014	MASUNE FIRST AID & SAFETY	229.82
177192	01/23/2014	W. W. GRAINGER	473.17
177193	01/23/2014	PACIFIC CLEANING SERVICES INC	12,420.71
177194	01/23/2014	PARKWAY LAWNMOWER SHOP	132.34
177195	01/23/2014	PARTEK SOLUTIONS	558.00
			Unpaid Sales Tax 36.80
			Expensed Amount 594.80
177196	01/23/2014	LILIANN PEREZ-STROUD	360.00
177197	01/23/2014	PETE'S ROAD SERVICE	18.55
177198	01/23/2014	PROAIR CONSTRUCTION SVCS. INC.	4,570.00
177199	01/23/2014	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	350.00
177200	01/23/2014	QUEST DIAGNOSTICS	2,162.56
177201	01/23/2014	S & B FOODS CATERING DIVISION	128.36
177202	01/23/2014	S & B FOODS CATERING DIVISION	80.73
177203	01/23/2014	S & B FOODS CATERING DIVISION	80.73
177204	01/23/2014	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	5,830.00
177205	01/23/2014	JARED SCOTT	1,000.00
177206	01/23/2014	SEHI PROCOMP COMPUTER PRODUCTS	601.06
177207	01/23/2014	SOUTHERN CALIFORNIA EDISON CO.	1,843.82
177208	01/23/2014	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
177209	01/23/2014	TRIPLE7 PRODUCTIONS	7,400.00
177210	01/23/2014	TASER INTERNATIONAL, INC.	84.26
177211	01/23/2014	TIME CLOCK SALES & SERVICE	133.60
177212	01/23/2014	TRL SYSTEMS, INC.	450.00
177213	01/23/2014	TURF TIRE DISTRIBUTORS	622.52
177214	01/23/2014	UNITED SCOPE LLC	4,443.77
177215	01/23/2014	WALTERS WHOLESALE ELECTRIC	237.91
177216	01/23/2014	YALE/CHASE EQUIPMENT AND SERVICES, INC	743.09
177217	01/23/2014	VERIZON	75.06
177218	01/23/2014	VERIZON	299.81
177219	01/23/2014	COLLEGESOURCE, INC.	1,356.25
177220	01/23/2014	DELL MARKETING L.P. C/O DELL USA L.P.	1,284.11
177221	01/23/2014	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	3,637.50
177222	01/23/2014	NEUDESIC, LLC	71,257.00
177223	01/24/2014	ADVANCE BEAUTY COLLEGE, INC.	41,151.74
177224	01/24/2014	MONIKA CONNOLLY	202.04
177225	01/24/2014	JEFFREY T. HASPELL	450.00
177226	01/24/2014	JEFFREY T. HASPELL	75.00
177227	01/24/2014	COMMUNITY COLLEGE LEAGUE OF CA	250.00
177228	01/24/2014	CCUPCA	525.00
177229	01/24/2014	CISOA	350.00
177230	01/24/2014	DHARMA TRADING CO.	94.03
177231	01/24/2014	DISNEYLAND HOTEL	257.40

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ESCAPE ONLINE

Page 16 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177232	01/24/2014	DISPLAYS 2GO ATTN: ACCOUNTS RECEIVABLE	266.40
		Unpaid Sales Tax 18.48	
		Expensed Amount 284.88	
177233	01/24/2014	ESSENCE ENTERTAINMENT	1,584.00
177234	01/24/2014	EVIDENCE-BASED, INC	1,178.81
177235	01/24/2014	EWING IRRIGATION PRODUCTS	943.40
177236	01/24/2014	WILL GLEN	448.88
177237	01/24/2014	LAKE ARROWHEAD RESORT	532.86
177238	01/24/2014	LAKE TAHOE RESORT HOTEL	425.91
177239	01/24/2014	KIM MC CORD	300.48
177240	01/24/2014	PAPA	160.00
177241	01/24/2014	PAPA	160.00
177242	01/24/2014	PAPA	160.00
177243	01/28/2014	AACRAO DISTRIBUTION CENTER	302.50
		Unpaid Sales Tax 22.00	
		Expensed Amount 324.50	
177244	01/28/2014	JENNIFER ABRAHAMS	18.33
177245	01/28/2014	ADCLUB ADVERTISING SERVICE	24,821.00
177246	01/28/2014	AG CONSTRUCTION & CONTRACTING INC	11,160.00
177247	01/28/2014	AIRGAS USA, LLC	733.05
177248	01/28/2014	AMTECH ELEVATOR SERVICES	266.00 *
Cancelled on 01/28/2014, Cancel Register # AP01282014C			
177249	01/28/2014	ARAMARK UNIFORM SERVICES	313.62
177250	01/28/2014	B & H PHOTO VIDEO REMITTANCE	1,736.00
		PROCESSING	
		Unpaid Sales Tax 138.88	
		Expensed Amount 1,874.88	
177251	01/28/2014	B & P SERVICES, INC.	135.00
177252	01/28/2014	BAKER & TAYLOR	938.96
177253	01/28/2014	JEANISE BARTIROMO	138.00
177254	01/28/2014	BERTRAND'S MUSIC	166.74
177255	01/28/2014	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	375.82
177256	01/28/2014	BLICK ART MATERIALS	199.31
177257	01/28/2014	BUDDY'S ALL STARS	155.96
177258	01/28/2014	BUTLER CHEMICALS, INC.	508.65
177259	01/28/2014	CAL BUILDING SYSTEMS	616.00
177260	01/28/2014	CALPERS FISCAL SERVICES DIVISON	940.35
177261	01/28/2014	CARQUEST AUTO PARTS	565.87
177262	01/28/2014	CINTAS DOCUMENT MANAGEMENT	120.00
177263	01/28/2014	CINTAS DOCUMENT MANAGEMENT	180.00
177264	01/28/2014	CINTAS DOCUMENT MANAGEMENT	134.00
177265	01/28/2014	CINTAS DOCUMENT MANAGEMENT	134.00
177266	01/28/2014	CINTAS CORPORATION	54.48
177267	01/28/2014	CLARK SECURITY PRODUCTS	326.97
177268	01/28/2014	CLARUS CORPORATION	2,750.00
177269	01/28/2014	COASTLINE ROP	706.50
177270	01/28/2014	MIKE COLLINS	216.78
177271	01/28/2014	CR&R INC.	983.88
177272	01/28/2014	CR&R INC.	983.88

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ESCAPE ONLINE

Page 17 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177273	01/28/2014	CR&R	2,461.00
177274	01/28/2014	CR&R	1,883.68
177275	01/28/2014	CR&R	2,461.00
177276	01/28/2014	CR&R	395.00
177277	01/28/2014	CR&R	92.00
177278	01/28/2014	CR&R	92.00
177279	01/28/2014	CULLIGAN	2.85
177280	01/28/2014	CUSTOMINK, LLC	1,358.50
Unpaid Sales Tax			108.68
Expensed Amount			1,467.18
177281	01/28/2014	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	99.41
177282	01/28/2014	ACCCA	525.00
177283	01/28/2014	WILLIAM (BEAU) ARBUTHNOT	851.70
177284	01/28/2014	ACEI 2014 GLOBAL SUMMIT	185.00
177285	01/28/2014	DIVERSIFIED BUSINESS SERVICES	2,315.04
177286	01/28/2014	NICOLE DUPREE	500.00
177287	01/28/2014	ESTER GRAHAM	124.63
177288	01/28/2014	GEORGINA GUY	475.05
177289	01/28/2014	BEVERLY JOHNSON	67.82
177290	01/28/2014	VANCOUVER MARRIOTT PINNACLE DOWNTOWN HOTEL	716.00
177291	01/28/2014	MEETING SITES PRO INC	198.00
177292	01/28/2014	GLENN ROQUEMORE	133.00
177293	01/28/2014	TODD SCHMALTZ	7.25
177294	01/28/2014	TUSTIN COMMUNITY FOUNDATION	250.00
177295	01/28/2014	AMINA YASSINE	1,000.00
177296	01/28/2014	RUBY HAZZARD	75.36
177297	01/28/2014	AIR HOLLYWOOD INC	5,250.00
177298	01/28/2014	AMER. RED CROSS	216.00
177299	01/28/2014	AMTECH ELEVATOR SERVICES	50.00
177300	01/28/2014	COASTLINE ROP	161.65
177301	01/28/2014	BOB PARRETT CONSTRUCTION, INC.	13,563.00
177302	01/28/2014	AT & T	27.44
177303	01/28/2014	AT&T	48.05
177304	01/28/2014	NCS PEARSON, INC.	1,708.88
Unpaid Sales Tax			130.20
Expensed Amount			1,839.08
177305	01/28/2014	OFFICEMAX CONTRACT INC.	4,888.13
177306	01/28/2014	PHOENIX BUSINESS MACHINES, INC	500.00
177307	01/28/2014	PHOENIX GROUP	593.80
177308	01/28/2014	PRINT FINISHING SOLUTIONS	431.25
177309	01/28/2014	PSYCH CONSULT. ASSOC., INC.	350.00
177310	01/28/2014	S & B FOODS CATERING DIVISION	292.30
177311	01/28/2014	TODD SCHMALTZ	184.08
177312	01/28/2014	SESAC, INC.	3,465.46
177313	01/28/2014	SHRED-IT USA-SAN DIEGO	160.00
177314	01/28/2014	SMART LEVELS MEDIA	5,808.24
177315	01/28/2014	c/o HELEN TUNG SMASHING SPORTS	1,056.00
177316	01/28/2014	THOMAS L. SMITH	106.32

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ESCAPE ONLINE

Page 18 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177317	01/28/2014	TRIPLE7 PRODUCTIONS	2,100.00
177318	01/28/2014	TIM SWISS	25.00
177319	01/28/2014	UNISOURCE WORLDWIDE INC.	41,840.06
177320	01/28/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	339.07
177321	01/28/2014	UNLIMITED ENVIRONMENTAL, INC.	3,950.00
177322	01/28/2014	WATER TECH AG SUPPLY	3,853.01
177323	01/28/2014	WELLS FARGO BANK TRUST DIVISION	18,581.88 *
Reissued on 01/29/2014, Cancel Register # AP01292014A			
177324	01/28/2014	XEROX EDUCATION SERVICES, INC.	175.50
177325	01/28/2014	CANDICE YACONO	138.00
177326	01/28/2014	YBP LIBRARY SERVICES	38.14
177327	01/29/2014	AMI REDMAN	138.00
177328	01/29/2014	AMY MORENO	100.00
177329	01/29/2014	BETSEY ROBLES	100.00
177330	01/29/2014	BREE WOOD	100.00
177331	01/29/2014	CHARMESE TREPTON CHA	276.00
177332	01/29/2014	CINDY KILDUFF	276.00
177333	01/29/2014	COURTNEY BOOKER	276.00
177334	01/29/2014	DARIEN MCMANUS	276.00
177335	01/29/2014	DIANA GAMMELL	100.00
177336	01/29/2014	GLORIA DEVRIES	100.00
177337	01/29/2014	GUILLERMO BUITRAGO	230.00
177338	01/29/2014	JACQUELINE SOBRAL	276.00
177339	01/29/2014	JANE KINDIG	138.00
177340	01/29/2014	JENNIFER ASHE	100.00
177341	01/29/2014	JENNIFER PUTHOFF	138.00
177342	01/29/2014	JESSICA BARRON	100.00
177343	01/29/2014	JULIE SPECTOR	138.00
177344	01/29/2014	KATHLEEN HERNANDEZ	276.00
177345	01/29/2014	KATHRYN BOOKER	276.00
177346	01/29/2014	KIM SOONA	100.00
177347	01/29/2014	LESLIE OCHOA	230.00
177348	01/29/2014	LISA SALGADO	276.00
177349	01/29/2014	MARIA GONZALEZ	276.00
177350	01/29/2014	MARIA SELAVI	100.00
177351	01/29/2014	MARTHA VOELTZ	100.00
177352	01/29/2014	MEGAN FITZGERALD	276.00
177353	01/29/2014	MELANIE HUITT	138.00
177354	01/29/2014	MELINA ALFARO	100.00
177355	01/29/2014	MELINDA POULIOT	138.00
177356	01/29/2014	MELINDA SIEGEL	138.00
177357	01/29/2014	NICOLE TAGUE	276.00
177358	01/29/2014	NILMINI DAHANAYAKE	100.00
177359	01/29/2014	REBECCA PFEIFER	100.00
177360	01/29/2014	TAYLOR BRUNELL	100.00
177361	01/29/2014	FRANCHISE TAX BOARD	10.00
177362	01/29/2014	WELLS FARGO BANKS ACCOUNT ANALYSIS	18,581.88
177363	01/29/2014	FONTIS SOLUTIONS	870.48
177364	01/29/2014	MARK BLETHEN	741.00

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ESCAPE ONLINE

Page 19 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177365	01/29/2014	MARK BLETHEN	741.00
177366	01/29/2014	LOIS DI ALTO	15.12
177367	01/29/2014	G & K SERVICES	114.34
177368	01/29/2014	GILBERT & STEARNS, INC.	1,983.53
177369	01/29/2014	CHELSEA GONNERING	200.00
177370	01/29/2014	GRACE TRAINING SUPPLY	16,599.45
Unpaid Sales Tax			1,255.02
Expensed Amount			17,854.47
177371	01/29/2014	ESTER GRAHAM	108.41
177372	01/29/2014	GRAINGER	429.63
177373	01/29/2014	THE LAURIA COMPANIES, INC. GRAPHIC EDGE	25,000.00
177374	01/29/2014	MARLYS GRODT	600.00
177375	01/29/2014	GUERRILLA BEEKEEPERS LLC	683.00
177376	01/29/2014	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	5,325.00
177377	01/29/2014	HAITBRINK ASPHALT PAVING, INC.	2,350.00
177378	01/29/2014	HIGH SCHOOL MEDIA, LLC	500.00
177379	01/29/2014	HOME DEPOT CREDIT SERVICES	1,379.09
177380	01/29/2014	AMY HUNTER	535.51
177381	01/29/2014	UC FACTORS for INDUSTRIAL TECHNICAL SERV	4,700.00
177382	01/29/2014	IRVINE RANCH WATER DIST.	2,599.89
177383	01/29/2014	MICHELLE JACKSON	22.76
177384	01/29/2014	JOHNSTONE SUPPLY	327.09
177385	01/29/2014	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	4,925.00
177386	01/29/2014	KELLY PAPER	1,828.08
177387	01/29/2014	MARK KRUHMIN	59.95
177388	01/29/2014	LAGUNA BALLET, INC.	13,017.00
177389	01/29/2014	LEE ARMSTRONG CO.	22,772.00
177390	01/29/2014	LIEBERT CASSIDY WHITMORE	7,533.30
177391	01/29/2014	LIVESCRIPTION, INC.	521.78
177392	01/29/2014	DAUNE MAIN	138.00
177393	01/29/2014	CHRISTINE PITCHESS dba MAKING CONNECTIONS	25,000.00
177394	01/29/2014	MANAGEMENT CONCEPTS, INC.	11,958.00
177395	01/29/2014	MIROSLAVA MANCHIK	212.41
177396	01/29/2014	J. M. MC CONKEY CO.	1,339.20
177397	01/29/2014	FRANK MEYSKENS	100.00
177398	01/29/2014	MICRO CENTER A/R	820.78
177399	01/29/2014	MILLENNIUM BUSINESS SERVICES Marty Cohn	190.13
177400	01/29/2014	SOPHIE MILLER	197.40
177401	01/29/2014	MODUAL A/C SYSTEM, INC	2,500.00
177402	01/29/2014	MONTGOMERY HARDWARE	1,382.52
177403	01/29/2014	NATIONAL ASSN OF COLLEGE & UNIVERSITY FOOD SERVICES	75.00
Unpaid Sales Tax			6.00
Expensed Amount			81.00
177404	01/29/2014	AEROFUND FINANCIAL, INC.	4,477.10
177405	01/29/2014	OC TREASURER-TAX COLLECTOR	15,182.50
177406	01/29/2014	OCLC, INC. DEPT #34299	526.11
177407	01/29/2014	ONE SOURCE INDUSTRIES PROMOTIONS	6,287.47

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 20 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177408	01/29/2014	ORKIN PEST CONTROL 711	1,284.00
177409	01/29/2014	BRIAN SVOBODA	150.00
177410	01/29/2014	NEMETSCHEK VECTORWORKS	8,622.49
177411	01/29/2014	THE NYHART COMPANY ATTN: FINANCE DEPT	1,800.00
177412	01/29/2014	DELL MARKETING L.P. C/O DELL USA L.P.	244.02
177413	01/29/2014	RAJANPAL DHILLON	179.66
177414	01/29/2014	DirectV	109.99
177415	01/29/2014	DUNN-EDWARDS CORPORATION	889.75
177416	01/29/2014	EBERHARD EQUIPMENT	120.40
177417	01/29/2014	EDUCATION FOR SUCCESSFUL PARENTING	690.00
177418	01/29/2014	EUROPRINT, INC.	1,675.08
177419	01/29/2014	FEDERAL EXPRESS	17.69
177420	01/29/2014	FRED MILLS TRAINING SOLUTIONS	450.00
177421	01/29/2014	FREEWAY AUTO SUPPLY	31.05
177422	01/29/2014	MONICA FRIEDRICH	58.91
177423	01/29/2014	THE EMBROIDERY STORE	388.75
177424	01/29/2014	AEGIS IDENTITY SOFTWARE INC	3,750.00
177425	01/29/2014	CABELA'S MKTG & BRAND MGT INC	395.93
		Unpaid Sales Tax	28.80
		Expensed Amount	424.73
177426	01/29/2014	CITY OF TUSTIN ATTN: ACCOUNTS RECEIVABLE	550.00
177427	01/29/2014	ENAMIX, INC.	6,842.50
177428	01/29/2014	HAITBRINK ASPHALT PAVING, INC.	14,960.00
177429	01/29/2014	PARSONS BRINCKERHOFF, INC.	445.00
177430	01/29/2014	SARGENT WELCH	1,431.32
177431	01/29/2014	TRENCH PLATE RENTAL CO	26,752.97
177432	01/30/2014	CROWNE PLAZA HOTEL - VENTURA BEACH	486.44
177433	01/30/2014	GOLDEN WEST COLLEGE ATHLETICS	520.00
177434	01/30/2014	AIR SOURCE INDUSTRIES, INC.	75.20
177435	01/30/2014	ALLIEDBARTON SECURITY SERVICES	16,958.72
177436	01/30/2014	ALLSTEEL INC.	546.56
177437	01/30/2014	RICHARD CABRERA	321.10
177438	01/30/2014	CDW GOVERNMENT, INC.	475.94
177439	01/30/2014	CINTAS CORPORATION	54.48
177440	01/30/2014	CPP, INC. DAVIES-BLACK PUBLISHING	7,612.50
177441	01/30/2014	MEDIX CORPORATION	1,454.74
177442	01/30/2014	CDW GOVERNMENT, INC.	117.74
177443	01/30/2014	CHEVRON AND TEXACO BUSINESS CARD SERVICES	146.09
177444	01/30/2014	IRVINE RANCH WATER DIST.	491.50
177445	01/30/2014	CITY OF RANCHO SANTA MARGARITABELL TOWER	300.00
		REGIONAL COMM CTR	
177446	01/30/2014	OFFICEMAX CONTRACT INC.	6,429.66
177447	01/30/2014	PASCO DOORS	741.00
177448	01/30/2014	PAYAM-E-ASHENA	250.00
177449	01/30/2014	MARK PETERSEN	24.77
177450	01/30/2014	PHOENIX GROUP	1,308.28
177451	01/30/2014	POCKET NURSE ENTERPRISES, INC.	743.84
		Unpaid Sales Tax	56.26
		Expensed Amount	800.10

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ESCAPE ONLINE

Page 21 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177452	01/30/2014	PSI-PAYPHONE STATIONS INNOVAT.	315.00
177453	01/30/2014	RICOH AMERICAS CORP	72.96
177454	01/30/2014	S & B FOODS CATERING DIVISION	355.54
177455	01/30/2014	SAFEWAY, INC.	97.27
177456	01/30/2014	TODD SCHMALTZ	294.45
177457	01/30/2014	JARED SCOTT	300.00
177458	01/30/2014	SHOPLET.COM	156.04
177459	01/30/2014	SMART & FINAL	39.08
177460	01/30/2014	SOUTHERN COUNTIES OIL CO.	2,122.20
177461	01/30/2014	SO. ORANGE CO. COMM. COL.DIST	3,000.00
177462	01/30/2014	SPORTSPAGE	447.12
177463	01/30/2014	UNIVERSAL SPECIALTIES, INC.	390.21
177464	01/30/2014	VILLAGE NURSERIES	1,980.63
177465	01/30/2014	WILLIAMS RECORDING	1,200.00
177466	01/30/2014	WRIGHT, JIM	61.99
177467	01/30/2014	MARK ZANDONELLA	3.24
177468	01/30/2014	SMART & FINAL	395.50
177469	01/30/2014	OFFICEMAX CONTRACT INC.	51.51
177470	01/31/2014	R. M. SYSTEMS, INC.	220.00
177471	01/31/2014	SAFEWAY, INC.	407.33
177472	01/31/2014	WELLS FARGO #2496	3,770.11
177473	01/31/2014	WELLS FARGO #2785	350.44
177474	01/31/2014	WELLS FARGO #3317	3,235.76
Unpaid Sales Tax			32.63
Expensed Amount			3,268.39
177475	01/31/2014	WELLS FARGO #3317	72.00
177476	01/31/2014	DAVID BUGAY	238.00
177477	01/31/2014	CCCCSSAA C/O BRUCE PATT	375.00
177478	01/31/2014	COADN BUTTE COLLEGE HWI	500.00
177479	01/31/2014	MARIANA DESARACHO	225.40
177480	01/31/2014	RYAN EVEN	1,030.61
177481	01/31/2014	DR. CRAIG JUSTICE	549.20
177482	01/31/2014	LAKE TAHOE RESORT HOTEL	141.97
177483	01/31/2014	TEDDI LORCH	39.65
177484	01/31/2014	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	32.00
177485	01/31/2014	PMW ASSOCIATES	5,500.00
177486	01/31/2014	RIVERSIDE COUNTY SHERIFF'S DEPARTMENT	154.00
177487	01/31/2014	DE NAULT'S TRUE VALUE HARDWARE	36.62
177488	01/31/2014	DIVERSIFIED BUSINESS SERVICES	912.73
177489	01/31/2014	DIVERSIFIED BUSINESS SERVICES	370.00
177490	01/31/2014	DOOLEY ENTERPRISES, INC.	896.40
177491	01/31/2014	DUNN-EDWARDS CORPORATION	168.28
177492	01/31/2014	ARNETTE EDWARDS	120.00
177493	01/31/2014	FEDERAL EXPRESS	28.07
177494	01/31/2014	FREEWAY AUTO SUPPLY	941.21
177495	01/31/2014	DEBORAH FRICKE	120.00
177496	02/03/2014	JOHN DEERE LANDSCAPES, INC.	134.84
177497	02/03/2014	GALLADE CHEMICAL, INC.	1,264.32
177498	02/03/2014	DAVID D. GATEWOOD	5.75

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ESCAPE ONLINE

Page 22 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177499	02/03/2014	GRANICUS, INC.	1,773.50
177500	02/03/2014	HARDY DIAGNOSTICS	366.22
177501	02/03/2014	HIRSCH PIPE & SUPPLY	277.72
177502	02/03/2014	LISA A. HOLMES	15.12
177503	02/03/2014	HOME DEPOT CREDIT SERVICES	1,284.53
177504	02/03/2014	MARIA E. HUTCHINSON CERVANTES	480.00
177505	02/03/2014	IRVINE PIPE & SUPPLY	314.49
177506	02/03/2014	NORMAN JONES	2,000.00
177507	02/03/2014	KAREN KELLEY	25.29
177508	02/03/2014	KENNY'S AUTO UPHOLSTERY, INC.	500.00
177509	02/03/2014	KIMBALL OFFICE KIMBALL INT'L.	564.54
177510	02/03/2014	MARK KRUHMIN	29.00
177511	02/03/2014	LAGUNA BALLET, INC.	725.00
177512	02/03/2014	LASER SOURCE	214.92
177513	02/03/2014	LS & S	373.90
Unpaid Sales Tax			28.40
Expensed Amount			402.30
177514	02/03/2014	LIFE TECHNOLOGIES, INC. c/o BANK OF AMERICA	557.28
177515	02/03/2014	LOEX CLEARINGHOUSE FOR LIBRARY INSTRUCTION (LOEX)	85.00
177516	02/03/2014	MIROSLAVA MANCHIK	64.58
177517	02/03/2014	MC KESSON MEDICAL SURGICAL	684.83
177518	02/03/2014	MARCIA MILCHIKER	39.99
177519	02/03/2014	MP BIOMEDICALS	176.38
177520	02/03/2014	NEWARK/ELEMENT14	625.13
177521	02/03/2014	ORANGE CO. FARM SUPPLY	695.65
177522	02/03/2014	ROBERT PLATZ	200.00
177523	02/03/2014	LISA ANH H WANG	15.12
177524	02/03/2014	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,195.00
177525	02/03/2014	PARK SEED WHOLESALE, INC.	58.32
Unpaid Sales Tax			4.06
Expensed Amount			62.38
177526	02/03/2014	THE PATON GROUP	7,030.00
177527	02/03/2014	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
177528	02/03/2014	CHARLES PETERSON	200.00
177529	02/03/2014	EMILY QUINLAN	32.00
177530	02/03/2014	DONNA RANE-SZOSTAK	123.00
177531	02/03/2014	SAN DIEGO GAS & ELECTRIC	71,099.45
177532	02/03/2014	CHARLES C. STILL SECURE LIVE SCAN	30.00
177533	02/03/2014	SEHI PROCOMP COMPUTER PRODUCTS	635.26
177534	02/03/2014	SOUTHERN CALIFORNIA EDISON CO.	37,896.53
177535	02/03/2014	SWEETWATER	9,663.68
Unpaid Sales Tax			755.20
Expensed Amount			10,418.88
177536	02/03/2014	TURF TIRE DISTRIBUTORS	439.35
177537	02/03/2014	UNISOURCE WORLDWIDE INC.	482.97
177538	02/03/2014	UNIVERSITY PRODUCTS	484.90
Unpaid Sales Tax			30.31
Expensed Amount			515.21

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ESCAPE ONLINE

Page 23 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177539	02/03/2014	ROBERT WADDINGTON	240.00
177540	02/03/2014	SEHI PROCOMP COMPUTER PRODUCTS	834.46
177541	02/03/2014	US FOODS	1,439.88
177542	02/03/2014	AT & T	73.10
177543	02/03/2014	AT & T	409.10
177544	02/03/2014	AT & T	70.57
177545	02/03/2014	AT & T	70.57
177546	02/03/2014	AT & T	549.72
177547	02/03/2014	AT&T	366.47
177548	02/03/2014	AT&T	1,555.81
177549	02/03/2014	AT&T	150.00
177550	02/04/2014	KATE FUENTES	175.00
177551	02/04/2014	TREY HANNULA	180.00
177552	02/04/2014	STEPHEN HENKLE	180.00
177553	02/04/2014	KELVIN A. MOTA	500.00
177554	02/04/2014	NSSA	1,957,079.97
177555	02/04/2014	PRESIDIO NETWORKED SOLUTIONS, INC.	12.74
177556	02/04/2014	AT&T	420.12
177557	02/04/2014	TOTTY PRINTING	1,826.24
177558	02/04/2014	PACIFIC COACHWAYS	8,892.70
177559	02/04/2014	PARADIGM, INC.	
Unpaid Sales Tax			511.61
Expensed Amount			9,404.31
177560	02/04/2014	PASCO SCIENTIFIC	1,828.17
177561	02/04/2014	PHARMEDIX	266.08
177562	02/04/2014	POCKET NURSE ENTERPRISES, INC.	228.20
Unpaid Sales Tax			16.46
Expensed Amount			244.66
177563	02/04/2014	POWERMATIC ASSOCIATES	4.04
177564	02/04/2014	ROGERS ATHLETIC CO.	2,373.78
177565	02/04/2014	SAFE NAVIGATION, INC.	582.60
177566	02/04/2014	SCANTRON CORPORATION	277.84
177567	02/04/2014	SEHI PROCOMP COMPUTER PRODUCTS	367.83
177568	02/04/2014	SMART LEVELS MEDIA	3,198.70
177569	02/04/2014	T & T NAMEPLATE & ENGRAVING CO	121.00
177570	02/04/2014	SO. COAST FIRE PROTECTION	225.00
177571	02/04/2014	SPECIALIZED PRODUCTS CO.	27.84
177572	02/04/2014	SPORTS FIELD INSTALLATION	9,700.00
177573	02/04/2014	SWEETWATER	5,541.12
Unpaid Sales Tax			433.60
Expensed Amount			5,974.72
177574	02/04/2014	THOMSON REUTERS - WEST PAYMENT CENTER	67.07
177575	02/04/2014	TROXELL COMMUNICATIONS, INC.	304.56
177576	02/04/2014	UNISOURCE WORLDWIDE INC.	118.80
177577	02/04/2014	UNITED INTERIORS	4,259.63
177578	02/04/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	415.56
177579	02/04/2014	ZEP MANUFACTURING	339.88
177580	02/04/2014	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	3,581.38

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ESCAPE ONLINE

Page 24 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177581	02/04/2014	DICK'S SPORTING GOODS LAGUNA HILLS STORE	2,170.93
177582	02/05/2014	NATALIE COONEY	74.06
177583	02/05/2014	JIM GASTON	37.80
177584	02/05/2014	MADELINE HERNANDEZ	41.14
177585	02/05/2014	HOME DEPOT CREDIT SERVICES	1,230.93
177580	02/05/2014	IRVINE RANCH WATER DIST.	5,941.55
177587	02/05/2014	GLENDA LINDAHL	9.48
177588	02/05/2014	MAJOR, NICOLE	133.07
177589	02/05/2014	KEVIN O'CONNOR	39.32
177590	02/05/2014	SANDRA POPE	98.28
177591	02/05/2014	CHRISTOPHER WILKINSON	43.90
177592	02/05/2014	RUBY HAZZARD	36.43
177593	02/05/2014	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	2,519.80
177594	02/05/2014	WELLS FARGO #1598	2,307.78
177595	02/05/2014	WELLS FARGO #1606	2,955.15
177596	02/05/2014	DANA POINT YACHT MAINTENANCE	34.40
177597	02/05/2014	EPILOG CORPORATION	358.41
Unpaid Sales Tax			27.34
Expensed Amount			385.75
177598	02/05/2014	EVIDENCE-BASED, INC	1,343.23
177599	02/05/2014	FISHER SCIENTIFIC	328.87
177600	02/05/2014	LINDA FONTANILLA	364.63
177601	02/05/2014	FREEWAY AUTO SUPPLY	171.65
177602	02/05/2014	DANIEL SMITH, INC.	1,893.72
Unpaid Sales Tax			151.50
Expensed Amount			2,045.22
177603	02/05/2014	THE EMBROIDERY STORE	281.78
177604	02/05/2014	THE EMBROIDERY STORE	283.82
177605	02/05/2014	XEROX CORPORATION	18,364.74
177606	02/05/2014	XEROX CORPORATION	16.94
Total Number of Checks			1,047
			8,025,373.09

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	12	92,407.65
Reissue	49	252,134.04
Net Issue		7,680,831.40

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	887	4,126,822.82
12	Child Development Fund	18	5,603.49
40	Capital Outlay Fund	68	3,179,163.35
68	Self-Insurance Fund	8	14,132.64
71	Retiree Benefit Fund	5	360,606.67
Total Number of Checks		986	7,686,328.97
Less Unpaid Sales Tax Liability			5,497.57
Net (Check Amount)			7,680,831.40

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 25 of 25

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
010925	01/13/2014	OFFICEMAX CONTRACT INC.	57.03
010926	01/17/2014	CONSTANT CONTACT	936.00
010927	01/17/2014	SADDLEBACK COLLEGE	98.62
010928	01/17/2014	DENISE LUDS	74.64
010929	01/17/2014	ARRON SEARCY	66.60
010930	01/23/2014	ACADEMIC CHESS C/O ADAM BRODY	19,454.40 *
Reissued on 01/23/2014			
010931	01/23/2014	BRICKS 4 KIDZ ALC ENTERPRISES	6,066.00
010932	01/23/2014	YOUNG REMBRANDTS KATHLEEN M. ANGEL	3,456.00
010933	01/23/2014	SAHEL YOGA LLC	1,746.00
010934	01/23/2014	BOOGIE WOOGIE BABY	3,609.00
010935	01/23/2014	CULINARY COOKING KIDS, LLC	7,452.00
010936	01/23/2014	FIT KIDS AMERICA	19,756.80
010937	01/23/2014	FUTURE BUILDERS WITH BRICKS	3,078.00
010938	01/23/2014	ART JUST CREATE IT	1,836.00
010939	01/23/2014	MAD SCIENCE OF ORANGE COUNTY	11,277.00
010940	01/23/2014	OC ART STUDIOS C/O LARISSA MARANTZ	2,973.60
010941	01/23/2014	COAST 2 COAST COACHING	1,497.60
010942	01/23/2014	ONE ON ONE BASKETBALL, INC	2,052.00
010943	01/23/2014	FITWORX	2,151.00
010944	01/23/2014	SUPER READERS SUPER CHEFS	2,808.00
010945	01/23/2014	TODDLER TIME C/O DAWN TRUMBO	2,844.00
010946	01/23/2014	BRAIN BUILDERS EDUCATIONAL PROGRAMS	10,971.00
010947	01/23/2014	CONVERSA INC	975.00 *
Reissued on 01/23/2014			
010948	01/23/2014	ACADEMIC CHESS C/O ADAM BRODY	19,454.40
010949	01/23/2014	CONVERSA INC	975.00
010950	01/27/2014	LEE ARMSTRONG CO.	32,552.00
010951	01/27/2014	OFFICEMAX CONTRACT INC.	154.97
010952	01/27/2014	DAVID PUFAHL dba NEW VISION	6,494.83
CONSTRUCTION			
010953	01/27/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	7.58
010954	01/27/2014	SOUTHWEST OFFSET PRINTING CO.	17,035.04
010955	01/27/2014	UNITED INTERIORS	1,728.00
010956	01/27/2014	XEROX CORPORATION	520.43
010957	01/31/2014	BEDINGER GROUP INC	300.00
010958	01/31/2014	GOOD TIMES TRAVEL, INC.	10,427.00
Total Number of Checks			34
			194,885.54

Includes checks for only Bank Account SC-CMED

	Count	Amount
Reissue	2	20,429.40
Net Issue		174,456.14

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	32	174,456.14

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 2

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
		Total Number of Checks	32
			174,456.14
		Less Unpaid Sales Tax Liability	.00
		Net (Check Amount)	<u>174,456.14</u>

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ESCAPE ONLINE

Page 2 of 2

Checks Dated 01/08/2014 through 02/05/2014

Check Number	Check Date	Pay to the Order of	Check Amount
009216	01/13/2014	EDUCATION TO GO	2,280.25
009217	01/24/2014	BRUBAKER, REBECCA MAY	17.04
009218	01/24/2014	S & B FOODS CATERING DIVISION	60.91
009219	01/24/2014	LINDA ACOSTA-GALVAN	40.00
Total Number of Checks			4
			<u>2,398.20</u>

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	4	2,398.20
Total Number of Checks		4	2,398.20
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>2,398.20</u>

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: Gary L. Poertner, Chancellor
RE: SOCCCD: Purchase Orders/Confirming Requisitions
ACTION: Approval

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02907 through P14-03184 amounting to \$1,004,869.21 are submitted to the Board of Trustees for approval. Confirming requisitions dated January 8, 2014 through February 5, 2014 totaling \$110,228.21 are also submitted.

RECOMMENDATION

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

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02907	FLOOR TECH AMERICA INC		Repair Floor in B311	24,406.00
P14-02908	FLIR SYSTEMS, INC		Infrared Demonstration Light	4,281.00
P14-02909	DELL MARKETING		Laptops to run Morae software (project work)	3,195.26
P14-02910	UTRECHT		Art Supplies-Pencils/Paper SC Fine Arts	185.76
P14-02911	WELLS FARGO #3317 (DISTRICT)		Craft sticks/altoids/funnels SC CD	87.04
P14-02912	ARNETTE EDWARDS		FKCE Wkshp Trainer	1,200.00
P14-02913	CHRISTY DRUCKREY		FKCE Wkshp Monitor	35.00
P14-02914	VAVRINEK, TRINE & DAY		Professional Services	15,000.00
P14-02915	DEBORAH FRICKE		FKCE Wkshp Trainer	600.00
P14-02916	FERGUSON ENTERPRISES, INC.		Water heater equipment	1,418.75
P14-02917	CROWN FENCE		Repair fencing at coyard	910.00
P14-02918	WELLS FARGO #3317 (DISTRICT)		Supplies for CD SC twine/bottles	51.07
P14-02919	WELLS FARGO #3317 (DISTRICT)		CD SC Conf tabs/bobby pins	18.28
P14-02920	WELLS FARGO #3317 (DISTRICT)		Bottle caps/glue sticks SC CD	40.05
P14-02921	WELLS FARGO #3317		Card stock/rubber bands SC CD	15.38
P14-02922	WELLS FARGO #3317		Cork tiles/push pins CD SC	132.70
P14-02923	TOTTY PRINTING		Letterhead SC Admissions	420.12
P14-02924	CINTAS CORPORATION		Laundry blanket PO	1,758.00
P14-02925	UNISOURCE WORLDWIDE	SC WAREHOUSE	District stores white copy paper	41,840.06
P14-02926	NETOP		NetOp Renewal	195.00
P14-02927	MILLENNIUM BUSINESS SERVICES M arty Cohn		Business CardsIVC	49.68
P14-02928	INDUSTRIAL TECHNICAL SERVICES CORP.		Replacing a/c control drive	4,414.40
P14-02929	WELLS FARGO #3317		iPad case/keyboard for Chancellor's Office	90.72
P14-02930	COMPUTERLAND OF SILICON VALLE Y		Adobe Software for LRC 103	9,855.00
P14-02931	NEMETSCHEK VECTORWORKS		Renderworks Software for LRC 103	8,644.20
P14-02932	SEHI PROCOMP COMPUTER PRODUCTS		Toner cartridges for an HP LaserJet P2055dn	148.72
P14-02933	PARK SEED WHOLESALE, INC.		Siphon mixer	62.38
P14-02934	SEHI PROCOMP COMPUTER PRODUCTS		IMC Lab Ink	452.34
P14-02935	HCI ENVIRONMENTAL & ENGINEERIN G SERVICE	IB4	Move hazardous bulk chemicals from A400-B400	4,488.40
P14-02936	SWEETWATER		Music Software for LRC 103	23,625.12
P14-02937	ORANGE COUNTY REGISTER		Bid ad 313D RFQ&P Criteria & Prog Archt SC	1,190.00
P14-02938	POWERMATIC ASSOCIATES		Filter regulator replacement valve	4.04
P14-02939	JULIE GENTILE		FKCE Wkshp Trainer	480.00
P14-02940	BIO-RAD LABORATORIES, INC. LIF E SCIENCE GROUP		qPCR mix for Bio3C	375.82
P14-02941	THE PATON GROUP		Mastercam X7 Educational Suite Software	7,030.00
P14-02942	T & T NAMEPLATE & ENGRAVING CO		Parts and Services	121.00
P14-02943	PADHRAIC SMYTH		Consultant Agreement-Predictive Analytics Project	23,500.00
P14-02944	LASER SOURCE		Toner order for EOPS office printers	170.64

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ESCAPE ONLINE

Page 1 of 8

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02945	ORANGE CO. FARM SUPPLY		Student Supplies, moss and soil	695.65
P14-02946	J. M. McCONKEY CO.		Perlite, Peatmoss, vermiculite	1,339.20
P14-02947	DELL MARKETING		Dell print cartridges for EOPS office IVC	244.02
P14-02948	WEST COAST LIGHTS & SIRENS, INC.		Lights and Wiring for ChevyTahoe	4,562.51
P14-02949	FABRIC LAND		Sewing supplies for students	700.00
P14-02950	NYHART EPLER		Actuarial Consulting Services	7,000.00
P14-02951	PACIFIC SECTION SEPM C/O MARIO V. CAPUTO		Instructional Geology publications	172.28
P14-02952	XEROX CORPORATION	IVC Warehouse	2013-2014 new copier lease/maint IVC Warehouse	1,031.03
P14-02953	NATIONAL CONSTRUCTION & MAINTENANCE, INC.		Add curve cuts for parking	8,900.00
P14-02954	DICK BLICK COMPANY		Colored pencils/vellum/drawing paper SC Emeritus	226.98
P14-02955	WEST-LITE SUPPLY CO.		Photo Supplies-Lights SC Fine Arts	126.90
P14-02956	MC MURRAY STERN, INC.		Label Holders for Mailboxes SC Lib.	283.19
P14-02957	ROGERS ATHLETIC CO.		Football Equipment t boards/surge pads SC	2,373.78
P14-02958	WEST COAST LIGHTS & SIRENS, INC.		Lights on Dodge Charger	268.82
P14-02959	RIO GRANDE ALBUQUERQUE		Art SC silver, tools, stones, brass	4,415.19
P14-02960	CUSTOMINK, LLC		Polo Shirts for PAC employees IVC	1,467.18
P14-02961	SOUND ISOLATION COMPANY		HVAC Warehouse	2,408.72
P14-02962	MISSION AUTO EQUIP & LIFTS		Power Peen for automotive dept	10,713.00
P14-02963	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Campus ID card system IVC	17,140.84
P14-02964	MERIT SOFTWARE		Merit English Web Suite 1 year	12,257.00
P14-02965	TRENCH PLATE RENTAL CO		Purchase KRails for ATEP site	18,414.00
P14-02966	MY BINDING.COM		Binding supplies for catalogs SC Counseling	821.31
P14-02967	UNITED RENTALS		Lift rental	1,800.00
P14-02968	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD		Subscription, The Chronicle of Higher Ed	87.00
P14-02969	CPP, INC. DAVIES BLACK PUBLISHING		SkillsOne MBTI online college assessments	3,462.50
P14-02970	VENTEK INTERNATIONAL		Transaction fee for parking permit dispensers	1,500.00
P14-02971	SEHI PROCOMP COMPUTER PRODUCTS		Inkjet cartridges/ toner SC Sci. Math	635.26
P14-02972	PRG INTEGRATED SOLUTIONS - LA		Supplies for Theatre Operations	2,000.00
P14-02973	KENNY'S AUTO UPHOLSTERY, INC.		Upholstery services	3,000.00
P14-02974	LIFE TECHNOLOGIES, INC.		Gel stain for Bio 3A and 3C.	557.28
P14-02975	MP BIOMEDICALS		Chemistry Supplies for S-STEM Grant	195.76
P14-02976	POCKET NURSE ENTERPRISES, INC.		Supplies for Medical Assisting	244.66
P14-02977	WELLS FARGO #3317 (DISTRICT)		Hybrid Battery Charger, grant SC TAS	744.04
P14-02978	SEHI PROCOMP COMPUTER PRODUCTS		Printers/Scanners for LRC 103	9,462.92
P14-02979	THE PATON GROUP		BenchMill 6000 CNC Machining Center	16,499.60

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ESCAPE ONLINE

Page 2 of 8

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02980	MERIDIAN IT INC		vmWare - MySite Applications Server Refresh	15,271.56
P14-02981	SWEETWATER		Music Hardware for LRC 103 interface/key pads	5,974.72
P14-02982	AUTOMOTIVE ELECTRONICS SERVICE S INC		Hybrid Electrical test Equipment for ES, Grant	663.71
P14-02983	NEWARK ELECTRONICS		Hybrid Electrical Testing Equipment-Grant	625.13
P14-02984	SEHI PROCOMP COMPUTER PRODUCTS		Printer for CDC Office	834.46
P14-02985	NATIONAL ASSN OF COLLEGE & UNIVERSITY FOOD SERVICES		CD-ROM version of Food Service Contracts book	81.00
P14-02986	UNITED INTERIORS		Conference Room Chairs	834.82
P14-02987	LS & S		Illuminated Magnifying Lamp for Acc. Testing	402.30
P14-02988	FLAG STORE USA		Flags	285.80
P14-02989	ORKIN EXTERMINATING, INC. ACUR ID		CDC exterior treatment	500.00
P14-02990	DIV. OF THE STATE ARCHITECT ST ATE OF CALIFORNIA		DSA A#04-109129 LRC Close-out	318.50
P14-02991	BOB PARRETT CONSTRUCTION, INC.		Install a door in BGS-321	4,167.00
P14-02992	SHRED-IT		Shreding of health records (old)	139.38
P14-02993	HAMPTON TEDDER ELECTRIC CO.		Service for meter recording at TAS	9,770.00
P14-02994	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Mac Mini with OS X Server for LRC 103	4,016.16
P14-02995	DELL MARKETING		Tablet for Lisa Inlow/Culinary Arts Program	584.60
P14-02996	SEHI PROCOMP COMPUTER PRODUCTS		LaserJet Printer for Research Anal. Nicole Ortega	1,286.41
P14-02997	TRIPLE7 PRODUCTIONS	Bldg W/Com Arts	Services Provided for "Comic Con" film	4,800.00
P14-02998	FISHER SCIENTIFIC		Multi test systems Biology	328.87
P14-02999	WELLS FARGO #3317 (DISTRICT)		2013-2014 GreenFax/Meixler High Volume Faxing	200.00
P14-03000	HAITBRINK ASPHALT PAVING, INC.		Patching lot 4 and 5A	4,500.00
P14-03001	DICK BLICK COMPANY		oils/pencils/sketch paper/pastels Emeritus SC	1,740.02
P14-03002	TRIPLE7 PRODUCTIONS	Bldg W/Com Arts	Production Services for "Comic Con" Project	2,600.00
P14-03003	EVIDENCE-BASED, INC		backgrounds	5,000.00
P14-03004	INTERNATIONAL CRYSTAL LABORATORIES		Instructional Supplies - IR accessories	1,185.44
P14-03005	BROADCAST MUSIC, INC.		BMI License Fees for District Music Use	9,308.79
P14-03006	PUBLIC SQUARED LLC		Social Entrepreneur Contest Consultant	59,544.00
P14-03007	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpreting requests for spring 2014	4,352.00
P14-03008	NATIONAL INSTRUMENTS		LabView and Multisim renewal	2,204.80
P14-03009	KIMBALL INTERNATIONAL C/O UNIT ED INTERIORS		Replacement Furniture-Reading Dept	5,050.83
P14-03010	ORANGE CO. FARM SUPPLY		Shrub protect and granuals for Hort	113.25
P14-03011	CDW-G COMPUTER CENTERS		Lock kits for Classrooms	397.55

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ESCAPE ONLINE

Page 3 of 8

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03012	MKH ELECTRONICS		Athletic training room equipment maintenance	155.00
P14-03013	BALANCED BODY	.	Supplies for Dance	533.36
P14-03014	CDW-G COMPUTER CENTERS	.	Nema Enclosures for outdoor WAP's	511.80
P14-03015	PRECISION PLUMBING		Replace Gate Valve Adjacent to A300	1,929.15
P14-03016	WELLS FARGO #1606		Replace ceiling tiles in B320A	835.15
P14-03017	NATIONAL IMPRINT CORPORATION	.	Oval Custom Foil Vinyl Badge Safety/Security	150.67
P14-03018	TROXELL COMMUNICATIONS, INC.	.	Qomo Portable Document Camera	500.04
P14-03019	GOLF TEAM PRODUCTS		Men's golf gear	2,257.20
P14-03020	CAL BUILDING SYSTEMS		Replacement of Duct Detector in PE 200	825.60
P14-03021	STOUT & BURG ELECTRIC INC		Additional Electrical Additions for IDF in B400	2,865.00
P14-03022	FAST TRAX BOBCAT SERVICES		Clean Jeffrey Road Drainage Channel	4,850.00
P14-03023	QUEZADA PRO LANDSCAPE, INC.		Softball Field Tree Removals / Tree Trimming	4,825.00
P14-03024	CDW-G COMPUTER CENTERS		Projector for IT Training Room	3,936.92
P14-03025	SESAC, INC.		SESAC District Music License	3,465.46
P14-03026	CRI ELECTRIC, INC		Installing Campus Police quarter lighting	2,735.00
P14-03027	UC REGENTS UCSD		Self guided tour of Birch Aquarium (MS20)	500.00
P14-03028	UC REGENTS UCSD		Birch Aquarium tour for Biology 19	400.00
P14-03029	PACIFIC MARINE MAMMAL CENTER		Pacific Marine Mammal tour fee for Bio19	300.00
P14-03030	WELLS FARGO #3317 (DISTRICT)		Ball Chair for Division use	174.02
P14-03031	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Drain cleaning at PE drinking fountain	1,091.20
P14-03032	SPECIALIZED PRODUCTS CO.		Physics supplies - wire strippers	27.84
P14-03033	TOTALLY CHOCOLATE		Promotional Items for Job Fair	3,850.00
P14-03034	ONE SOURCE INDUSTRIES PROMOTIO NS		Promotional Items-Job Fair	1,620.43
P14-03035	SEHI PROCOMP COMPUTER PRODUCTS		2 Samsung Monitors to replace defunct monitors	367.83
P14-03036	i3 SOLUTIONS		Project mgmt consulting services	54,000.00
P14-03037	DELL MARKETING		Printer ink for local printers SC TAS	125.24
P14-03038	PARADIGM, INC.		Printing Spring 2013	7,456.98
P14-03039	PARADIGM, INC.		Diplomas/Certificates IVC	
			Printing Summer 2013	1,947.33
			Diplomas/Certificates	
P14-03040	AACRAO MEMBERSHIP		AACRAO Pubs. IVC A.R.	324.50
P14-03041	RIO GRANDE ALBUQUERQUE		Enamels SC Emeritus	365.41
P14-03042	S & B FOODS		CTE Collaborative Regional Consortium	500.00
P14-03043	PAULINES PROFESSIONAL POTPOURR I		Recognition Medals IVC EOPS	3,467.00
P14-03044	ONE SOURCE INDUSTRIES PROMOTIO NS		Promotional Items for Job Fair	2,589.23
P14-03045	DANIEL SMITH, INC.	.	Oils paint/mixing knives/ art supplies IVC F.A.	1,887.54
P14-03046	SCANTRON CORPORATION	.	Scantron test forms IVC Bus.	277.84
P14-03047	NEWPORT COMPUTER SOLUTIONS,INC		vRangerPro Back-up System Renewal	3,466.80

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[ESCAPE](#) [ONLINE](#)

Page 4 of 8

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03048	AG CONSTRUCTION & CONTRACTING INC		Door Infill at Library 107	2,034.92
P14-03049	WORLD OF MOULDING		Set Supplies for "Five Women"	500.00
P14-03050	TRIPLE7 PRODUCTIONS	Bldg W/Com Arts	Production Services for "Comic Con" Film Project	2,100.00
P14-03051	HARDY DIAGNOSTICS		Premade Media for Microbiology	1,232.28
P14-03052	WELLS FARGO BANKS ACCOUNT ANALYSIS		Wells Fargo Bank Fees	18,581.88
P14-03053	METALOGIX SOFTWARE		Share Point Software Renewal	2,388.00
P14-03054	FRANK MEYSKENS		Guest Speaker	100.00
P14-03055	PASCO SCIENTIFIC		Instructional supplies for Physics Dept.	1,828.17
P14-03056	CITRIX ONLINE LLC		Webinar for ATEP	1,027.00
P14-03057	APPLE COMPUTER, INC. ATTN: HIE & SALES SUPPORT	SC WAREHOUSE	2 iPads for Career Technical Education	1,058.35
P14-03058	ARCHETONOMY, LLC		Mega Drop Down Pro for SharePoint 2010	996.00
P14-03059	CORNER BAKERY CAFE STORE #219		Spring Career Fair Employer Lunch	900.00
P14-03060	JACKSON-HIRSCH, INC.		Laminating pouches IVC Lib.	72.24
P14-03061	AIR HOLLYWOOD INC		CTVR Advance Production	5,250.00
P14-03062	TOTTY PRINTING		White #10 envelopes w/windows SC A.R.	318.30
P14-03063	ARTstor		Artstor Annual Access Fee	1,755.00
P14-03064	DANA WHARF SPORTFISHING		Boat charter for MS20 at-sea labs	2,400.00
P14-03065	AARDVARK CLAY AND SUPPLIES		Clay/Silica/Bentonite/Slip SC Fine Arts	1,882.20
P14-03066	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	Hardrive for Production Film Classes SC	636.47
P14-03067	McLOGAN SUPPLY CO., INC.		Inks/gels/press wash/hazdar SC graphics	2,876.69
P14-03068	DANIEL SMITH, INC.		Art Paper IVC Fine Arts	157.68
P14-03069	IDEAL DATA SOLUTIONS, INC.		Services for Filing 1099	875.00
P14-03070	MOBILITY RESEARCH		KNEA 1 Equipment	16,513.20
P14-03071	ENAMIX, INC.		Infrastructure Software Dev Consulting Services	81,600.00
P14-03072	CDW-G COMPUTER CENTERS		vmWare - MySite Applications Server Refresh	25,360.74
P14-03073	XEROX CORPORATION		Equitrac License for LFS Copier	510.00
P14-03074	WILLED BODY PROGRAM UCI COLLEGE OF MEDICINE		Cadaver for Bio. 200 class	4,308.12
P14-03075	CDW-G COMPUTER CENTERS		Scanner for EOPS	1,029.29
P14-03076	SHEILA FORSBERG		Consulting Services	1,546.31
P14-03077	ROTTLER MANUFACTURING CO.		Honing machine coolant	233.64
P14-03078	WELLS FARGO #3317		Stretch Straps for Knea. SC	261.51
P14-03079	AG CONSTRUCTION & CONTRACTING INC		Wall and Door Installation in M100	3,835.00
P14-03080	CASBO CASBO PROFESSIONAL DEVELOPMENT		District CASBO membership	775.00
P14-03081	LASER SOURCE		Cartridge for Network Printer HP4515n	214.92
P14-03082	UNITED SITE SERVICES OF CALIFORNIA, INC.		Purchase ATEP fencing & gates	62,399.56
P14-03083	JACQUELINE MARAZZI, PRP		Parliamentarian Services	300.00
P14-03084	MC KESSON GENERAL MEDICAL CORP		Sharps containers for Paramedic Program	103.12

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ESCAPE ONLINE

Page 5 of 8

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03085	CDW-G COMPUTER CENTERS	.	Scanners for Cal WORKs program	2,058.59
P14-03086	GUEST ARTISTS	.	Musicians: Theatre Arts "Next to Normal"	200.00
P14-03087	ZEP MANUFACTURING	.	M/W Athletic Teams/Cleaning Supplies	339.88
P14-03088	UNITED FABRICARE SUPPLY, INC.	.	M/W laundry supplies 2013/2014	1,534.84
P14-03089	SPORTS IMPORTS	.	Badminton floor plate	175.50
P14-03090	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	3 new iPad Airs for TLS Dept	2,379.24
P14-03091	B & H PHOTO	.	Paper/Film/Filters SC photo.	1,105.16
P14-03092	THE EMBROIDERY STORE	.	Men's golf sweaters	281.78
P14-03093	BSN SPORTS	.	Emergency baseball pants	421.80
P14-03094	ADRENALIN SPORTS APPAREL DBA J OANN MARIE HYDER	.	Men's volleyball apparel IVC Athletics	2,115.29
P14-03095	BSN SPORTS	.	Baseball practice shirts IVC	810.00
P14-03096	TREMCO INC	.	Roof Repairs and Cleaning above A213	1,370.00
P14-03097	WELLS FARGO #3317	.	Antifatigue mats for Labs SC Sci. Math	1,809.59
P14-03098	WORLDPOINT ECC, INC.	.	Course cards for AHA classes SC Health Sci.	493.48
P14-03099	ETR ASSOCIATES	.	Pamphlets IVC HWC	88.80
P14-03100	SO. ORANGE CO. COMM. COL.DIST	.	2013-2014 Care Grants to Care eligible students	3,000.00
P14-03101	POWERTRON BATTERY CO.	.	Battery Order	19.47
P14-03102	WELLS FARGO #3317	Bldg W/Com Arts	Battery fuse and bulb tester SC TV	36.18
P14-03103	LOEX CLEARINGHOUSE FOR LIBRARY INSTRUCTION (LOEX)	.	Institutional membership per Jenny Langrell.	85.00
P14-03104	WELLS FARGO #3317 (DISTRICT)	.	AED replacement pads IVC	140.40
P14-03105	CDW GOVERNMENT, INC.	.	Zebracard Printhead for A&R	579.95
P14-03106	WELLS FARGO #3317	.	Geo lab reference books SC Sci. Math	331.66
P14-03107	CITY OF RANCHO SANTA MARGARITA BELL TOWER REGIONAL COMM CTR	.	Rental Fee for Room - VPI Retreat	300.00
P14-03108	NORMAN JONES	.	Perkins Grant Guest Speaker-Attachment	2,000.00
P14-03109	IWORX SYSTEMS INC	.	Teaching equip module kits/ Bio 12	27,069.20
P14-03110	INT'L TEACHING SYSTEMS	.	Sony Soloist Software Maintenance Plan	4,890.00
P14-03111	UNITED INTERIORS	.	Installation-Reading Dept Furniture	877.50
P14-03112	AARDVARK CLAY AND SUPPLIES	.	Underglazes/glazes SC Emeritus	392.90
P14-03113	MARIA SIMPSON, PhD.	.	Consulting Services - Maria Simpson	5,000.00
P14-03114	HITT MARKING DEVICES, INC.	.	Embossing seal SC A+R	51.53
P14-03115	WELLS FARGO #3317	.	Security Locks IVC Tech Services	90.70
P14-03116	WELLS FARGO #3317 (DISTRICT)	.	Totes for physics/earth sci SC	268.92
P14-03117	SO. COAST FIRE PROTECTION	.	Annual system testing	225.00
P14-03118	AT LAST WINDOW COVERINGS	.	Window covering	486.16
P14-03119	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	iPad for CTE	1,105.32
P14-03120	OM WORKSPACE	.	Computer Table for LRC 230	852.78
P14-03121	SEHI PROCOMP COMPUTER PRODUCTS	.	Printer Ink	905.94
P14-03122	GOVCONNECTION	.	Fujitsu ScanSnapp IX500 Scanner	451.44
P14-03123	VS ATHLETICS	.	TF Safety Pole Vault Equipment S'14	703.20
P14-03124	MONSTERSLAYER, INC.	.	Copper/brass/nickel sheets and wire SC Emeritus	371.58

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ESCAPE ONLINE

Page 6 of 8

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03125	DICK'S SPORTING GOODS		Pro-Forma Invoice SB S'14	2,170.93
	LAGUNA HILLS STORE		pants/helmets, etc.	
P14-03126	ADRENALIN SPORTS APPAREL		Badminton gear	174.96
	DBA J OANN MARIE HYDER			
P14-03127	ROGER DUNN GOLF SHOPS		M Golf Team S'14	2,592.43
			polos/pullovers/pant/short/hats	
P14-03128	SO. COAST FIRE PROTECTION		Replace fire hose in PE gym	800.00
P14-03129	MISSION VIEJO GLASS		Replace mirror film in TAS/SM/PE-300	1,950.00
P14-03130	SYLVIA CORDOVA		FKCE Wkshp Trainer	240.00
P14-03131	ROBERT WADDINGTON		FKCE Wkshp Trainer	720.00
P14-03132	SHARON LANDIS		FKCE Wkshp Trainer	1,440.00
P14-03133	ORVILLE C. PETERSON III		FKCE Wkshp Trainer	200.00
P14-03134	SALLIE MILLER		FKCE Wkshp Trainer	515.00
P14-03135	YVETTE ARBIZO		FKCE Wkshp Panelist	35.00
P14-03136	WELLS FARGO #3317		Scanner for Electronic Medical Records	442.79
			IVC	
P14-03137	BRODY CHEMICAL		Laundry Supplies/Slide Out/Baseball and	342.10
			Softball	
P14-03138	THOMSON REUTERS - WEST		Westlaw	5,388.82
P14-03139	MICRO CENTER	Bldg W/Com Arts	Laptop for Graphics for Portable Prod.	850.00
			System	
P14-03140	IRVINE CHAMBER OF COMMERCE		1/2 page ad Destination Irvine	1,500.00
P14-03141	YVETTE AGUAYO		FKCE Wkshp Facilitator	105.00
P14-03142	BEN TURRIETTA		FKCE Wkshp Facilitator	105.00
P14-03143	DIAMONDS SPORTS FIELD		Maintenance supplies	1,058.40
	MAINTENANCE INC.			
P14-03144	HOME DEPOT MISSION VIEJO		Student supplies	80.00
	STORE #614			
P14-03145	MGB CONSTRUCTION		Install concrete pads at back of AGB	3,685.00
P14-03146	HAITBRINK ASPHALT PAVING, INC.		Repair walkway by Fine Arts	3,900.00
P14-03147	UNITED POWER & BATTERY		Emergency Service Contract for	3,180.00
			Equipment	
P14-03148	HOLLANDER GLASS, INC.		Hiromi Takizawa Spring 2014 - Fee	314.08
			Based Supplies	
P14-03149	WELLS FARGO #3317 (DISTRICT)		Virtual Desktop piloting licenses	299.80
P14-03150	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT		Keyboard Cover for iPad	215.89
P14-03151	CDW-G COMPUTER CENTERS		Headset for Sandy Jeffries	131.39
P14-03152	TECHSMITH CORP		Camtasia Software Upgrade for CIDDE	3,060.00
P14-03153	McMASTER CARR SUPPLY COMPANY		Physics supplies - Bumpers	31.41
P14-03154	MAIN GRAPHICS		IVC M. Basketball Media Guides	1,022.32
P14-03155	PITNEY BOWES	SC WAREHOUSE	Mail machine supplies	362.60
P14-03156	RIO GRANDE ALBUQUERQUE		Wax/enamel/saw blades/wire Emeritus	383.88
			SC	
P14-03157	HITT MARKING DEVICES, INC.		Pre-inked stamp SC SBS	44.04
P14-03158	DEEP SURPLUS		Cat6 Patch Cables	105.41
P14-03159	RSM CHAMBER OF COMMERCE		Membership	150.00
P14-03160	JOHN TIMBERLAKE		Contract Services	3,666.67
P14-03161	WELLS FARGO #3317 (DISTRICT)		Day-timer Appointment Calendar for HR	28.17
			Specialist	

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ESCAPE ONLINE

Page 7 of 8

Includes P14-02907 - P14-03184

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03162	SAN CLEMENTE CHAMBER OF COMMERCE		Membership	50.00
P14-03163	WELLS FARGO #3317 (DISTRICT)		Field notebook for geology staff SC	25.17
P14-03164	VICTORY CUSTOM ATHLETIC		Renumber 2 current baseball jerseys	42.24
P14-03165	FANTASY DESIGNS		Embroidery on pullovers M Golf S'14	64.80
P14-03166	DANA POINT CHAMBER OF COMMERCE		Membership	100.00
P14-03167	SAN JUAN CAPISTRANO CHAMBER OF COMMERCE		Membership	100.00
P14-03168	TRICIA TINER		FKCE Wkshp Trainer	280.00
P14-03169	MISSION VIEJO CHAMBER OF COMMERCE		Membership	150.00
P14-03170	ALLSTEEL, INC. C/O CORP. BUSINESS INTERIORS		Office Retrofit	4,928.88
P14-03171	EN4ORM OFFICE INTERIORS		Office Retrofit	15,101.64
P14-03172	SO. COAST FIRE PROTECTION		Repair fire hood system	389.40
P14-03173	TOTTY PRINTING		Saddleback College Certificates SC A&R	1,428.96
P14-03174	SEHI PROCOMP COMPUTER PRODUCTS		2 HP Officejet Pro Printers for HR	334.32
P14-03175	MARSHALL MATERIALS		Parking rock supplies	10,886.76
P14-03176	EVENTS		CCCAA Meeting - SC / Feb 2014	600.00
P14-03177	PACIFIC CLINICS TRAINING INSTITUTE		Independant Contractor/Consultant agreement	30,000.00
P14-03178	SEHI PROCOMP COMPUTER PRODUCTS		Printer cartridges for lab use	945.72
P14-03179	DICK BLICK COMPANY		wood chisels/task boards IVC Fine Arts	324.53
P14-03180	WELLS FARGO #3317	Bldg W/Com Arts	Films for classes and Ch. 39 SC	130.49
P14-03181	PAC ENGINEERING CRAIG CLAYTOR	Bldg W/Com Arts	Portable Production System Engineering	3,244.60
P14-03182	SMASHING SPORTS		Badminton shoes	1,196.40
P14-03183	CHEF WORKS, INC.		Chef Jackets for Culinary Instructors and Staff	286.65
P14-03184	COMMUNITY COLLEGE LEAGUE OF CA		Library ebooks per Jenny Langrell	1,150.00
Total Number of POs			278	Total 1,004,869.21

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	262	729,755.83
12	Child Development Fund	1	834.46
40	Capital Outlay Fund	14	267,278.92
71	Retiree Benefit Fund	1	7,000.00
Total			1,004,869.21

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ESCAPE ONLINE

Page 8 of 8

Includes 01/08/2014 - 02/05/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03078	CATHLEEN GREINER	Conference attendance/C. Greiner	1,478.25
RQ14-03206	S & B FOODS	Basic Skills Initiative Luncheon	944.46
RQ14-03798	JACQUELINE ZIMBALIST	Reimbursement-Socket Cap for Art	34.03
RQ14-03864	B & P SERVICES, INC.	Service for A/C Unit	135.00
RQ14-03929	ANTHONY MACIEL	Conference - CISOA	637.40
RQ14-04036	TASER INTERNATIONAL, INC.	taser repair	84.26
RQ14-04090	PACIFIC COACHWAYS	Bus for Bridge 2 Engineering Field Trip	740.25
RQ14-04111	WILLIAM (BEAU) ARBUTHNOT	Conference reimbursement	851.70
RQ14-04220	KATE ALDER	Reimbursement for CTE Fall conference	205.39
RQ14-04228	RANDY W. PEEBLES	Conference R Peebles	995.00
RQ14-04240	S & B FOODS	Target meeting	750.60
RQ14-04243	BRUCE HAGAN	Reimbursment for DTC/CHE Conference	1,629.18
RQ14-04249	MARYANNE SHULTS	CONFERENCE REGISTRATION	240.00
RQ14-04252	AMARA AGUILAR	CONFERENCE HOTEL 2 NIGHTS	497.20
RQ14-04258	ONE SOURCE INDUSTRIES PROMOTIONS	Promotional Items	2,077.81
RQ14-04268	DR. CRAIG JUSTICE	Power Adapter for Craig Justice	85.32
RQ14-04274	DR. CRAIG JUSTICE	Dr. Craig Justice to CCCCIO Conf, Jan 14-15, 2014	549.20
RQ14-04284	TIME CLOCK SALES & SERVICE	Time Clock Repair and Parts HR	133.60
RQ14-04286	M. SCOTT GRABAU	PAC supplies	30.07
RQ14-04287	AMARA AGUILAR	Software training Perkins grant	1,395.00
RQ14-04291	DEPT. OF PESTICIDE REGULATION	Steve Woodard Application for Certification	140.00
RQ14-04295	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	Background Investigation-Police Officer	350.00
RQ14-04296	SOUTH COAST FAMILY MEDI-CENTER, INC.	Physical Exam-Police Officer	235.00
RQ14-04297	HIGHER EDUCATION PUBLICATIONS	2014 Higher Education Directory	67.50
RQ14-04314	MARY ANSTADT	Spring CCCAOE Conference for Mary Anstadt	1,678.40
RQ14-04330	BRENDA FITZGEORGE	ConfReimb-CA Cmty Colleges Veterans Summit	83.24
RQ14-04332	ROBERT COSGROVE	ConferenceReimb-ASCCC Accreditation Institute	800.00
RQ14-04334	JENNIFER ABRAHAMS	Reimbursement for biology supplies	18.33
RQ14-04336	KOLIN WILLIAMS	ConfReimb-Student Veterans of America Nat'l Conf	167.00
RQ14-04337	MARIANA DESARACHO	ConfReimb-Hawaii Int'l Conf on Education	1,200.00
RQ14-04338	PAMELA PATTERSON	ConfReimb-ACSM Certified Personal Trainer	448.00
RQ14-04339	MARJORIE HIMES	ConfReimb-Zumba Instructor Training & Certification	225.00
RQ14-04341	BARBARA TAMIALIS	ConfReimb-Early Childhood STEM Conference	245.00
RQ14-04342	DIANE WENZEL	ConfReimb-US Sailing Leadership Forum	600.00
RQ14-04356	SCOTT KIM	Groceries purchased for Student Use	317.36
RQ14-04362	AMARA AGUILAR	Reimbursement for domain	455.59
RQ14-04364	BAKER & TAYLOR	Library books per Jenny Langrell	963.45
RQ14-04368	BAKER & TAYLOR	Library books per Jenny Langrell	885.75
RQ14-04375	WELLS FARGO #3317 (DISTRICT)	Refreshments for emergency training	350.00
RQ14-04376	TRABUCO HILLS CENTER CLEANERS	Laundry for Nursing skills lab	382.00
RQ14-04379	SUN BADGE COMPANY	IVCPD Badges	830.99
RQ14-04380	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds -Fall Semester 2013	1,127.00

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ESCAPE ONLINE

Page 1 of 6

Includes 01/08/2014 - 02/05/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-04381	ORANGE CO. COMMERCIAL PRINTING	Lariat print expense	727.00
RQ14-04383	LISA INLOW	Groceries purchased for student use.	19.18
RQ14-04386	THE EMBROIDERY STORE	Men's golf bag printing	59.13
RQ14-04388	RUBY HAZZARD	Travel reimbursement	262.36
RQ14-04389	ALI DORRI	Future Media Training - Final Cut Pro, Ali Dorri	1,395.00
RQ14-04392	WILL GLEN	Reimbursement for mailing supplies	58.80
RQ14-04396	JUAN AVALOS	CIO/CSSO Joint Spring 2014 Conference	845.00
RQ14-04398	DUNN-EDWARDS CORPORATION	B300 Paint Expenditure	889.75
RQ14-04399	SCHOLARSHIPS	Scholarship For Nursing Students	350.00
RQ14-04401	SCHOLARSHIPS	Scholarship For Nursing Students	350.00
RQ14-04402	SCHOLARSHIPS	Scholarship For Nursing Students	350.00
RQ14-04403	BERTRAND'S MUSIC	Instrument repair	229.64
RQ14-04404	SCHOLARSHIPS	Scholarship For Nursing Students	350.00
RQ14-04405	WILL GLEN	Attend CPOA Conference	598.50
RQ14-04413	GRACE GARCIA	Conference for Grace Garcia	2,200.00
RQ14-04414	JOYCE BARTLOMAIN	Conference for Joyce Bartlomain	2,300.00
RQ14-04415	DONNA PRIBYL	Conference for Donna Pribyl	2,048.00
RQ14-04423	DR. ROBERT BRAMUCCI	Innovations Conference	850.00
RQ14-04426	PHOENIX GROUP INFORMATION SYS.	Repair	103.00
RQ14-04428	EARL PAGAL	Travel reimbursement	395.28
RQ14-04430	S & B FOODS	CTE HS Career Day	2,025.00
RQ14-04435	LINDA FONTANILLA	Conference Linda Fontanilla	1,863.12
RQ14-04443	JENNIFER FOROUZESH	COADN Conference	922.20
RQ14-04447	WELLS FARGO #3317 (DISTRICT)	GoDaddy.com	539.98
RQ14-04448	WELLS FARGO #3317 (DISTRICT)	appFigures (Mobile app monitoring tool)	103.61
RQ14-04454	CHELSEA GONNERING	Payment for High School Outreach Visits	200.00
RQ14-04455	JEFF DORSZ	Reimbursement for hardware securing equipment	73.18
RQ14-04456	MARCIVE, INC.	Library database service per Lydia Welhan.	225.50
RQ14-04460	DIANE MC GROARTY	Supplies for use in Fashion classes	91.77
RQ14-04463	BARBARA CAREY	Supplies for Student Use in Fashion Classes	175.00
RQ14-04465	TAMERA RICE	COADN Conference	960.20
RQ14-04469	ORANGE COUNTY BUSINESS COUNCIL	Registration/ OCBC Annual Dinner/ Table for 10	2,000.00
RQ14-04470	WELLS FARGO #3317 (DISTRICT)	pubservice.com (Chronicle of HE)	215.00
RQ14-04472	MAQUINSAL SEWING MACHINE CO.	Repair Sewing Machines for Student Use	300.00
RQ14-04475	WELLS FARGO #3317 (DISTRICT)	Promotional Screaming Monkey - MySite	84.00
RQ14-04480	MARK KRUHMEN	Reimburse staff member for job search service	59.95
RQ14-04481	WELLS FARGO #2785	Equipment Part for Hoyer Lift in KNEA, Vendor; PHC	226.69
RQ14-04482	KEITH SHACKLEFORD	CCCAA Annual convention registration/K Shackleford	200.00
RQ14-04484	ENVIRONMENTAL SYSTEM PRODUCTS	Emissions probe	64.75
RQ14-04485	DR. ROBERT BRAMUCCI	eBook for Bob Bramucci	11.99
RQ14-04497	WELLS FARGO #2785	Rehab Shower Wheelchair for DSPS	550.90
RQ14-04499	AMY HUNTER	Reimbursement- Scripts Theatre Classes Spring 2014	535.51
RQ14-04500	TIMOTHY JEMAL	Conference for Timothy Jemal	650.00

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ESCAPE ONLINE

Page 2 of 6

Includes 01/08/2014 - 02/05/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-04501	WELLS FARGO #1598	Vinyl ID Cards	583.20
RQ14-04504	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds -Fall Semester 2013	3,833.00
RQ14-04507	FRANCHISE TAX BOARD	Nonresident Withholding Payment	693.00
RQ14-04509	WELLS FARGO #3317 (DISTRICT)	GoDaddy Renewal - OCCCLTF.ORG	90.85
RQ14-04517	PMW ASSOCIATES	Tuition Fee	5,500.00
RQ14-04518	WELLS FARGO #3317 (DISTRICT)	Apple Store	99.00
RQ14-04519	JOSEPH GERGES	Reimbursement	50.00
RQ14-04521	TODD SCHMALTZ	Reimbursement	7.25
RQ14-04526	LAGUNA GRAPHIC ARTS, INC.	Business Cards for David Bugay	42.12
RQ14-04527	CHRISTOPHER WILKINSON	conference Christopher Wilkinson	1,950.91
RQ14-04534	TUSTIN COMMUNITY FOUNDATION	Tustin Mayor's Inaugural Dinner	250.00
RQ14-04540	KEVIN O'CONNOR	Mileage Reimb 12/5/13	39.32
RQ14-04541	BAKER & TAYLOR	Library materials per Jenny Langrell	483.69
RQ14-04542	BAKER & TAYLOR	Library books per Jenny Langrell	455.27
RQ14-04545	CORNER BAKERY CAFE STORE #219	Food for CD Conf Perkins Grant-Attachment	846.48
RQ14-04556	GLENN ROQUEMORE	Travel for Glenn Roquemore- ICC Board Retreat	216.53
RQ14-04559	DR. ROBERT BRAMUCCI	R Bramucci Travel to Workday Meeting	1,133.00
RQ14-04561	LAGUNA GRAPHIC ARTS, INC.	Business Cards-Nicole Ortega	42.12
RQ14-04562	BERTRAND'S MUSIC	Instrument repair	166.74
RQ14-04564	ONE SOURCE INDUSTRIES PROMOTIONS	Promotional Items for Job Fairs	2,589.23
RQ14-04565	SOPHIE MILLER	Reimbursement to S. Miller/Dry Cleaning & Supplies	197.40
RQ14-04570	FEDERAL EXPRESS	Payment for transcript mailed	28.07
RQ14-04577	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	Background Check for Police Officer	350.00
RQ14-04578	SOUTH COAST FAMILY MEDI-CENTER, INC.	Preplacement Exam for Police Officer	235.00
RQ14-04585	WELLS FARGO #2785	Propane gas and cylinder	352.38
RQ14-04591	DAVID D. GATEWOOD	10 ft. cable computer to monitor	5.75
RQ14-04592	GLENN ROQUEMORE	Travel for Glenn Roquemore- CCLC, So. Cal CEO Conf	965.12
RQ14-04593	GRACE GARCIA	Conference for Grace Garcia	89.00
RQ14-04596	TIM SWISS	Reimbursement- Scripts Theatre Classes Spring 2014	13.38
RQ14-04602	GARY POERTNER	Conference for Gary Poertner	1,000.00
RQ14-04605	MIROSLAVA MANCHIK	Reimburse for storage boxes	64.58
RQ14-04606	JAKE MUNNS	2014 CCC Registry Job Fair	289.00
RQ14-04609	NICHOLAS SCHMIDT	Conference for Nicholas Schmidt	1,020.00
RQ14-04611	DAVID BUGAY	Conference for David Bugay	131.73
RQ14-04612	WELLS FARGO #1606	Printed book marks and emergency cards	85.95
RQ14-04613	THOMAS L. SMITH	Reimburse for purchase of supplies for CMT Classes	106.32
RQ14-04614	CATHLEEN GREINER	ACCCA Conference	1,010.52
RQ14-04617	CATHLEEN GREINER	Conference for Cathleen Greiner	525.28
RQ14-04620	PAPA	Pesticide seminar for Brian McMahon	160.00
RQ14-04621	PAPA	Pesticide seminar for Luis Silva	160.00
RQ14-04622	PAPA	Pesticide seminar for Raul Leal	160.00
RQ14-04623	LORETTA M. NICCOLA	COADN Conference	922.20

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ESCAPE ONLINE

Page 3 of 6

Includes 01/08/2014 - 02/05/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-04628	WELLS FARGO #3317	amazon.com monitor splitter	7.55
RQ14-04629	WELLS FARGO #3317	Amazon.com-book	11.66
RQ14-04630	JAMES ROGERS	Reimbursement for Jim Rogers	93.96
RQ14-04631	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	Abatement req for overpayment	6,909.75-
RQ14-04632	MICHAEL JAMES	Reimbursement for Michael James	62.23
RQ14-04633	DELL MARKETING	Reference PO#14-02818- Payment Purposes Only	1,377.51
RQ14-04634	KATHERINE SCHMEIDLER	Prepayment Conference	458.82
RQ14-04635	DELL MARKETING	Reference PO#14-02818 Payment Purposes Only	1,377.51
RQ14-04636	CHERYL DELSON	Prepayment Conference	458.82
RQ14-04638	WILLIAM ETTER	Prepayment Conference	458.82
RQ14-04639	ROOPA MATHUR	Prepayment Conference	458.82
RQ14-04640	JUNE MC LAUGHLIN	Prepayment Conference	458.82
RQ14-04641	KATHLEEN WERLE	Refreshments - VPI Council Retreat 2/4/14	40.00
RQ14-04643	RAJANPAL DHILLON	Reimbursement	179.66
RQ14-04644	KRISTI AYON	Building supplies for sets for film project	932.83
RQ14-04649	TODD SCHMALTZ	Accessories for Assault Rifles	184.08
RQ14-04655	DONNA RANE-SZOSTAK	Reimbursment for non-instructional supplies	123.00
RQ14-04658	CALPERS FISCAL SERVICES DIVISON	Contributions (CalPERS)	940.35
RQ14-04662	RAJBIR SINGH	Employee enrollment fee reimbursement	184.00
RQ14-04663	JEANISE BARTIROMO	Employee enrollment fee reimbursement	138.00
RQ14-04664	DAUNE MAIN	Employee enrollment fee reimbursement	138.00
RQ14-04665	DR. ROBERT BRAMUCCI	Washington DC Briefing-R. Bramucci	1,765.00
RQ14-04673	TONI LAKOW	2014 CCC Registry Job Fair participation	289.00
RQ14-04675	FRANCES MILLER	2014 CCC Registry Job Fair Participation	289.00
RQ14-04679	TERESA FLUEGEMAN	Federal Briefing - Washington DC 2014 - TF	1,613.75
RQ14-04680	COONEY, NATALIE	Federal Briefing - Washington DC 2014 - NC	1,742.85
RQ14-04682	MARK ZANDONELLA	Radio Repair	3.24
RQ14-04684	WELLS FARGO #1606	Laser remotes for Art History classes	250.00
RQ14-04687	ARIAN NUR	Federal Briefing - Washington DC - Student	1,596.48
RQ14-04692	TOD A. BURNETT	NCAA Conf 2014 - Indianapolis, IN	600.00
RQ14-04693	KATHLEEN WERLE	Spring 2014 CCCC/CSS Conf. - SAN FRAN.	1,190.00
RQ14-04700	MATTHEW BENDER & CO., INC. LEXIS NEXIS MATTHEW BENDER	Library books per Jenny Langrell	244.19
RQ14-04702	EMILY QUINLAN	Pathways to Law School: Postage & Copying	32.00
RQ14-04703	WELLS FARGO #3317 (DISTRICT)	Webinar - Business Proofreading and Editing	129.00
RQ14-04704	THE EMBROIDERY STORE	Men's golf embroidery	329.62
RQ14-04708	MONICA FRIEDRICH	Reimbursement for biology instructional supplies	58.91
RQ14-04710	CANDICE YACONO	Employee enrollment fee reimbursement	138.00
RQ14-04711	RON ELLISON	Cash Advance for Theatre Spring 14	500.00
RQ14-04712	AMY L. STINSON	Reimbursement req for Geology instructor	234.00
RQ14-04713	NANCY BRACKEN	Cash Advance for IVC Theatre	500.00
RQ14-04715	CAROL HILTON	Carol Hilton to attend ACBO Institute II	1,942.25
RQ14-04716	DONNA RANE-SZOSTAK	Reimbursment for supplies	79.95
RQ14-04721	EARL PAGAL	Travel reimbursement	485.00
RQ14-04723	COONEY, NATALIE	Reimbursement for postage	9.75
RQ14-04736	FRANCHISE TAX BOARD	Filing fee for form 199	10.00
RQ14-04737	TODD SCHMALTZ	Reimbursement tactical gear	294.45

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ESCAPE ONLINE

Page 4 of 6

Listing

Includes 01/08/2014 - 02/05/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-04741	CRAIG HAYWARD	CCCCIO Conference and presentation	1,453.00
RQ14-04744	MARK KRUHMIN	Reimburse staff member for furniture part	29.00
RQ14-04745	KELLY FALTIS C/O SADDLEBACK COLLEGE	Reimburse Kelly Faltis for rental	38.00
RQ14-04747	THE EMBROIDERY STORE	Men's golf visors	283.82
RQ14-04750	BAKER & TAYLOR	Library books per Jenny Langrell	345.58
RQ14-04755	KARIMA FELDTHUS	ACCCA Conference Feb 26 - 28, 2014	75.00
RQ14-04757	LA NELL PEEBLES	Reimbursement for Emergency Mailings	34.90
RQ14-04758	LAGUNA GRAPHIC ARTS, INC.	Printing of Job Fair Flyers	660.96
RQ14-04763	WILLIAM (BEAU) ARBUTHNOT	training SC Campus Police	202.00
RQ14-04764	REPRO XPRESS	Digital Docs for Bid 2014 Photo/Radio/TV Reno	264.50
RQ14-04765	S & B FOODS	Financial Aid Outreach Spring 2014	566.40
RQ14-04774	TOMARK SPORTS EQUIPMENT	Videoboard repair in the IVC Gymnasium.	395.00
RQ14-04776	SCENIC EXPRESSIONS, INC.	Rental for Dept Theatre Arts Children of Eden	595.00
RQ14-04780	WELLS FARGO #2785	Food for VPI Retreat	300.00
RQ14-04781	KELLY FALTIS C/O SADDLEBACK COLLEGE	Reimbursement for Power for film project	1,576.00
RQ14-04782	THOMAS L. SMITH	Reimburse for purchase of sound cards	47.54
RQ14-04786	CAROLINA KUSSOY C/O IRVINE VALLEY COLLEGE	Static wrist straps for students	60.00
RQ14-04788	DEBRA L. FITZSIMONS	Reimbursement for Notary Services	50.00
RQ14-04789	KELLY FALTIS C/O SADDLEBACK COLLEGE	Reimbursemt for "Comic Con" Film Project	2,494.00
RQ14-04791	BOUNDLESS NETWORK	MySite Pens - Promoting MySite to students	706.23
RQ14-04792	REBECCA BECK	Beck Conference Reimbursement	1,066.84
RQ14-04793	WILLIE WASHINGTON	Washington Conference Reimbursement	559.03
RQ14-04795	KELLY FALTIS C/O SADDLEBACK COLLEGE	Reimbursement for makeup supplies for "Comic Con"	260.12
RQ14-04796	MATCO TOOLS MARK JACOBSON	Matco tools	281.63
RQ14-04798	CARLA REISCH	Reisch Conference Reimbursement	213.73
RQ14-04801	BRENNAN WALLACE	Wallace Conference Reimbursement	700.00
RQ14-04804	JIM SCHNEIDER	Reimbursement for lab supplies	13.95
RQ14-04805	EPILOG CORPORATION	Repair for cutting laser	385.75
RQ14-04814	WELLS FARGO #3317 (DISTRICT)	Emergency training supplies	35.81
RQ14-04816	ORANGE CO. COMMERCIAL PRINTING	Lariat print expense	927.00
RQ14-04828	WRIGHT, JIM	Conference for Jim Wright	32.00
RQ14-04861	TONI LAKOW	Reimbursement-supplies for CCC Registry Job Fair	12.95
RQ14-04867	STATE BOARD OF EQUALIZATION	Hazardous waste generator fees	209.00
RQ14-04869	SCHOLARSHIPS	Scholarship For Reyes-Nursing Student	390.00
RQ14-04877	PRENDERGAST, T. J.	Conference for T. J. Prendergast	32.00
RQ14-04887	LINDA FONTANILLA	Reimbursement president cup expenses	364.63
RQ14-04891	M. SCOTT GRABAU	Student classroom supplies	100.00
RQ14-04893	ROXANNE METZ	CA Career Pathways Trust Bidders Conference	500.00
		Total	211
			110,228.21

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ESCAPE ONLINE

Page 5 of 6

Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	206	107,443.56
40	Capital Outlay Fund	2	1,642.01
68	Self-Insurance Fund	3	1,142.64
Total		211	<u>110,228.21</u>

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

ESCAPE ONLINE

Page 6 of 6

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratify

BACKGROUND

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees to approve, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification, and ratify, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the Contingency Reserve.

STATUS

For the current reporting period ending January 31, 2014, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 01/01/14 to 01/31/14

<u>General Fund</u>			
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$16,961	
2000	Classified Salaries		\$33,767
3000	Fringe Benefits	\$28,946	
4000	Books and Supplies	\$5,481	
5000	Other Operating Expenses & Services		\$159,082
6000	Capital Outlay	\$10,217	
7000	Other Outgo	\$131,244	
Total Transfers - General Fund		<u>\$192,849</u>	<u>\$192,849</u>
Total Transfers		<u>\$192,849</u>	<u>\$192,849</u>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: January/February 2014 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During January/February 2014, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Public Squared Agreement- For social entrepreneur contest / incubator project consultant. Saddleback College	\$85,000.00
Microvention Inc. Agreement – For IVC workforce training at ATEP. Irvine Valley College	\$44,268.00
Academic Marketing Services Membership Agreement – Subscription for a digital and printed magazine. Saddleback College	\$35,081.00
DSE Architecture Agreement – For design of district-wide union offices. Saddleback College	\$25,480.00
Geographic Solutions Independent Contractor Agreement – For annual license fee for the CACareerCafe.com. Irvine Valley College	\$22,250.00

In-N-Out Burger Mobile Unit Agreement – To provide food for Senior Day on March 4, 2014. Irvine Valley College	\$16,200.00
Debra L. Reilly Independent Contractor Agreement – To perform personnel investigation. District Services	\$15,000.00
Western Graphics Amendment – To augment original contract to a total of \$58,000.00 to fill marketing material orders/reorders developed for the CA Career Café, print training materials and item fulfillment of materials to California community colleges statewide. Irvine Valley College	\$13,000.00
Haitbrink Asphalt Paving, Inc. Agreement – To install storm drain for LRC. Saddleback College	\$10,428.00
Core Software Corp. Renewal – For current annual maintenance for CHRMS software. District Services	\$10,000.00
Cal Building Systems Inc. Service Agreement – For 5 year sprinkler certification. Irvine Valley College	\$4,776.00
Watry Design, Inc. Independent Contractor Agreement – For consultant services for parking layouts for proposed areas by the stadium. Saddleback College	\$4,000.00
Haitbrink Change Order - To augment original contract to a total of \$55,790 and extend completion date for repair roads and parking lots. Irvine Valley College	\$3,700.00
Pacific Restoration Services Change Order – To augment original contract to a total of \$15,690.23 for remediation and repairs to A213. Irvine Valley College	\$3,269.52
EEOC Training Institute Independent Contractor Agreement – For training for District Administrators and Managers. District Services	\$2,340.00

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

Bravo Sign & Design, Inc. Independent Contractor Agreement – For pre-construction service for design and signage for LRC. Saddleback College	\$2,275.00
Destination Irvine Advertising Agreement – For ½ page advertisement in visitors guide. Irvine Valley College	\$1,500.00
Kevin Kumar Independent Contractor Agreement – To perform as a guest artist for the IVC Performing Arts Center. Irvine Valley College	\$1,500.00
David J. Kern Amendment – To augment original contract to a total of \$11,000.00 and extend completion date to January 6, 2014 for professional landscape architecture services. Saddleback College	\$1,000.00
Ideal Data Solutions, Inc. Independent Contractor Agreement – For filing 1099 on Magnetic Media for 2013 tax year. District Services	\$875.00
Laguna Ballet Amendment – To augment original contract to a total of \$26,725.00 for six performances of “The Nutcracker” from Dec. 16 – 22, 2013. Saddleback College	\$725.00
Deborah Layton Independent Contractor Agreement – For a Distinguished Academic Lecture Series speaker on February 4, 2014. Irvine Valley College	\$500.00
Chelsea Gonnering Independent Contractor Agreement – For outreach on behalf of the Cinema, Television and Radio department, visiting Orange County High Schools, recruiting underrepresented students. Saddleback College	\$500.00
Jeremy Cavaterra Independent Contractor Agreement – To perform as a guest artist for the IVC Performing Arts Center on Feb. 21, 2014. Irvine Valley College	\$500.00

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

FunFlicks Outdoor Movies Event Rental Agreement – For outdoor theater rental on January, 23, 2014. Saddleback College (ASG funds)	\$489.00
FunFlicks Outdoor Movies Event Rental Agreement – For outdoor theater rental on February 6, 2014. Saddleback College (ASG funds)	\$489.00
FunFlicks Outdoor Movies Event Rental Agreement – For outdoor theater rental on March 6, 2014. Saddleback College (ASG funds)	\$489.00
FunFlicks Outdoor Movies Event Rental Agreement – For outdoor theater rental on April 3, 2014. Saddleback College (ASG funds)	\$489.00
Jacqueline Marazzi Independent Contractor Agreement – For parliamentary assistance regarding Academic Senate election issues, vacancies and bylaws amendment suggestions from Jan. 17 – Feb. 28, 2014. Saddleback College	\$300.00
Francine Van Meter Independent Contractor Agreement – To perform as guest speaker for DE Task Force online workshop on Jan. 13-14, 2014 Irvine Valley College	\$216.80
Walter Clark Independent Contractor Agreement – For lecture “Guitar and Vocal Music of F. Moreno Torroba” on Jan. 29, 2014. Saddleback College	\$200.00
Robert Platz Amendment – To augment original contract to a total of \$1,240 for performance as guest artist musician for the production of “Next to Normal” on Dec. 2 – Dec. 16, 2013. Saddleback College	\$200.00
Ideal Data Solutions, Inc. Independent Contractor Agreement – For printing and mailing 2013 1099s for Saddleback College Foundation. District Services	\$200.00
Patricia Campbell Independent Contractor Agreement – For ushering services for IVC PAC on Dec. 6 – Dec. 15, 2013. Irvine Valley College	\$160.00

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

Ideal Data Solutions, Inc Independent Contractor Agreement – For set-up for 2013 IRS and FTB form 1099 for Irvine Valley College Foundation. District Services	\$160.00
Brian Svoboda Independent Contractor Agreement – To perform duties of production sound technician for the presentation of “Comedy & Magic” on January 11, 2014. Saddleback College	\$150.00
Nohemy Ornales Amendment – To extend completion date from December 31, 2013 to February 28, 2014 for Financial Aid Office audit and recommendations. Irvine Valley College	\$0.00
gkkworks Amendment – To extend completion date from June 30, 2013 to October 31, 2013 for architectural services to remove and replace accessible parking stalls throughout campus. Saddleback College	\$0.00
IMOC-Integrated Medicine Orange County Clinical Training Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Donovan Bros. Golf, Inc. Amendment No. 4 – For contract renewal at a month-to-month basis. Saddleback College	\$0.00
Stanbridge College Clinical Training Agreement – To allow nursing students to obtain clinical experience in the Student Health Center. Saddleback College	\$0.00
Rose Hills Memorial Park & Mortuary Indemnification Agreement – For IVC information table at Veteran’s Resource Fair. Irvine Valley College	\$0.00

RECOMMENDATION

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Public Hearing for the Irvine Valley College Energy Service Contract

ACTION: Approval

BACKGROUND

California's Government Code (GC) sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternative energy supply source agreements. Districts may enter into energy service contracts which the governing board determines is in the best interest of the District provided that such determination is made at a regularly scheduled public hearing in which public notice is given at least two weeks in advance.

The Notice of Public Hearing has been posted to the District's website, is publically displayed at Saddleback College, Irvine Valley College and the ATEP campus.

District staff has identified a project to replace the seven air handling units on the Student Services Center Building and re-build the existing chiller that services the units at Irvine Valley College.

The Board of Trustees will hold a public hearing at its regularly scheduled meeting to consider the project before acting to approve it.

RECOMMENDATION

Open a public hearing and invite members of the public to present their comments with regard to the Irvine Valley College Energy Service Contract to replace the air handling units and re-build the existing chiller that services the units on the Student Services Center Building at Irvine Valley College.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - Student Services Center Air Handling Units Replacement Project, Award of Energy Services Contract, Trane U.S. Inc. (DBA Trane)

ACTION: Approval

BACKGROUND

Government Code Sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternate energy supply source agreements without competitive bidding.

A public hearing was held and the Board has approved a resolution authorizing the use of an energy services contract for the IVC Student Services Center Air Handling Units Replacement project.

Under GC 4217.12 the Board must find that the anticipated cost to the district for conservation services provided under this agreement will be less than the anticipated cost to the district of thermal, electrical, or other energy that would have been consumed by the district in the absence of these purchases. The annual yearly savings (EXHIBIT A) is approximately \$7,148.

STATUS

On January 10, 2014, a request for bid proposals was issued for the IVC Student Services Center Air Handling Unit Replacement project. Proposal responses were received January 30, 2014 and members of the district, both college facilities departments and the design Engineer of Record joined as a selection committee to evaluate the proposals. Based on a combination of technical merit and total cost, the committee recommends award to Trane U.S. Inc., (DBA Trane) City of Industry, CA (EXHIBIT B) in the amount of \$590,010 as best value to the District.

Funds are available in the approved basic aid project budget which is \$800,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Energy Services Agreement (EXHIBIT C) for the Irvine Valley College Student Services Air Handling Units Replacement project with Trane U.S. Inc. (DBA Trane), City of Industry, CA, in the amount of \$590,010.

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

**STUDENT SERVICES CENTER AIR HANDLING UNITS REPLACEMENT PROJECT
IRVINE VALLEY COLLEGE
FEBRUARY 24, 2014**

Based upon inspection form, site visit and rough savings calculation, Newcomb|Anderson|McCormick, a consultant to Southern California Edison, provided the following estimate of energy conservation for replacement of the air handling units on the IVC Student Services Center Building:

Electricity Savings: 55,140 kWh/yr
Peak Demand Reduction: 5.3 kW
Gas Savings: 541 th/yr

Annual yearly savings: Approximately \$7,148 per year.

**STUDENT SERVICES CENTER AIR HANDLING UNITS REPLACEMENT PROJECT
IRVINE VALLEY COLLEGE
FEBRUARY 24, 2014**

Limbach Company LP	Garden Grove, CA	Submitted letter to withdraw from bidding at bid time	
Southland Industries	Garden Grove, CA	Base Bid	\$671,000
		Alternate No. 1	\$ 64,300
		Alternate No. 2	<u>\$ 61,000</u>
		Total	\$796,300
*Trane U.S. Inc. (DBA Trane)	City of Industry, CA	Base Bid	\$586,763
		Alternate No. 1	\$ 0
		Alternate No. 2	\$119,786
		Contractor's Alternate No. 3	Declined
		Contractor's Alternate No. 4	<u>\$ 3,250</u>
			\$709,799

***RECOMMENDED AWARD**

**AGREEMENT – IVC STUDENT SERVICES CENTER AIR HANDLING UNITS REPLACEMENT
PROJECT, ENERGY SERVICES**

THIS AGREEMENT, dated the 24th day of February, 2014, in the County of Orange, State of California, is by and between South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692, (hereinafter referred to as "DISTRICT"), and Trane U.S. Inc. (DBA Trane), 17760 Rowland Street, City of Industry, CA 91748, (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as Irvine Valley College Student Services Center Air Handling Units (IVC SSC AHU) Replacement Project according to all the terms and conditions set forth in the Project Documents, including but not limited to Non-collusion Affidavit, Workers' Compensation Certificate, Drug-Free Workplace Certification, Change Orders, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Scope of Work description, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.
2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the Scope of Work description and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply, unless an act or omission by the DISTRICT actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.
3. The work shall be commenced on or before March 10, 2014 and shall be completed within one hundred forty (140) consecutive calendar days from the date specified herein. Time is of the essence.
4. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions, then this Agreement shall terminate or be suspended as set forth in General Conditions.

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

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

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

5. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:
 - a. Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.
 - b. Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,
6. The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

- a. failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- b. any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- c. any breach of duty, obligation or requirement under the Project Documents;
- d. any failure to coordinate the work of other contractors;
- e. any failure to provide notice to any party as required under the Project Documents;
- f. any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- g. any failure to protect the property of any utility company or property owner.

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

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

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

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

- a. Automotive and truck where operated in amounts as above
- b. Material hoist where used in amounts as above

8. Waiver of Subrogation

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

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

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

9. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of Delaware, and that Scott Smillie, whose title is Senior Contract Manager, is authorized to act for and bind the corporation.
10. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.
11. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

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

DISTRICT
South Orange County Community College District

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

CONTRACTOR
Trane U.S. Inc. (DBA Trane)

By: _____
Scott Smillie
Senior Contract Manager

561796
Contractor's License No.

Tax ID

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- b) establishing a drug-free awareness program to inform employees about all of the following:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) the availability of drug counseling, rehabilitation and employee-assistance programs;
 - 4) the penalties that may be imposed upon employees for drug abuse violations;
- c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Name of Contractor

Signature

Print Name

Title

Date

NONCOLLUSION DECLARATION

(Public Contract Code section 7106)

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state].

WORKERS' COMPENSATION CERTIFICATE

Labor Code Section 3700.

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.
- (c) For any county, city, city and county, municipal corporation, public district, public agency or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702."

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Name of the Contractor

By: _____
Signature

Print Name

Title

Date

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under the contract.)

CONTRACTOR'S CERTIFICATE REGARDING NON-ASBESTOS CONTAINING MATERIALS

We, _____, hereby certify that no Asbestos, or Asbestos Containing Materials shall be used in this Project, _____, or in any tools, devices, clothing, or equipment used to affect the work which we have installed in the South Orange County Community College District.

- (a) The Contractor further certifies that he/she has instructed his/her employees with respect to the above mentioned standards, hazards, risks and liabilities.
- (b) Asbestos and/or asbestos containing material shall be defined as all items containing but not limited to chrysotile, corcidolite, amosite, anthophyllite, tremolite and actinolite.
- (c) Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos containing material.
- (d) Any disputes involving the question of whether or not material contains asbestos shall be settled by electron microscopy. The costs of any such tests shall be paid by the Contractor if the material is found to contain asbestos.
- (e) All work or materials found to contain asbestos or work or material installed with asbestos containing equipment will be immediately rejected and this work will be removed at no additional cost to the District.

Date

Name of Contractor

By: _____
Signature

Print Name

Title

CHANGE ORDER NO. _____

PROJECT: _____

TO: _____

You are hereby directed to comply with this Change Order.

DESCRIPTION OF CHANGE: _____

COST (This cost shall be deleted.):

Original contract price: \$ _____

Change Order amount: \$ _____

New contract price: \$ _____

TIME FOR COMPLETION:

Original completion date: _____

Time for completion of

Change Order: _____

New completion date: _____

Contractor agrees to deduct the above-described work in accordance with the above terms and in compliance with applicable sections of the Project Documents. Contractor agrees to the adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in this Change Order.

No additions or deletions to this Change Order shall be allowed, except with written permission of District. Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order.

This Change Order is hereby agreed to, accepted and approved.

CONTRACTOR

DISTRICT

By: _____

By: _____

Print Name

Print Name

Title

Title

Date

Date

PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENT:

WHEREAS, the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California ("hereinafter referred to as DISTRICT"), has awarded to _____, hereinafter referred to as the "Contractor/Principal" a contract for the work described as

_____;

WHEREAS, said Contractor/Principal is required by Division 3, Part IV, Title XV, Chapter 7 (commencing at Section 3247) of the California Civil Code to furnish a bond in connection with said contract;

NOW, THEREFORE, we, the Contractor/Principal and _____, as Surety, a California admitted surety insurer, are held firmly bound unto the DISTRICT for one hundred percent (100%) of the total amount payable by the DISTRICT under the terms of the contract awarded by the DISTRICT to the Contractor/Principal lawful money of the United States of America for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Contractor/Principal, his/her or its heirs, executors, administrators, successors, or assigns, or a subcontractor, shall fail to pay any person or persons named in Civil Code Section 3181 or fail to pay for any materials, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind, or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Section 13020 of the Unemployment Insurance Code with respect to work and labor thereon of any kind, then said Surety will pay for the same, in or to an amount not exceeding the amount hereinabove set forth, and also will pay in case suit is brought upon this bond, such reasonable attorney's fees as shall be fixed by the court, awarded and taxed as provided in Division 3, Part IV, Title XV, Chapter 7 (commencing at Section 3247) of the California Civil Code.

This bond shall inure to the benefit of any of the persons named in Section 3181 of the California Civil Code, so as to give a right of action to such person or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement hereinabove described or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement hereinabove described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the DISTRICT and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 3110 and 3112 of the California Civil Code, and has not been paid the full amount of his/her or its claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

Any claims under this bond may be addressed to:

(Name and address of Surety)

(Name and address of agent or

representative in California,
if different from above)

(Telephone and facsimile number of
Surety or agent or representative
in California)

IN WITNESS WHEREOF, we have hereto set our hands and seals on this _____ day of _____, 20____.

CORPORATE SEAL, IF
APPLICABLE, AND NOTARIAL
ACKNOWLEDGEMENT OF
CONTRACTOR

Contractor/Principal

By: _____
Signature

Print Name and Title

SEAL AND NOTARIAL
ACKNOWLEDGEMENT OF
SURETY

Surety

By: _____
Signature

Print Name and Title

(Mailing Address, Telephone and
Facsimile No. of Surety)

(Attach Attorney-in-Fact Certificate and
Required Acknowledgement)

ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION

This Escrow Agreement is made and entered into, as of _____, 20_____, by and between South Orange County Community College District, whose address is 28000 Marguerite Parkway, Mission Viejo, CA 92692 hereinafter called "DISTRICT;" _____, whose address is _____, hereinafter called "Contractor;" and, _____, whose address is _____, hereinafter called "Escrow Agent."

For the consideration hereinafter set forth, the DISTRICT, Contractor, and Escrow Agent agree as follows:

(1) Pursuant to Section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by DISTRICT pursuant to the Agreement entered into between the DISTRICT and Contractor for _____ in the amount of _____, dated _____

(hereinafter referred to as the "Agreement"). Alternatively, on written request of the Contractor, the DISTRICT shall make payments of the retention earnings directly to the Escrow Agent. When the Contractor deposits the securities as a substitute for retention earnings, the Escrow Agent shall notify the DISTRICT within ten (10) days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Agreement between the DISTRICT and Contractor. Securities shall be held in the name of DISTRICT, and shall designate the Contractor as the beneficial owner.

(2) The DISTRICT shall make progress payments to the Contractor for those funds which otherwise would be withheld from progress payments, provided that the Escrow Agent holds securities in the form and amount specified above.

(3) When the DISTRICT makes payment of retentions earned directly to the Escrow Agent, the Escrow Agent shall hold them for the benefit of the Contractor until the time the escrow created under this Escrow Agreement is terminated. The Contractor may direct the investment of the payments into securities. All terms and conditions of this Escrow Agreement and the rights and responsibilities of the parties shall be equally applicable and binding when the DISTRICT pays the Escrow Agent directly.

(4) Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the Escrow Account and all expenses of the DISTRICT. These expenses and payment terms shall be determined by the DISTRICT, Contractor and Escrow Agent.

(5) The interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to the DISTRICT.

(6) Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from the DISTRICT to the Escrow Agent that DISTRICT consents to the withdrawal of the amount sought to be withdrawn by Contractor.

(7) The DISTRICT shall have a right to draw upon the securities in the event of default by the Contractor. Upon seven (7) days' written notice to the Escrow Agent from the DISTRICT of the default, the Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by the DISTRICT.

(8) Upon receipt of written notification from the DISTRICT certifying that the Agreement is final and complete, and that the Contractor has complied with all requirements and procedures applicable to the Agreement, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all monies and securities on deposit and payments of fees and charges.

(9) Escrow Agent shall rely on the written notifications from the DISTRICT and the Contractor pursuant to Sections (5) to (8), inclusive, of this Escrow Agreement and the DISTRICT and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.

(10) The names of the persons who are authorized to give written notice or to receive written notice on behalf of the DISTRICT and on behalf of Contractor in connection with the foregoing, and exemplars of their respective signatures are as follows:

On behalf of DISTRICT:

On behalf of Contractor:

Title

Name

Signature

Address

Title

Name

Signature

Address

On behalf of Escrow Agent:

Title

Name

Signature

Address

At the time the Escrow Account is opened, the DISTRICT and Contractor shall deliver to the Escrow Agent a fully executed counterpart of this Escrow Agreement.

IN WITNESS WHEREOF, the parties have executed this Escrow Agreement by their proper officers on the date first set forth above.

DISTRICT

CONTRACTOR

Title

Title

Name

Name

Signature

Signature

Escrow Agent

Title

Name

Signature

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: OCSBA Marian Bergeson Award Nomination

ACTION: Approval

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 7, 2014. The award will be presented on Wednesday, May 7, 2014 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.



Orange County School Boards Association

200 Kalmus Drive • P.O. Box 9050 • Costa Mesa, CA 92628-9050 • (714) 966-4313 Fax (714) 549-2657

January 10, 2014

TO: Board Members of Orange County School Districts, Community Colleges, and Regional Occupational Programs

FROM: Sharon Wallin, Chair, Marian Bergeson Award Committee
President, OCSBA

SUBJECT: MARIAN BERGESON AWARD NOMINATIONS

In 1974, the Orange County School Boards Association (OCSBA) created the Marian Bergeson Award 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.

This letter is an invitation for your Board to nominate a worthy trustee. Nominees can be submitted by individual trustees or boards of education. Past recipients should abstain from the nominating process. However, that member may vote as a member of a board of trustees making a nomination. Criteria for the award are as follows:

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as a paid employee.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.

A nomination form and a list of past recipients are enclosed. The deadline for submission is **Friday, March 7, 2014**. The Marian Bergeson Award will be presented on Wednesday, May 7, 2014, at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel in Irvine.

Enclosures: Nomination Form and List of Past Recipients

cc: Superintendents, Chancellors, and CEOs



Orange County School Boards Association
2014 Marian Bergeson Award
Nomination Form



Due: Friday, March 7, 2014

Submit the completed nomination form and attachments to:

Orange County Department of Education
c/o Blanca Zimmerman
200 Kalmus Drive, P.O. Box 9050, Room B-1008
Costa Mesa, CA 92628-9050
or FAX to (714) 549-2657
or via email: bzimmerman@ocde.us

Name of Nominee _____

Address _____ Phone () _____

School District _____

Length of Service as a Board Member _____

Name of Nominator (Individual or District) _____

Email Address _____ Phone () _____

Is the nominee a current board member _____ If not, when did he/she go out of office _____

Date: _____

Criteria for the award are as follows:

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as a paid employee.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.

Please explain in detail the nominee's contribution(s) and service to your local board, community, and public education through county, state, and national service. Please attach a maximum of two pages, single-sided, and a two-paragraph description of nominee to be used for publicity purposes. In addition, you may include a single page resume. (The font needs to be 12 point and double-spaced.) Should the application be more than two pages, it will not be considered, additionally no other supporting documentation will be considered.

Marian Bergeson Award

Past Recipients

<u>Honoree</u>	<u>District</u>	<u>Year</u>
Marian Bergeson	Newport-Mesa Unified School District	1974
Sheila Meyers O'Neal*	Fountain Valley School District	1978
Bert Skiles*	Orange Unified School District	1978
Marian P. Aguierre	Westminster School District	1979
Worth Keene	Coast Community College District	1979
Lawrence W. Taylor*	South Orange County Community College	1979
J. Franklin Sullivan*	Fullerton Joint Union High School District	1980
Dean McCormick*	Tustin Unified School District	1981
Robert Lindsay*	Centralia School District	1981
Barbara Benson*	Tustin Unified School District	1982
Joan Begovich *	Fullerton Joint Union High School District	1982
Lee Sicoli*	Irvine Unified School District	1983
Ruth Evans	Orange Unified School District	1984
Herb Warren*	North Orange County Community College	1985
Joyce Canfield*	Lowell Joint Unified School District	1986
Felix LeMarinel*	North Orange County Community College	1987
Roger Belgen*	Fountain Valley School District	1987
Richard Shimeall	Magnolia School District	1988
Joan Wilkinson*	Santa Ana Unified School District	1988
Jan Overton*	Capistrano Unified School District	1988
Albert Peraza	Anaheim City School District	1989
Joanne Stanton*	Anaheim Union High School District	1990
Maureen DiMarco	Garden Grove Unified School District	1991
Roderick MacMillian	Newport Mesa Unified School District	1991
Sherry Loofbourrow	Newport Mesa Unified School District	1992
Mary Ellen Hadley	Irvine Unified School District	1993
Harriet Walther	South Orange County Community College	1994
Jan Averill	Lowell Joint Unified School District	1995
Annette Gude	Capistrano Unified School District	1995
Virginia Wilson	Los Alamitos Unified School District	1996
Marilyn Buchi	Fullerton Joint Union High School District	1997
Crystal Kochendorfer	Capistrano Unified School District	1998
Margie Wakeham	Irvine Unified School District	1998
Esther H. Wallace	Magnolia School District	1999
Robert C. Fidler*	Fullerton School District	2000
Donna Artukovic	Los Alamitos Unified School District	2000
Sheila Benecke	Capistrano Unified School District	2001
Elizabeth Parker	Orange County Board of Education	2002
Judy Franco	Newport-Mesa Unified School District	2003
Antonio Valle, Jr.*	La Habra City School District	2003
Shirley Carey*	Huntington Beach City School District	2004
Karin Freeman	Placentia-Yorba Linda Unified School District	2005
Mary Fuhrman	Buena Park School District	2006
Donna McDougall	Cypress School District	2006
Susie Sokol	Brea Olinda Unified School District	2007
Elizabeth Swift	Buena Park School District	2008
Judy Edwards	Fountain Valley School District	2009
Suzie Swartz	Saddleback Valley Unified School District	2009
John "Jack" W. Bedell	Orange County Board of Education	2010
Meg Cutuli	Los Alamitos Unified School District	2011
Sharon Wallin	Irvine Unified School District	2011
Hilda Sugarman	Fullerton School District	2012
Bonnie Castrey	Huntington Beach Union High School District	2013
Bob Singer	Fullerton Joint Union High School District	2013

**deceased*

June 2012

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Five Year Construction Plan FY 2014-2015

ACTION: Approval

BACKGROUND

Each year the District is required to submit a Five Year Construction Plan to the State Chancellor's office. This plan identifies project priorities for no less than the next five years. The District and Colleges review and, if appropriate, modify the plan as part of this annual submission. The Capital Improvement Committee (CIC) also uses the Five Year Construction Plan as a planning document for capital improvement funding requests from basic aid distributions.

When submitted to the State Chancellor's office, the Five Year Construction Plan submittal includes the District Initial and Final Project Proposals (IPP and FPP) for state funding considerations. These plans will be submitted to the Board in June.

STATUS

The proposed order of priorities (EXHIBIT A) aligns with the board approved Five Year Construction Plan FY 2013-2014 with the following exceptions:

- Irvine Valley College added the ATEP Swing Space building to their Facilities Master Plan through a shared governance planning process and received Board of Trustees approval on December 16, 2013. The project includes a plan for future renovation that would address a portion of an existing master planned project, the "New Baseball Restroom/Bleachers/Concessions" project. This project is raised from 29 to eight.
- Saddleback College Athletic Stadium priority is raised from 30 to 15.
- Saddleback College Fine Arts Building Renovation is raised from 23 to 22.
- Saddleback College Quad Landscape/Hardscape Renovation is lowered from 17 to 24.
- Saddleback College Renovate Campus Pedestrian Pathways – Arboretum Trail is added to the list at position 32.

The Five Year Construction Plan FY 2014-2015 has been reviewed through each college's participatory governance process, and is recommended for board approval by the college presidents, vice chancellor of business services, and chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the District's Order of Priority for the Five Year Construction Plan FY 2014-2015.

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

Five Year Plan
South Orange County Community College District
February 24, 2014

EXHIBIT A
Page 1 of 1

2013 Priority	2014 Priority	Project Title	Campus	Occupy Date	Status
1	1	LIFE SCIENCES BUILDING-Occupied	Irvine Valley College	2013/2014	FPP-Approved/ Funding Approved
2	2	SCIENCES BUILDING-Under Construction	Saddleback College	2015/2016	Locally Funded or Future
3	3	ATEP- DEMOLITION OF SELECTED BUILDINGS- Phased demolition	Irvine Valley College	2014/2015	Locally Funded or Future
4	4	NEW BARRANCA ENTRANCE-In design Review	Irvine Valley College	2014/2015	Locally Funded or Future
5	5	RENOVATE TAS BUILDING (Including Swing Space, in design)	Saddleback College	2016/2017	Locally Funded or Future
6	-	STORM DRAIN AND RELOCATE SURFACE PARKING LOT (Phase One A), PRACTICE FIELDS	Saddleback College	2015/2016	Locally Funded or Future
-	6	SITE IMPROVEMENTS-Selecting Criteria Architect (Name change from project 6 listed above)	Saddleback College	2015/2016	Locally Funded or Future
7	7	A-400 RENOVATION & EXPANSION-In Design	Irvine Valley College	2015/2016	Locally Funded or Future
29	8	NEW BASEBALL RESTROOM/ BLEACHERS/ CONCESSIONS-ATEP Swing Space	Irvine Valley College	2016/2017	Locally Funded or Future
8	9	NEW SURFACE PARKING LOT - PHASE I	Irvine Valley College	2016/2017	Locally Funded or Future
9	10	GATEWAY BUILDING	Saddleback College	2018/2019	FPP-Submitted
10	11	FINE ARTS BUILDING	Irvine Valley College	2018/2019	FPP-Submitted
11	12	A-200 RENOVATION: SUCCESS CENTER	Irvine Valley College	2018/2019	IPP-Submitted
12	13	B-300 RENOVATION (2ND FLOOR)	Irvine Valley College	2019/2020	IPP-Submitted
13	14	NEW ATEP BUILDING	Irvine Valley College	2019/2020	Locally Funded or Future
30	15	ATHLETICS STADIUM RENOVATION	Saddleback College	2019/2020	Locally Funded or Future
14	16	NEW ATEP BUILDING	Saddleback College	2019/2020	Locally Funded or Future
15	17	CAMPUS VILLAGE (Interim Space) OFFLINE	Saddleback College	2016/2017	Locally Funded or Future
16	18	GATEWAY BUILDING TRANSIT ENTRANCE PLAZA	Saddleback College	2019/2020	Locally Funded or Future
18	19	RENOVATE SOCCER & PRACTICE FIELDS	Irvine Valley College	2019/2020	Locally Funded or Future
19	20	STUDENT SERVICES RENOVATION	Saddleback College	2019/2020	IPP-Submitted
20	21	NEW SURFACE PARKING LOT - PHASE II	Irvine Valley College	2019/2020	Locally Funded or Future
23	22	FINE ARTS BUILDING RENOVATION	Saddleback College	2020/2021	Locally Funded or Future
21	23	A-QUAD LANDSCAPE/HARDSCAPE RENOVATION	Irvine Valley College	2020/2021	Locally Funded or Future
17	24	QUAD LANDSCAPE/HARDSCAPE RENOVATION	Saddleback College	2020/2021	Locally Funded or Future
22	25	B-300 RENOVATION (1ST FLOOR)	Irvine Valley College	2020/2021	Locally Funded or Future
24	26	FINE ARTS PROMENADE LANDSCAPE/HARDSCAPE	Irvine Valley College	2020/2021	Locally Funded or Future
25	27	REPAIR & REMODEL M/S/E BUILDING	Saddleback College	2021/2022	Locally Funded or Future
26	28	SCIENCE MATH PLAZA RENOVATION	Saddleback College	2021/2022	Locally Funded or Future
27	29	CAMPUS ENTRANCE PLAZA RENOVATION	Irvine Valley College	2021/2022	Locally Funded or Future
28	30	HEALTH SCIENCES BUILDING RENOVATION	Saddleback College	2022/2023	Locally Funded or Future
-	32	RENOVATE CAMPUS PEDESTRIAN PATHWAYS- ARBORETUM TRAIL	Saddleback College	2022/2023	Locally Funded or Future
31	33	AUXILIARY GYMNASIUM	Irvine Valley College	2022/2023	Locally Funded or Future

President's Signature:

Dr. Glenn R. Roquemore

Dr. Tod A. Burnett

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Revisions to the Approved 2014-2015 Academic Calendar

ACTION: Approval

BACKGROUND

Annually the South Orange County Community College District-wide Academic Calendar Committee convenes to review the development of the academic calendar. During the 2012-13 academic year, representatives from the governance groups studied calendar options for 2014-2015.

STATUS

The District-wide Academic Calendar Committee met on March 4, 2013, and voted to recommend a calendar for 2014-2015. The calendar was approved by the Board of Trustees at their April 29, 2013 meeting. Recently the District-wide Academic Calendar Committee discovered that a correction must be made to the summer session term:

- The last week of the summer 2015 session must be removed from the 2014-2015 academic calendar so that the last week of summer 2015 does not overlap the start of the fall 2015 semester;
- The revision cannot be made to the fall 2015 semester on the 2015-2016 academic calendar that is currently in process, as the term would end too late in December.

The revised Academic Calendar proposed for 2014-2015 has been reviewed and approved by the District-wide Academic Calendar Committee at their January 29, 2014 meeting (Exhibit A). The calendar meets Education Code requirements, accounts for holidays mandated by the California Community College Chancellor's Office (Exhibit B), and includes classified staff holidays in compliance with Article 10 of the California School Employees Association (CSEA) contract and Article 9 of the Police Officers Association Master Agreement.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the revised 2014-2015 academic calendar as shown in Exhibit A.

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



ACADEMIC CALENDAR 2014 – 2015

FALL SEMESTER 2014

AUGUST 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	*18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2014

S	M	T	W	T	F	S
	*1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	*13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	*11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	*27	*28	29
30						

DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	*23	*24	*25	*26	27
28	*29	*30	*31			

SUMMER SESSION 2015

MAY 2015

S	M	T	W	T	F	S
24	*25	26	27	28	29	30
31						

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2015

S	M	T	W	T	F	S
			1	2	*3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

SPRING SEMESTER 2015

JANUARY 2015

S	M	T	W	T	F	S
				*1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	*19	*20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	*13	14
15	*16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	*27	28
29	*30	31				

APRIL 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	*22	23

LEGEND

 Classes Not in Session	 Instructional Days	• Holidays for Classified and 12-Month Employees
 Staff Development Days	 Final Examinations	* Start of 8-Week Session
 Sunday Classes Meet	 Faculty Contractual Days/Classes Not in Session	+ SC Commencement IVC Commencement
 Saturday Classes Meet		

Each college may develop a special final exam schedule.

Vision: To be a leader in exemplary teaching and learning, student success and community partnerships.

Mission: To provide a dynamic and innovative learning environment dedicated to student success and economic growth of the region.



ACADEMIC CALENDAR 2014 – 2015

FALL SEMESTER 2014

- | | |
|--|--|
| August 11-15 (Monday-Friday) | Staff Development Days |
| August 18 (Monday) | Instruction Begins |
| * August 18-October 11 (Monday-Saturday) | 8-Week Session |
| • September 1 (Monday) | Labor Day — Holiday |
| * October 13-December 13 (Monday-Saturday) | 8-Week Session |
| • November 11 (Tuesday) | Veterans Day — Holiday |
| November 26 (Wednesday) | Faculty Contractual Day/Classes Not in Session |
| • November 27-28 (Thursday/Friday) | Thanksgiving — Holiday |
| December 14-20 (Sunday-Saturday) | Final Examinations |
| December 21-January 11 (Sunday-Sunday) | Classes Not in Session |
| • December 23-January 1 (Tuesday-Thursday) | District/Colleges Closed |

SPRING SEMESTER 2015

- | | |
|--|--|
| • January 1 (Thursday) | New Year's Day Holiday |
| January 12 (Monday) | Faculty Contractual Day/Classes Not in Session |
| January 13-16 (Tuesday-Friday) | Staff Development Days |
| • January 19 (Monday) | Martin Luther King, Jr. — Holiday |
| January 20 (Tuesday) | Instruction Begins |
| * January 20-March 16 (Tuesday-Monday) | 8-Week Session |
| • February 13 (Friday) | Lincoln's Day — Holiday |
| • February 16 (Monday) | Presidents' Day — Holiday |
| March 22-28 (Sunday-Saturday) | Spring Break/Classes Not in Session |
| • March 27 (Friday) | Friday of Spring Break — Holiday |
| * March 30-May 21 (Monday-Thursday) | 8-Week Session |
| May 15-21 (Friday-Thursday) | Final Examinations |
| May 22 (Friday) | Faculty Contractual Day/Classes Not in Session |
| + May 22 (Friday) | Irvine Valley College/Saddleback College Commencements |

SUMMER SESSION 2015

- | | |
|----------------------------------|--------------------------|
| • May 25 (Monday) | Memorial Day — Holiday |
| May 26-August 7 (Tuesday-Friday) | Summer Session |
| • July 3 (Friday) | Fourth of July — Holiday |

SUMMARY

	Fall	Spring	Total
<i>Instructional Days</i>			
Monday	17	15	32
Tuesday	17	17	34
Wednesday	17	17	34
Thursday	17	17	34
Friday	17	15	32
Saturday	0	0	0
SUBTOTAL	85	81	166
Staff Development Days	5	4	9
Staff Contractual Days	1	2	3
TOTAL	91	87	178

Summer 2015 start dates and session lengths may vary. See college online schedules for more information.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
[HTTP://WWW.CCCCO.EDU](http://www.cccco.edu)



Exhibit B
Page 1 of 2

September 14, 2012

TO: District Superintendent/President

FROM: Diane Brady, Administrator 
Fiscal Policy

SUBJECT: Mandated Holidays for Fiscal Years 2012-13, 2013-14, 2014-15, and 2015-16

Synopsis: A list of the official academic holidays, as specified by Education Code Section 79020, is provided for convenience in establishing your future academic calendars. Included are the mandated holiday dates for fiscal years 2012-13, 2013-14, 2014-15, and 2015-16 based on the current statute (ECS 79020).

Fiscal Year 2012-13

July 4, 2012	(Wednesday)	Independence Day
September 3, 2012	(Monday)	Labor Day
November 12, 2012	(Monday)	Veterans Day (Observance)
November 22, 2012	(Thursday)	Thanksgiving Day
December 25, 2012	(Tuesday)	Christmas
January 1, 2013	(Tuesday)	New Year's Day
January 21, 2013	(Monday)	Dr. Martin Luther King, Jr. Day
February 8, 11, 12, or 15, 2013	(Friday, Monday, Tuesday, or Friday)	Lincoln Day
February 18, 2013	(Monday)	Washington Day
May 27, 2013	(Monday)	Memorial Day

A college MAY close on March 31, known as "Cesar Chavez Day," and the fourth Friday in September, known as "Native American Day," if the governing board of the district agrees to close the college for that purpose. The district shall continue to maintain the minimum required 175 days of instruction.

If the district does not close for "Cesar Chavez Day" or "Native American Day," appropriate observances should be held in commemoration.

(Continued)

Fiscal Year 2013-14

July 4, 2013	(Thursday)	Independence Day
September 2, 2013	(Monday)	Labor Day
November 11, 2013	(Monday)	Veterans Day
November 28, 2013	(Thursday)	Thanksgiving Day
December 25, 2013	(Wednesday)	Christmas
January 1, 2014	(Wednesday)	New Year's Day
January 20, 2014	(Monday)	Dr. Martin Luther King, Jr. Day
February 7, 10, 12, or 14, 2014		
(Friday, Monday, Wednesday, or Friday)		Lincoln Day
February 17, 2014	(Monday)	Washington Day
May 26, 2014	(Monday)	Memorial Day

Fiscal Year 2014-15

July 4, 2014	(Friday)	Independence Day
September 1, 2014	(Monday)	Labor Day
November 10 or 11, 2014	(Monday or Tuesday)	Veterans Day
November 27, 2014	(Thursday)	Thanksgiving Day
December 25, 2014	(Thursday)	Christmas
January 1, 2015	(Thursday)	New Year's Day
January 19, 2015	(Monday)	Dr. Martin Luther King, Jr. Day
February 6, 12, or 13, 2015		
(Friday, Thursday, or Friday)		Lincoln Day
February 16, 2015	(Monday)	Washington Day
May 25, 2015	(Monday)	Memorial Day

Fiscal Year 2015-16

July 3, 2015	(Friday)	Independence Day (Observance)
September 7, 2015	(Monday)	Labor Day
November 9, 11, or 13, 2015		
(Monday, Wednesday or Friday)		Veterans Day
November 26, 2015	(Thursday)	Thanksgiving Day
December 25, 2015	(Friday)	Christmas
January 1, 2016	(Friday)	New Year's Day
January 18, 2016	(Monday)	Dr. Martin Luther King, Jr. Day
February 12, 2016	(Friday)	Lincoln Day
February 15, 2016	(Monday)	Washington Day
May 30, 2016	(Monday)	Memorial Day

Action/Date Requested: Information

Contact: For holiday or academic calendar configuration questions, call Elias Regalado, Fiscal Services, at (916) 445-1165 or e-mail at eregalad@ccco.edu.

cc: Chief Business Officer
Chief Instructional Officer
Dean of Admissions and Records, Registrar
Chief Information System Officer
Dan Troy
Elias Regalado

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-146-Chancellor Succession, BP-4040-Public Disclosure of Employee Compensation, BP-4076-Compensation, BP-4700-Whistleblower Protection, BP-5130-Financial Aid

ACTION: Discussion / Approval

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

Five board policies are presented to the Board of Trustees for "Discussion/Approval." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on February 13, 2014 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion and / or approval of the board policies, as shown in EXHIBITS A through E.

BOARD POLICY

146

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

CHANCELLOR SUCCESSION

The Board delegates authority to the Chancellor to appoint an acting chancellor to serve in his or her absence for short periods of time, not to exceed 60 calendar days at a time.

~~In the absence of the Chancellor and when an acting chancellor has not been named, administrative responsibility shall reside with the Deputy Chancellor.~~

The Chancellor shall establish procedures for succession when the ~~Deputy~~ Chancellor is absent.

The Board shall appoint an acting chancellor for periods exceeding 60 calendar days.

Reference:

Education Code Sections 70902(d); 72400;

Title 5 Section 53021(b)

BOARD POLICY

4040

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

PUBLIC DISCLOSURE OF EMPLOYEE COMPENSATION

~~The Board of Trustees is committed to public accountability and disclosure of employee compensation. A publicly available report shall be submitted each year to the Board of Trustees, at the September board meeting, listing compensation of all employees by position title.~~

BOARD POLICY

4076

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

COMPENSATION

The Board of Trustees shall negotiate salary schedules with each District bargaining unit, as defined by the Educational Employment Relations Act. The board may establish a separate and specified salary or salary schedule for selected or designated administrators, classified management, non-bargaining (professional experts, short-term, and substitutes), and unclassified positions.

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

The Board of Trustees is committed to public accountability and disclosure of employee compensation. A publicly available report shall be submitted each year to the Board of Trustees, at the September board meeting, listing compensation of all employees by position title.

Reference:

*Education Code Sections 70902(b)4, 87801, and 88160
Government Code Section 53200*

Adopted: 2-13-68
Revised: 6-04-69
Revised: 4-10-89
Revised: 2-28-94
Revised: 4-26-99
Revised: 10-24-05
Revised: 8-29-11
Revised: 3-26-12

BOARD POLICY

4700

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

WHISTLEBLOWER PROTECTION

The Chancellor shall establish Administrative Regulations regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing regulations, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The regulations shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, district employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

References:

Education Code Sections 87160-87164;

Labor Code Section 1102.5

Government Code Section 53296

Private Attorney General Act of 2004 (Labor Code Section (2698)

Affordable Care Act (29 U.S.C. 218C)

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5130

STUDENTS

FINANCIAL AID

The Financial Aid Department will use the nationally standardized Needs Analysis Procedures designed by the United States Department of Education to determine the eligibility of each student who applies for financial aid while attending the South Orange County Community College District.

A program of financial aid to students will be provided which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The District shall establish, publicize, and apply satisfactory academic progress standards for participants in the Title IV student aid programs.

References:

California Education Code Section [66021.6](#), 76300

20 United States Code Sections 1070 et. seq.

34 Code of Regulations, Section 668

United States Department of Education regulations on the integrity of Federal Student

Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

[Title 5, Sections 58600 et. seq.](#)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Approval of Independent Consultant Services Agreement for Strata Information Group (SIG) – Business Process Change Management and Project Management Services for the HR/Financial Software System Project

ACTION: Approval

BACKGROUND

The Board of Trustees has approved agreements for the new HR/Financial Software System at the January 27, 2014 Board of Trustees Meeting, with Workday, Inc. and an implementation partner CedarCrestone, Inc. The District is in need of day-to-day project management of this complex multi-year project.

STATUS

Strata Information Group (SIG) would provide business process change management and project management services to ensure SOCCCD stays aligned with its project goals and milestones, while working along with all of the various groups within SOCCCD, CedarCrestone, and Workday during the implementation process phases. This recommendation meets the district and colleges' needs to have a HR/Financial Software System Project Manager to manage and coordinate the project to completion, facilitate business process implementation, develop, manage, and maintain the project work plan in partnership with the project steering committee and CedarCrestone, manage the issues and key decision log, set deadlines and evaluate milestones, escalate issues to Steering Committee and Vice Chancellor of Business Services that could affect the "Go Live" date, and coordinate with the Project Team Leads on a daily basis during the project implementation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Independent Consultant Services Agreement for Business Process Change Management and Project Management Services for Strata Information Group (SIG) (EXHIBIT A) for an amount not to exceed \$500,000 effective February 25, 2014 through June 30, 2016.

**CONSULTANT AGREEMENT – STRATA INFORMATION GROUP –BUSINESS PROCESS
CHANGE MANAGEMENT AND PROJECT MANAGEMENT SERVICES FOR THE
HR/FINANCIAL SOFTWARE SYSTEM PROJECT, SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT**

This AGREEMENT is hereby entered into between the South Orange County Community College District, hereinafter referred to as “DISTRICT,” and Strata Information Group, 3935 Harney Street, Ste. 203, San Diego, CA 92110, (619) 296-0170, hereinafter referred to as “CONSULTANT.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - SERVICES TO BE PROVIDED BY CONSULTANT:

1. The CONSULTANT's services shall consist of those services performed by the CONSULTANT, CONSULTANT's employees and CONSULTANT's sub consultants as enumerated in Articles II and III of this AGREEMENT.
2. The CONSULTANT represents and maintains that it is skilled in the professional calling necessary to perform all services, duties and obligations required by this agreement to fully and adequately complete the Project. The CONSULTANT shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The CONSULTANT further represents and warrants to the DISTRICT that it has all licenses, permits, qualifications, and approvals of whatever nature are legally required to practice its profession. The CONSULTANT further represents that it shall keep all such licenses and approvals in effect during the term of this Agreement.
3. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate, Henry A. Eimstad, as the primary contact and project manager for the DISTRICT. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT's firm that will be associated with the Project.
4. 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 CONSULTANT will have ten (10) working days to remove that person from the Project and replace that person with one acceptable to the DISTRICT.

5. In the performance of CONSULTANT's services under this agreement, CONSULTANT agrees that he will maintain such coordination with DISTRICT personnel and/or its designated representatives as may be requested and desirable. CONSULTANT recognizes that the DISTRICT will designate Project Manager for this project. Only the Project Coordinator is authorized to give CONSULTANT work authorizations, issue written approvals and Notices to Proceed. If any work is done by CONSULTANT without prior written authorization by the Project Manager, the DISTRICT will not be obligated to pay for such work. The DISTRICT reserves the right to designate a different Project Manager during the course of the project if necessary.

ARTICLE II – SCOPE OF CONSULTANT'S SERVICES

Strata Information Group (SIG) would provide business process change management and project management services to ensure SOCCCD stays aligned with its project goals and milestones, while working along with all of the various groups within SOCCCD, CedarCrestone, and Workday during the implementation process phases. This recommendation meets the district and colleges' needs to have a HR/Financial Software System Manager to manage and coordinate the project to completion, facilitate business process implementation, develop, manage, and maintain the project work plan in partnership with the project steering committee and CedarCrestone, manage the issues and key decision log, set deadlines and evaluate milestones, escalate issues to Steering Committee and Vice Chancellor of Business Services that could affect the "Go Live" date, and coordinates with the Project Team Leads on a daily basis during the project implementation.

ARTICLE III - RESPONSIBILITY OF THE DISTRICT

The DISTRICT shall provide the CONSULTANT with documented project information in its possession which is reasonably necessary for the performance of the work described herein. The DISTRICT shall designate a representative as the CONSULTANT's primary contact for all project information; the representative shall be responsible for examining all documents submitted by the CONSULTANT and shall render decisions and additional information in a prompt and effective manner as required to support the project. The DISTRICT shall provide prompt PAYMENT for all approved invoices, as provided for in this Agreement.

ARTICLE IV - TERM

The term of this contract begins on February 25, 2014 and will continue until June 30, 2016.

If there is greater than a six month lapse in services, DISTRICT and CONSULTANT will amend agreement to move forward as stated or amend the agreement.

ARTICLE V - COMPENSATION

1. DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Five Hundred Thousand and no/100 Dollars (\$500,000)

(which includes labor and expenses) upon satisfactory completion of the services.

- a. Services shall be billed monthly as the work progresses on a percentage of completion basis to be mutually agreed upon at the end of each month. Invoices shall be considered delinquent 60 days after receipt.
- b. Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the legal rate prevailing at the time for Orange County, California.
- c. To the extent that the time initially established for the completion of CONSULTANT's services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time shall be computed at standard hourly rates listed in (EXHIBIT A).
- d. Reimbursable Expenses incurred by the CONSULTANT and CONSULTANT'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.
- e. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Consultant and Consultant's employees and consultants in the interest of the Project.
- f. Reimbursable expenses shall be transportation expenses in connection with the Project; expenses in connection with authorized out-of-town travel; long distance communications; CONSULTANT's normal travel expenses and meals are excluded.

ARTICLE VI - INDEPENDENT CONTRACTOR

CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT 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. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees.

ARTICLE VII - MATERIALS

CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT's services will be performed, findings obtained, reports and recommendations

prepared in accordance with generally and currently accepted principles and practices of his/her profession.

ARTICLE VIII - ORIGINALITY OF SERVICES

CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services.

ARTICLE IX - COPYRIGHT/TRADEMARK/PATENT

CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE X - TERMINATION

DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charged to and collected from the CONSULTANT. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

ARTICLE XI - HOLD HARMLESS

CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

1. any injury to or death of any person(s), or damage to or loss of any property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and/or

2. Any liability for damages which may arise from the furnishing or use of any copyrighted or un-copyrighted matter or patented or unpatented invention under this AGREEMENT.

ARTICLE XII – INDEMNITY AND INSURANCE

1. Hold Harmless: To the fullest extent permitted by law, CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

a. any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT's employees or his/her subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT; and

b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to CONSULTANT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of CONSULTANT's sub consultants, employees either directly or by independent contract, or agents in the performance of their obligations as stated in this AGREEMENT whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and

c. 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 CONSULTANT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. CONSULTANT 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 CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'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 per occurrence combined single limit for 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 CONSULTANT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT 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 CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.
- e. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory."
- f. CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage.

g. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy.

ARTICLE XIII - ASSIGNMENT

The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT.

ARTICLE XIV - COMPLIANCE WITH APPLICABLE LAWS

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. CONSULTANT 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 CONSULTANT, CONSULTANT's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

ARTICLE XV - PERMITS/LICENSES

CONSULTANT and all CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

ARTICLE XVI - EMPLOYMENT WITH PUBLIC AGENCY

CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

ARTICLE XVII - ENTIRE AGREEMENT/AMENDMENT

This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

ARTICLE XVIII - AFFIRMATIVE ACTION EMPLOYMENT

CONSULTANT agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

ARTICLE XIX - NON WAIVER

The failure of DISTRICT or CONSULTANT 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.

ARTICLE XX - NOTICE

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. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

CONSULTANT:

Strata Information Group
3935 Harney Street, Ste. 203
San Diego, CA 92110
Attn: Henry A. Eimstad
President

ARTICLE XX - SEVERABILITY

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 will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

ARTICLE XXI - GOVERNING LAW

The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

South Orange County Community College District

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

Strata Information Group

By: _____
Henry A. Eimstad
President

Date: _____

Date: _____

Taxpayer Identification Number: 33-0278391

EXHIBIT A

SALARY SCHEDULE/HOURLY RATES

- Services are billed at \$160/hour plus travel, meals, and lodging expenses.
- SIG will invoice only for the consulting hours and expenses actually used.
- Costs include all state taxes, if applicable.

Exhibit B

**Strata Information Group
Statement of Work (SOW-06)**

South Orange County Community College District	Workday Implementation Services
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Under the terms of this Agreement, Strata Information Group (SIG) will provide consulting services for South Orange County Community College District (SOCCCD) as directed, to perform the following work:

Description of Work:

SIG will provide various services to assist SOCCCD with the implementation of Workday. These services will include change management and project management.

Proposed Services:

Tasks	Cost
Change management services (400 hours)	\$64,000
Project management services (hours to be approved by SOCCCD)	\$436,000
Total Cost:	\$500,000

The total cost of this project will not exceed \$500,000 without prior authorization from SOCCCD.

Notes:

- Services are billed at \$160/hour plus travel, meals, and lodging expenses.
- SIG will invoice only for the consulting hours and expenses actually used.
- Costs include all state taxes, if applicable.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College, Life Sciences Construction Management Services Agreement, Amendment No. 3, McCarthy Building Companies, Inc.

ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$7,468,000 in basic aid for the Irvine Valley College Life Sciences building. The State has approved \$17,410,000 for a total project budget of \$24,861,000. On April 26, 2010, the Board of Trustees approved McCarthy Building Companies, Inc. for construction management services for \$910,000. The original agreement provided for contract amendments, if necessary. Two amendments totaling \$926,534 were previously approved for a total contract amount of \$1,836,534, for an extension to address contractor default and based on close out through July, 2013.

The completion contractor is in process of finalizing punch list items and final negotiations with the surety remain. It is anticipated that negotiations will extend through March, 2014.

STATUS

McCarthy Building Companies, Inc. has agreed to extend construction management services to project completion. The firm has requested a total recommended increase of \$65,659.

Staff recommends approval of this contract amendment (EXHIBIT A) for a new contract total equaling \$1,902,193. Staff will include these additional costs in negotiations with the surety.

Funds for these services will be deposited upon receipt by the Surety into the project budget which is \$17,410,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 3 to the agreement (EXHIBIT A) with McCarthy Building Companies, Inc., to provide construction management services through March 31, 2014, for the Irvine Valley College Life Sciences project for a price of \$65,659 and a new contract total equaling \$1,902,193.

**AMENDMENT No. 3
TO CONSTRUCTION MANAGEMENT SERVICES AGREEMENT
FOR LIFE SCIENCES PROJECT AT IRVINE VALLEY COLLEGE**

February 24, 2014

THIS AMENDMENT shall modify the original agreement dated March 26, 2010, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and McCarthy Building Companies, Inc., 5500 Irvine Center Drive, Irvine, California, 92628, hereinafter referred to as "CONSULTANT."

WHEREAS, Article 6 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, the construction contractor did not complete the contract within the scheduled timeframe; and

WHEREAS, the scope of the construction duration has been increased and additional Construction Management services will be required through to completion of close out and negotiations with the project's Surety.

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

FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:

1. Original Contract Amount	\$ 910,000
2. Amendment No. 1	\$ 490,000
3. Amendment No. 2	\$ 436,534
4. Amendment No. 3	<u>\$ 65,659</u>
Total Contract Amount	\$1,902,193

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
McCarthy Building Companies, Inc.

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

By: _____
Mark M. Mardock
Executive Vice President

Date: _____

Date: _____

TO: Board of Trustees

REPLACEMENT PAGE

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College ATEP Swing Space, Adopt Resolution 14-03
Design-Build Delivery Method and Transfer Funds

ACTION: Approval

BACKGROUND

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of Design-Build Procurement. California Education Code section 81700, *et seq.*, authorizes California community college districts to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million. The District's use of the Design-Build delivery method shall either (1) reduce comparable costs of the projects, or (2) expedite completion of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process.

SOCCCD executed a land exchange with the City of Tustin including ownership transfer of the existing temporary campus buildings and a three year lease to permit occupancy while making alternate arrangements.

On December 16, 2013, the Board of Trustees approved an amendment to the 2011 Education and Facilities Master Plan which included a new project for the Irvine Valley College Campus "ATEP Swing Space".

STATUS

Staff is recommending the Board authorize the use of Design-Build for the Irvine Valley College ATEP Swing Space project. California Education Code section 81702(a) requires the Governing Board adopt a resolution (EXHIBIT A) authorizing the use of Design-Build prior to entering into a Design-Build contract.

On ~~October 11, 2013~~ February 21, 2014, the Basic Aid Allocation Recommendation Committee (BAARC) approved a recommendation to the Board to transfer \$984,000 from the IVC ~~A200-New Surface Parking Lot Phase 1~~ project to the IVC ATEP Swing Space project to address initial efforts which include defining project scope and budget.

A funding request for the remainder of this project will be included in IVC requests to the Basic Aid Allocation Recommendation Committee during the upcoming cycle.

RECOMMENDATION

The Chancellor recommends the Board of Trustees adopt Resolution No. 14-03 (EXHIBIT A) to authorize the use of Design-Build for the Irvine Valley College ATEP Swing Space Project and approve this recommendation to transfer \$984,000 from the IVC ~~A200-New Surface Parking Lot Phase 1~~ project to the IVC ATEP Swing Space project.

RESOLUTION NO. 14-03

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING DESIGN-BUILD PROCUREMENT AT IRVINE VALLEY COLLEGE ATEP SWING SPACE PROJECT

FEBRUARY 24, 2014

WHEREAS, California Education Code section 81700, *et seq.*, authorizes California community college districts such as South Orange County Community College District (the "District"), to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million; and,

WHEREAS, California Education Code section 81702(a) requires the Governing Board to adopt a resolution approving the use of the Design-Build delivery method prior to entering into a Design-Build contract; and,

WHEREAS, pursuant to California Education Code section 81702(a), the Governing Board has reviewed the guidelines developed pursuant to former Education Code section 81706; and,

WHEREAS, the Governing Board finds that use of the Design-Build delivery method for public works should either (1) reduce comparable costs of the projects, or (2) expedite completion of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process; and,

WHEREAS, the Request for Proposal ("RFP") package for Design-Build procurement will conform to State Law and provide the minimum performance criteria and design standards for the Project; and

WHEREAS, the RFP will also identify the basic scope, concept drawings and needs of the Project, the expected cost range, and other information deemed necessary to inform interested parties of the contracting opportunity; and

WHEREAS, the RFP will define the factors and sub-factors that the District reasonably expects to consider in evaluating proposals, including cost or price and all non-price related factors and sub-factors, the methodology and rating or weighting scheme that will be used in evaluating competitive proposals; and

WHEREAS, to the extent the District wishes to reserve the right to hold discussions or negotiations with responsive bidders, the RFP will define the applicable rules and procedures to ensure that any discussions or negotiations are conducted in a fair and impartial manner.

NOW, THEREFORE, BE IT RESOLVED, that the South Orange County Community College District Board of Trustees hereby declares its intention to commence the process for Design-Build for the Irvine Valley College ATEP Swing Space project in accordance with applicable State Law, guidelines, processes, and on terms and conditions set forth therein;

PASSED AND ADOPTED, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on February 24, 2014.

T.J. Prendergast, III, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

David B. Lang, Member

Timothy Jemal, Member

James R. Wright, Member

Gary L. Poertner, Chancellor
And Secretary to the Governing Board

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Technology & Applied Sciences
Building Renovation, Architectural Agreement Amendment No. 2,
gkkworks

ACTION: Approval

BACKGROUND

On August 29, 2011, the Board of Trustees approved a contract with gkkworks for the Saddleback College Technology & Applied Sciences Building (TAS) project for \$710,000. The original agreement provided for additional services, if necessary. On October 28, 2013, the Board of Trustees approved amendment No. 1 for \$47,925 to provide additional architectural services for a revised contract amount of \$757,925.

STATUS

The contract duration is proposed for an extension of the term to September 28, 2017, in response to delays experienced at the TAS Swing Space project and anticipated construction duration. Additional architectural services are required for the extended project time. gkkworks has agreed to provide the additional architectural services for a fee of \$65,982.

Staff recommends approval of this contract amendment for \$65,982 (EXHIBIT A) for a new contract total equaling \$823,907.

Basic aid funds for this amendment are available within the existing project budget of \$6,210,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 (EXHIBIT A) with gkkworks to extend the contract to September 28, 2017, in the amount of \$65,982 for the Saddleback College Technology & Applied Sciences Building Renovation project for a total fee of \$823,907.

**AMENDMENT #2
TO ARCHITECTURAL SERVICES AGREEMENT
FOR
TECHNOLOGY & APPLIED SCIENCES BUILDING RENOVATION
SADDLEBACK COLLEGE**

February 24, 2014

THIS AMENDMENT shall modify the original agreement dated September 28, 2011 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and gkkworks, 2355 Main Street, Suite 220, Irvine, California, 92614, hereinafter referred to as "CONSULTANT."

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

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at a total contract value of \$710,000, and

WHEREAS, Article I, paragraph 1, establishes the services shall be completed by September 28, 2015, and

WHEREAS, the scope of services has increased to include additional architectural and engineering (A/E) services outside the original agreement and the project is extended to September 28, 2017; and

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

PROVIDE SUPPLEMENTAL A/E SERVICES

Original Contract Amount:	\$710,000.00
Amendment No. 1	\$ 47,925.00
Amendment No. 2	<u>\$ 65,982.00</u>
Total Contract Amount	\$823,907.00

IN WITNESS HEREOF, the Parties have executed this Amendment No.2 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
gkkworks

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

By: _____
Matthew Greiner
Principal in Charge

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Academic Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. MONTGOMERY, NANCY, is to be employed as Director of Health and Wellness Center, Pos #4869, Academic Administrator Salary Range 19, Step 5, Office of Student Services, Irvine Valley College, effective February 10, 2014. This position was Board approved on October 28, 2013, and is a replacement for Christine Hogstedt, who retired. (Exhibit B, Attachment 1)

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

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>
Schell, Kent	MA/Humanities Ctr	Art History/IVC	II/1	03/31/14

Equivalency is based on a Bachelor of Arts in Psychology and a Master of Arts in Humanities Center, as well as work experience which focused on fundraising in academic, museum, or other non-profits organizations. Mr. Schell founded the Western States regional development program for the University of Michigan (UM). Additionally, he developed and created fundraising workshops such as *The Sea of Major Gifts* for OC development offices at Arts OC. Mr. Schell has authored a book on college admissions (now out of print) designed to help students and families (1980's), has six years of teaching experience in the humanities at the secondary level and many years of advising high school students making the transition to college. As Assistant Head, Dean of Studies, he was the Director of College Counseling, leading the review of curriculum resulting in innovative approaches of integrating the humanities.

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Baslee, Michael	PhD/Org. Leadership	Human Svcs/SC	V/1	01/21/14
Chang, Wayne	MS/Biology	Biology/SC	II/1	01/21/14

A. NEW PERSONNEL APPOINTMENTS - Continued

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Fox, Alicia	MS/Biology	Biology/IVC	II/6	01/21/14
Gray, Sarah	PhD/English	Writing/IVC	V/1	01/21/14
Mckendry, Joshua	BA/Digital Media	CA/Radio/TV/SC	I/1	01/21/14
Prather, Michael	MA/Polit. Science	Polit. Science/IVC	III/1	01/21/14

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>
Beckx, Randy	BA/Adaptive PE	Human Svcs/SC	I/1	01/21/14

Equivalency is based on a Bachelor of Arts degree in Kinesiology from California State University, Long Beach, with an emphasis on Adaptive Physical Education, working as a special education teacher. In 2010, Mr. Beckx retired from the Santa Ana Police Department after serving 30 years as a Police Officer and he continues his role as the founding member of the Department's Mental Health Team. Mr. Beckx also currently serves on the National Alliance on Mental Illness Board of Directors, as well as the Board of the Mental Health Association of Orange County. He previously served nine years with the Orange County Mental Health Board. Mr. Beckx is an active member of the Human Services Advisory Committee and he has extensive experience in Law Enforcement, Community-Based Corrections, and Mental Health.

Copeland, Gabriel	BA/Liberal Studies	Dance/IVC	I/1	01/21/14
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Equivalency is based on Mr. Copeland's experience teaching tap dance since 1999, a Bachelor of Arts in Liberal Studies, and experience in teaching master classes in both the US and overseas. He has been a principle Performer for Rhapsody in Tap Dance Company for nine years. He has taught at many school and studios in Southern California, including the California Conservatory of the Arts, South Orange County School of the Arts, and Saddleback Dance Center. He is one of only 40 US professional tap dancers selected to be featured in the YOUTUBE Masters of American Tap Dance Educational Series.

MacNeil, Diana	No degree	Dance/IVC	I/1	01/21/14
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Equivalency is based on Ms. MacNeil's extensive experience in teaching modern dance. She was a modern dance instructor with Bella Lewitzky Dance Company, Dance Conservatory of Pasadena, Royal Academy of Dance USA, Loyola Marymount University, and the Idyllwild School of Music and the Arts, where she served as Chair. Her training in Modern dance has been with some of the most renowned teachers in the world. Ms. MacNeil has also been nominated for the Lester Horton Award for Performance, Choreographic Reconstruction and Costume Design.

Item 6.12, Exhibit A, B.1
has been revised.
See replacement pages
at the end of Exhibit A.

Exhibit A
Page 3 of 5

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 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Aguilar, Amara	Chair, Journalism/SC	2,022.00	01/21/14-05/22/14
Aminy, Marina	Chair, English/SC	3,373.00	01/21/14-05/22/14
Barrows, Morgan	Chair, ES/Ecology/MST/SC	3,622.00	01/21/14-05/22/14
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,442.00	01/21/14-05/22/14
¹ Bowman, Donald	Chair, Accounting/SC	3,715.00	01/21/14-05/22/14
Branch-Stewart, Kim	Chair, Human Services/SC	3,292.00	01/21/14-05/22/14
Camelot, Allison	Chair, Sociology/SC	2,877.00	01/21/14-05/22/14
Castroconde, Miriam	Chair, Mathematics/IVC	6,011.99	01/21/14-05/22/14
Cesareo-Silva, Claire	Chair, Anthro./Ethnic Studies/SC	2,817.00	01/21/14-05/22/14
Chambers, Elizabeth	Chair, Sociology/IVC	740.97	01/21/14-05/22/14
Claffin, Christopher	Chair, Graphic Comm./Design/SC	3,364.00	01/21/14-05/22/14
Cox, Barbara	Chair, Business/SC	4,504.00	01/21/14-05/22/14
Crabb, Kerry	Chair, Intercollegiate Athletics/SC	2,102.00	01/21/14-05/22/14
Cubbage-Vega, April	Chair, Women/Gender Studies/SC	1,309.00	01/21/14-05/22/14
Davis-Allen, Lisa	Chair, Art/IVC	3,670.62	01/21/14-05/22/14
Davison, John	Co-Chair, Physical Sciences/IVC	2,117.03	01/21/14-05/22/14
Deerheart, Andrea	Chair, Emeritus (Fine/Lib. Arts)/SC	565.24	01/21/14-01/31/14
Delson, Cheryl	Chair, Library Services/IVC	1,233.64	01/21/14-05/22/14
DeRoulet, Daniel	Co-Chair, English/IVC	3,872.08	01/21/14-05/22/14
Duffy, Michelle	Co-Chair, Reading/SC	1,594.50	01/21/14-05/22/14
Duquette, Janice	Chair, Kinesiology/Recreation/SC	6,783.00	01/21/14-05/22/14
Evancoe, Eugene	Chair, Elec./Comp.Maint.Tech /SC	1,576.00	01/21/14-05/22/14
Even, Ryan	Chair, Photography/SC	1,850.00	01/21/14-05/22/14
Farnsworth, Robert	Chair, Horticulture/Land.Design/SC	3,071.00	01/21/14-05/22/14
Felder, Stephen	Chair, Humanities/IVC	3,353.20	01/21/14-05/22/14
Fier, Scott	Chair, Chemistry/SC	2,138.00	01/21/14-05/22/14
Forouzesh, Jennifer	Chair, Nursing/SC	2,752.50	01/21/14-05/22/14
Fox, Lindsay	Chair, Fashion/SC	4,117.00	01/21/14-05/22/14
Gabriella, Wendy	Chair, Anthropology/IVC	717.20	01/21/14-05/22/14
Garant, Dorothy	Chair, Dance/SC	1,935.00	01/21/14-05/22/14
Gee, Caroline	Chair, Psychology/SC	3,098.00	01/21/14-05/22/14
Grihalva, Lawrence	Co-Chair EMS/Director EMT/SC	816.00	01/21/14-05/22/14
Haeri, Melanie	Chair, Reading/IVC	1,749.46	01/21/14-05/22/14
Haeri, Mitchell	Co-Chair, Astron., Physics, Eng./SC	1,002.50	01/21/14-05/22/14
Hardick, Randolph	Co-Chair, EMS/Dir. Paramedic/SC	2,390.00	01/21/14-05/22/14
Hernandez, Jerry	Co-Chair, Kin./Health/Athlet./IVC	2,158.68	01/21/14-05/22/14
Hernandez-Bravo, C.	Chair, Int'l Languages/SC	5,402.00	01/21/14-05/22/14
Hill, Sean	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Hinkle, Christina	Co-Chair, Political Science/SC	1,033.50	01/21/14-05/22/14
Hochwald, Seth	Co-Chair, Computer Science/IVC	481.33	01/21/14-05/22/14
Hoggatt, Michael	Chair, DSPS/SC	2,146.00	01/21/14-05/22/14
Hoolihan, Lori	Co-Chair, FCS/Foods/Nutrition/SC	1,314.00	08/19/13-12/21/13
Huntley, Anthony	Co-Chair, Biology/SC	1,686.50	01/21/14-05/22/14

¹ Replaces Anthony Teng who is currently serving as Acting Dean.
February 24, 2014

B. ADDITIONAL COMPENSATION: GENERAL FUND – REPLACEMENT PAGE 3 OF 4

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
Inlow, Lisa	Co-Chair, FCS/Foods/Nutrition/SC	1,613.50	01/21/14-05/22/14
Kaufmann, Jefferey	Co-Chair, Life Sciences/IVC	2,034.54	01/21/14-05/22/14
Kil, Joon	Chair, Political Science/IVC	1,062.99	01/21/14-05/22/14
Konishi, Hiro	Co-Chair, CTVR/SC	2,038.50	01/21/14-05/22/14
Langrell, Jenny	Chair, Library/SC	3,442.00	01/21/14-05/22/14
Loke, Chan	Co-Chair, Computer Science/IVC	377.19	01/21/14-05/22/14
Lovett, Margot	Chair, History/SC	4,172.00	01/21/14-05/22/14
Mamoon, Safiah	Chair, Health Info. Technology/SC	2,344.00	01/21/14-05/22/14
Manuel-Ellison, R	Chair, Theatre/IVC	3,977.64	01/21/14-05/22/14
McCaughey, Colin	Chair, Admin. of Justice/IVC	3,143.25	01/21/14-05/22/14
McDonough, Mary	Chair, Human Development/IVC	3,691.89	01/21/14-05/22/14
McFann, Kent	Chair, Theatre/SC	3,887.00	01/21/14-05/22/14
McNeil, Mark	Chair, Economics/IVC	1,485.90	01/21/14-05/22/14
Melendez, Robert	Chair, Guidance/Counseling/IVC	5,017.77	01/21/14-05/22/14
Messenger, Lisa	Chair, Emeritus (Health)/SC	3,237.50	01/21/14-01/31/14
Meyer, Clifford	Chair, Automotive/SC	3,986.00	01/21/14-05/22/14
Meyer-Canales, K.	Co-Chair, Astron./ Phys./ Eng./SC	1,436.50	01/21/14-05/22/14
Myers, Charles	Co-Chair, CTRV/SC	2,038.50	01/21/14-05/22/14
Obermeyer, Veronica	Chair, Art/SC	2,149.00	01/21/14-05/22/14
Ochoa, Heidi	Co-Dir./Coach Forensics Team/SC	5,163.00	01/21/14-05/22/14
O'Leary, Thomas	Chair, Art History/SC	2,149.00	01/21/14-05/22/14
Penland, Barbara	Co-Chair EMS/Dir. Paramedic/SC	1,411.22	01/21/14-05/22/14
Pestolesi, Thomas	Co-Chair, Kin/Health/Athletics/IVC	2,297.43	01/21/14-05/22/14
Quade, Joyce	Chair, CIM/SC	5,098.00	01/21/14-05/22/14
Renault, Irene	Co-Chair, Reading/SC	1,984.50	01/21/14-05/22/14
Repka, James	Chair, Geology/Oceanography/SC	2,814.00	01/21/14-05/22/14
Rodriguez, Roland	Co-Chair, Life Sciences/IVC	2,034.54	01/21/14-05/22/14
Rousseau, Michele	Chair, Computer Science/SC	2,447.00	01/21/14-05/22/14
Rybold, Gary	Chair, Communication Arts/IVC	6,869.43	01/21/14-05/22/14
Schermerhorn, B.	Co-Chair, Real Estate/SC	1,925.50	01/21/14-05/22/14
Skaff, Penelope	Co-Coordinator Stud. Success/SC	6,852.16	01/21/14-05/23/14
Smith, Basil	Chair, Humanities/Philosophy/SC	2,815.00	01/21/14-05/22/14
Smith, Christina	Chair, Education/SC	2,316.00	01/21/14-05/22/14
Smith, Jeanne	Chair, Mathematics/SC	7,057.00	01/21/14-05/22/14
Smith, Maureen	Chair, Geography/SC	2,796.00	01/21/14-05/22/14
Stankovich, Kimberly	Chair, Speech/SC	3,144.00	01/21/14-05/22/14
Steinriede, Lindsay	Chair, Health/SC	2,229.00	01/21/14-05/22/14
Stephens, Blake	Chair, Architecture/Drafting/SC	4,542.00	01/21/14-05/22/14
Stevens, Kay	Chair, Med. Asst/Ins. Coding/SC	2,344.00	01/21/14-05/22/14
Tabibzadeh, Kiana	Co-Chair, Physical Sciences/IVC	2,205.99	01/21/14-05/22/14
Tamer, Rita	Chair, Sign Language/SC	3,161.00	01/21/14-05/22/14
Tamialis, Barbara	Chair, Child Development/SC	5,501.00	01/21/14-05/22/14
Teh, Steve	Co-Chair, Biology/SC	2,018.50	01/21/14-05/22/14

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 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Thomas, Arlene	Chair, Int. Design/Travel Mgmt./SC	2,878.00	01/21/13-05/22/14
Titus, Jodi	Chair, Geography/IVC	857.91	01/21/14-05/22/14
Tresler, Matthew	Chair, Music/IVC	2,509.84	01/21/14-05/22/14
Tucker, Kari	Chair, Psychology/IVC	2,027.98	01/21/14-05/22/14
Turner, Pamela	Co-Chair, FA/Lib.Arts/El/SC	2,313.50	02/01/14-05/22/14
Twicken, Lawrence	Co-Chair, Political Science/SC	1,033.50	01/21/14-05/22/14
Urell, Robert	Chair, Business Sciences/IVC	5,634.44	01/21/14-05/22/14
Weatherford, T.	Chair, Dance/IVC	3,312.92	01/21/14-05/22/14
Welc, Martin	Co-Chair, Real Estate/SC	1,510.50	01/21/14-05/22/14
Weston, Norman	Chair, Music/SC	3,960.00	01/21/14-05/22/14
Wolken, Matthew	Chair, Drafting/Engineering/IVC	3,190.70	01/21/14-05/22/14
Woodward, Kenneth	Chair, Economics/SC	1,638.00	01/21/14-05/22/14

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 2013/2014 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Ziehm, Carol	Read/Grade Writing Samples/SC	08/19/13-12/31/13

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Danko, Carolyn	Nursing Faculty Mentor/SC	1,714.12	01/21/14-05/22/14
Forouzesh, Jennifer	Soft Skills Teaching Program/SC	1,376.80	01/21/14-03/31/14
Forouzesh, Jennifer	Nursing Faculty Mentor/SC	571.37	01/21/14-05/22/14
Fredrickson, Scott	Workshops for Veterans/SC	500.00	09/01/13-12/20/13
Gabdrakhmanova, F.	Tech Development/CTE	3,100	01/21/14-05/15/14
Gleason, Linda	Nursing Faculty Mentor/SC	1,714.12	01/21/14-05/22/14
Knapp, Rebecca	Workshops for Veterans/SC	500.00	09/01/13-12/20/13
Kucharski, Phillis	Nursing Faculty Mentor/SC	571.37	01/21/14-05/22/14
Melendez, Robert	CTE Presentations/Visits/IVC	1,600.00	01/21/14-05/22/14
O'Buchon, Janine	Nursing Faculty Mentor/SC	571.37	01/21/14-05/22/14
Pestolesi, Diane	Nursing Faculty Mentor/SC	571.37	01/21/14-05/22/14
Wolff, Michele	Nursing Faculty Mentor/SC	1,714.12	01/21/14-05/22/14

D. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. PETRICIG, MICHAEL, ID #1038 , Mathematics/Computer Science Instructor, Division of Mathematics, Science and Engineering, Mathematics Department, Saddleback College, Pos #1648, resignation effective May 23, 2014 and retirement effective June 1, 2014. Payment is authorized for any compensated time off. (Start date: August 15, 1988)

REPLACEMENT PAGES
Item 6.12, Exhibit A, B.1

Exhibit A
Page 3 of 5

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 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Aguilar, Amara	Chair, Journalism/SC	2,876.00	01/21/14-05/22/14
Barrows, Morgan	Chair, ES/Ecology/MST/SC	4,172.50	01/21/14-05/22/14
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,442.00	01/21/14-05/22/14
¹ Bowman, Donald	Chair, Accounting/SC	4,453.00	01/21/14-05/22/14
Branch-Stewart, Kim	Chair, Human Services/SC	4,053.00	01/21/14-05/22/14
Camelot, Allison	Chair, Sociology/SC	3,475.00	01/21/14-05/22/14
Castroconde, Miriam	Chair, Mathematics/IVC	5,577.84	01/21/14-05/22/14
Cesareo, Claire	Chair, Anthro./Ethnic Studies/SC	3,345.00	01/21/14-05/22/14
Chambers, Elizabeth	Chair, Sociology/IVC	811.53	01/21/14-05/22/14
Claflin, Christopher	Chair, Graphic Comm./Design/SC	4,045.00	01/21/14-05/22/14
Cox, Barbara	Chair, Business/SC	4,984.00	01/21/14-05/22/14
Crabb, Kerry	Chair, Intercollegiate Athletics/SC	2,729.00	01/21/14-05/22/14
Cubbage-Vega, April	Chair, Women/Gender Studies/SC	2,161.00	01/21/14-05/22/14
Davis-Allen, Lisa	Chair, Art/IVC	2,514.60	01/21/14-05/22/14
Davison, John	Co-Chair, Physical Sciences/IVC	2,205.99	01/21/14-05/22/14
Deerheart, Andrea	Chair, Emeritus (Fine/Lib. Arts)/SC	3,237.50	01/21/14-01/31/14
Delson, Cheryl	Chair, Library Services/IVC	2,057.40	01/21/14-05/22/14
DeRoulet, Daniel	Co-Chair, English/IVC	3,497.58	01/21/14-05/22/14
Duffy, Michelle	Co-Chair, Reading/SC	1,984.50	01/21/14-05/22/14
Duquette, Janice	Chair, Kinesiology/Recreation/SC	6,991.00	01/21/14-05/22/14
Evancoe, Eugene	Chair, Elec./Comp.Maint.Tech /SC	2,373.00	01/21/14-05/22/14
Even, Ryan	Chair, Photography/SC	2,590.00	01/21/14-05/22/14
Farnsworth, Robert	Chair, Horticulture/Land.Design/SC	3,855.00	01/21/14-05/22/14
Felder, Stephen	Chair, Humanities/IVC	3,634.74	01/21/14-05/22/14
Fier, Scott	Chair, Chemistry/SC	2,722.00	01/21/14-05/22/14
Forouzes, Jennifer	Chair, Nursing/SC	3,113.50	01/21/14-05/22/14
Fox, Lindsay	Chair, Fashion/SC	4,466.00	01/21/14-05/22/14
Gabriella, Wendy	Chair, Anthropology/IVC	742.95	01/21/14-05/22/14
Garant, Dorothy	Chair, Dance/SC	2,641.00	01/21/14-05/22/14
Gee, Caroline	Chair, Psychology/SC	3,746.00	01/21/14-05/22/14
Grihalva, Lawrence	Co-Chair EMS/Director EMT/SC	974.92	01/21/14-05/22/14
Haeri, Melanie	Chair, Reading/IVC	1,737.36	01/21/14-05/22/14
Haeri, Mitchell	Co-Chair, Astron., Physics, Eng./SC	1,436.50	01/21/14-05/22/14
Hardick, Randolph	Co-Chair, EMS/Dir. Paramedic/SC	2,856.86	01/21/14-05/22/14
Hernandez, Jerry	Co-Chair, Kin./Health/Athlet./IVC	2,297.43	01/21/14-05/22/14
Hernandez-Bravo, C.	Chair, Int'l Languages/SC	5,557.00	01/21/14-05/22/14
Hill, Sean	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Hinkle, Christina	Co-Chair, Political Science/SC	1,468.00	01/21/14-05/22/14
Hochwald, Seth	Co-Chair, Computer Science/IVC	377.19	01/21/14-05/22/14
Hoggatt, Michael	Chair, DSPS/SC	2,919.00	01/21/14-05/22/14
Hoolihan, Lori	Co-Chair, FCS/Foods/Nutrition/SC	1,613.50	08/19/13-12/21/13
Huntley, Anthony	Co-Chair, Biology/SC	2,018.50	01/21/14-05/22/14

¹ Replaces Anthony Teng who is currently serving as Acting Dean.
February 24, 2014

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 2013/2014 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
Inlow, Lisa	Co-Chair, FCS/Foods/Nutrition/SC	1,613.50	01/21/14-05/22/14
Kaufmann, Jefferey	Co-Chair, Life Sciences/IVC	2,034.54	01/21/14-05/22/14
Kil, Joon	Chair, Political Science/IVC	1,062.99	01/21/14-05/22/14
Konishi, Hiro	Co-Chair, CTVR/SC	2,038.50	01/21/14-05/22/14
Langrell, Jenny	Chair, Library/SC	3,442.00	01/21/14-05/22/14
Loke, Chan	Co-Chair, Computer Science/IVC	377.19	01/21/14-05/22/14
Lovett, Margot	Chair, History/SC	4,172.00	01/21/14-05/22/14
Mamoon, Safiah	Chair, Health Info. Technology/SC	2,344.00	01/21/14-05/22/14
Manuel-Ellison, R	Chair, Theatre/IVC	3,977.64	01/21/14-05/22/14
McCaughey, Colin	Chair, Admin. of Justice/IVC	3,143.25	01/21/14-05/22/14
McDonough, Mary	Chair, Human Development/IVC	3,691.89	01/21/14-05/22/14
McFann, Kent	Chair, Theatre/SC	3,887.00	01/21/14-05/22/14
McNeil, Mark	Chair, Economics/IVC	1,485.90	01/21/14-05/22/14
Melendez, Robert	Chair, Guidance/Counseling/IVC	5,017.77	01/21/14-05/22/14
Messenger, Lisa	Chair, Emeritus (Health)/SC	3,237.50	01/21/14-01/31/14
Meyer, Clifford	Chair, Automotive/SC	3,986.00	01/21/14-05/22/14
Meyer-Canales, K.	Co-Chair, Astron./ Phys./ Eng./SC	1,436.50	01/21/14-05/22/14
Myers, Charles	Co-Chair, CTRV/SC	2,038.50	01/21/14-05/22/14
Obermeyer, Veronica	Chair, Art/SC	2,149.00	01/21/14-05/22/14
Ochoa, Heidi	Co-Dir./Coach Forensics Team/SC	5,163.00	01/21/14-05/22/14
O'Leary, Thomas	Chair, Art History/SC	2,149.00	01/21/14-05/22/14
Penland, Barbara	Co-Chair EMS/Dir. Paramedic/SC	1,411.22	01/21/14-05/22/14
Pestolesi, Thomas	Co-Chair, Kin/Health/Athletics/IVC	2,297.43	01/21/14-05/22/14
Quade, Joyce	Chair, CIM/SC	5,098.00	01/21/14-05/22/14
Renault, Irene	Co-Chair, Reading/SC	1,984.50	01/21/14-05/22/14
Repka, James	Chair, Geology/Oceanography/SC	2,814.00	01/21/14-05/22/14
Rodriguez, Roland	Co-Chair, Life Sciences/IVC	2,034.54	01/21/14-05/22/14
Rousseau, Michele	Chair, Computer Science/SC	2,447.00	01/21/14-05/22/14
Rybold, Gary	Chair, Communication Arts/IVC	6,869.43	01/21/14-05/22/14
Schermerhorn, B.	Co-Chair, Real Estate/SC	1,925.50	01/21/14-05/22/14
Skaff, Penelope	Co-Coordinator Stud. Success/SC	6,852.16	01/21/14-05/23/14
Smith, Basil	Chair, Humanities/Philosophy/SC	2,815.00	01/21/14-05/22/14
Smith, Christina	Chair, Education/SC	2,316.00	01/21/14-05/22/14
Smith, Jeanne	Chair, Mathematics/SC	7,057.00	01/21/14-05/22/14
Smith, Maureen	Chair, Geography/SC	2,796.00	01/21/14-05/22/14
Stankovich, Kimberly	Chair, Speech/SC	3,144.00	01/21/14-05/22/14
Steinriede, Lindsay	Chair, Health/SC	2,229.00	01/21/14-05/22/14
Stephens, Blake	Chair, Architecture/Drafting/SC	4,542.00	01/21/14-05/22/14
Stevens, Kay	Chair, Med. Asst/Ins. Coding/SC	2,344.00	01/21/14-05/22/14
Tabibzadeh, Kiana	Co-Chair, Physical Sciences/IVC	2,205.99	01/21/14-05/22/14
Tamer, Rita	Chair, Sign Language/SC	3,161.00	01/21/14-05/22/14
Tamialis, Barbara	Chair, Child Development/SC	5,501.00	01/21/14-05/22/14
Teh, Steve	Co-Chair, Biology/SC	2,018.50	01/21/14-05/22/14

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 2013/2014 fiscal years.

Name	Activity	Not to Exceed	
		Amount (\$)	Effective Date
Thomas, Arlene	Chair, Int. Design/Travel Mgmt./SC	3,413.00	01/21/13-05/22/14
Titus, Jodi	Chair, Geography/IVC	571.50	01/21/14-05/22/14
Tresler, Matthew	Chair, Music/IVC	2,205.99	01/21/14-05/22/14
Tucker, Kari	Chair, Psychology/IVC	2,000.25	01/21/14-05/22/14
Twicken, Lawrence	Co-Chair, Political Science/SC	1,468.00	01/21/14-05/22/14
Urell, Robert	Chair, Business Sciences/IVC	5,200.65	01/21/14-05/22/14
Weatherford, T.	Chair, Dance/IVC	3,086.10	01/21/14-05/22/14
Welc, Martin	Co-Chair, Real Estate/SC	1,925.50	01/21/14-05/22/14
Weston, Norman	Chair, Music/SC	4,437.00	01/21/14-05/22/14
Wolken, Matthew	Chair, Drafting/Engineering/IVC	3,166.11	01/21/14-05/22/14
Woodward, Kenneth	Chair, Economics/SC	2,468.00	01/21/14-05/22/14

ATTACHMENT 1

NAME: NANCY MONTGOMERY

POSITION: DIRECTOR OF HEALTH & WELLNESS CENTER (Academic)
Student Services
Irvine Valley College

EDUCATION:

M.S. Nursing: Nurse Educator
California State University
Dominguez Hills, CA

B.S. Nursing
California State University
Dominguez Hills, CA

EXPERIENCE:

Ms. Montgomery has 36 years of experience as a nurse, has worked in hospital for 15 years, working in the Obstetrics area of expertise. She has also worked as grant writer, developed programs for underserved children using Healthy Start grant, developed Veterans Resource Center, veterans' programs, and health care for college students.

LICENSES AND CERTIFICATES:

- Registered Nurse in State of California
- Public Health Certified
- Multiple certifications for expertise in nursing areas including Labor and Delivery, Post-Partum and Newborn nursery

PROFESSIONAL AFFILIATIONS:

- HSACCC
- Nursing Association
- Breast Care Awareness
- Interagency Veterans Council for the state of California

AWARDS:

- Nurse of the Year - Nurseweek Magazine
- Several acknowledgements for service from Assembly members and County officials

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Classified Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT

- a. ALLEN, JASON is to be employed as Senior Laboratory Technician, Mathematics, Sciences and Engineering (Chemistry), Pos. #2157, Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 1, 40 hours per week, 12 months per year, effective January 30, 2014. This is a replacement for Anna Bui.
 - b. CICCONE, ANTHONY is to be employed as Laboratory Technician, Physical Education and Athletics, Pos. #3427, School of Health, Kinesiology and Athletics, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 20 hours per week, 12 months per year, effective February 11, 2014. This is a replacement for Julie Scholl, who received a change in status.
 - c. GUADARRAMA, EDGAR is to be employed as Financial Aid Specialist, Pos. #3596, Financial Aid, Office of Student Service, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 125, Step 1, 40 hours per week, 12 months per year, effective February 3, 2014. This is a replacement for Alejandra Quinones.
 - d. RAGAN, KAY is to be employed as a temporary, Acting Director of Student Life, a classified management position, Pos. #4562, Student Development, Office of Student Services, Irvine Valley College, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 14. Step 8, full-time, 40 hours per week, effective January 27, 2014. This is a temporary assignment for Virginia Locke, who is on leave.
 - e. SCHMALTZ, TODD is to be employed as Police Sergeant, Pos. #4403, Police Officers Association Bargaining Unit Salary Schedule Range 4, Step 1, 40 hours per week, 12 months per year, effective November 25, 2013. This is a replacement for David Young, who received a change in status
 - f. TILLOTSON, JEFF is to be employed as Network Systems Technician III, Pos. #4103, Technology Services, Office of College Administrative Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 140, Step 4, 40 hours per week, 12 months per year, effective February 10, 2014. This is a replacement for Michael Estes.
 - g. VENDROVSKY, ANASTASIA is to be employed as Human Resources Specialist, Pos. #3540, Office of Human Resources, District, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, effective January 27, 2014. This is a replacement for Sokha Song.
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>
Bolourchi, Mahrokh	Child Development Specialist/IVC	122/1	01/28/2014
Bolourchi, Mahrokh	Sr. Child Development Specialist/IVC	128/1	01/28/2014

A. NEW PERSONNEL APPOINTMENTS - Continued

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Carlin, Amy	Athletic Trainer/SC	132/1	01/01/2014
Cesena, MiaSarah	Office Assistant/SC	113/1	01/22/2014
Chambers, Lary	Building Maintenance Worker/IVC	124/1	12/15/2014
Chiang, Li-Chuan	Laboratory Technician, SSC/IVC	122/1	01/01/2014
Cubillos Bezanilla, Sandra	Student Development Office Asst./SC	121/1	02/03/2014
Cueto, Catherine	Laboratory Technician, SSC/IVC	122/1	01/01/2014
Darby, Lucy	Administrative Assistant/SC	121/1	01/15/2014
De Los Santos, Purisima	Accounting Specialist/Dist.	127/1	01/22/2014
Dey, Dipti	Child Development Specialist /IVC	122/1	01/27/2014
Dey, Dipti	Sr. Child Development Specialist /IVC	128/1	01/27/2014
Feokistiova, Maria	Human Resources Assistant/Dist.	121/1	02/03/2014
Foes, Jurate	Custodian/IVC	113/1	01/08/2014
Ganley, Cynthia	Program Asst. (Cat.)/SC	118/1	02/01/2014
Ha, Julia	Laboratory Technician, Life/Phys/IVC	122/1	01/22/2014
Haugen, Leslie	Senior Administrative Assistant/SC	127/1	01/01/2014
Ishikawa, Sherry	Administrative Assistant/Dist.	121/1	02/01/2014
Kirk, Alicia	Program Assistant (Cat.)/SC	118/1	01/01/2014
Ludes, Denise	Program Specialist (Cat.)/SC	130/1	01/15/2014
Martinez, John	Custodian/IVC	113/1	01/31/2014
Montoya-Anderson, Stacy	Program Assistant (Cat.)/SC	118/1	01/01/2014
Morales, Jamee	Athletic Equipment Specialist/SC	121/1	01/01/2014
Morse, Diona	Accounting Specialist/Dist.	127/1	01/22/2014
Munoz, Marina	Program Assistant, Cat./IVC	118/1	01/15/2014
Nutting, Patricia	Admissions and Records Spec. I/SC	116/1	01/21/2014
Pedraza, Faizal	Custodian/IVC	113/1	12/15/2013
Ramirez, Araceli	Custodian/IVC	113/1	01/08/2014
Reyes-Godina, Perla	EOPS Specialist/IVC	121/1	01/15/2014
¹ Searcy, Arronlea	Program Specialist (Cat.)/SC	130/1	01/15/2014
Shearman, Carrie	Senior Administrative Assistant/SC	127/1	01/13/2014
Strother, Beverly	Senior Administrative Assistant/SC	127/1	01/22/2014

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
Adams Huff, Carol	Project Specialist/IVC	15.50	01/03/14-06/30/14
Aldape, Timothy	Adapted Kines. Aide/SC	12.50	01/06/14-06/30/14
Ayon, Kristina	Project Specialist/SC	15.00	01/30/14-06/30/14
Barr, Jessica	Adapted Kines. Aide/SC	12.50	01/06/14-06/30/14
Berk, Lynette	Project Specialist/IVC	20.00	01/28/14-06/30/14

¹ Mother of Carly Searcy, Recreation Aid, Office of Community Education, Saddleback College; and Nathan Searcy, Recreation Aide, Office of Community Education and Contracts, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
Boukather, Cody	Project Specialist/SC	16.00	01/23/14-06/30/14
Brown, Lucy	Project Specialist/SC	16.00	01/01/14-06/30/14
Cervantes, Martha	Project Specialist/SC	18.00	01/01/14-06/30/14
Chacon, Elsa	Clerk, Short-Term/SC	16.00	01/23/14-06/30/14
Chan, Rick	Project Specialist/SC	18.00	01/01/14-06/30/14
Chen, Shujuan	Project Specialist/SC	12.50	01/01/14-06/30/14
Christensen, Dylan	Coaching Aide/SC	15.00	01/28/14-06/30/14
Ferdousian, Ameen	Project Specialist/SC	12.50	01/01/14-06/30/14
Fox, Jill	Project Specialist/SC	16.00	01/01/14-06/30/14
Ganley, Cynthia	Project Specialist/SC	16.00	01/01/14-06/30/14
Gladieux, Joshua	Project Specialist/IVC	15.50	01/03/14-06/30/14
Gomez, Fermin	Clerk, Short-Term/SC	11.00	01/29/14-06/30/14
Grosch, Devon	Project Specialist/SC	12.50	01/27/14-06/30/14
Hughes, Jacob	Adapted Kines. Aide/SC	12.50	01/06/14-06/30/14
Kulik, Chris	Project Specialist/IVC	20.00	01/14/14-06/30/14
Lindahl, Glenda	Project Specialist/SC	18.00	01/01/14-06/30/14
Lu, Huijuan	Project Specialist/SC	12.50	01/01/14-06/30/14
Magnetta, Jeri	Project Specialist/SC	16.00	01/21/14-06/30/14
Martin, Dennis	Project Specialist/SC	20.00	01/21/14-06/30/14
Metcalf, Andria	Project Specialist/SC	16.00	01/01/14-06/30/14
Millard, William	Project Specialist/SC	12.50	01/28/14-06/30/14
Miller, Janet	Project Specialist/IVC	20.00	01/06/14-06/30/14
² Miller, Melody	Project Specialist/SC	20.00	01/13/14-06/30/14
Nutting, Patricia	Project Specialist/SC	16.00	01/01/14-06/30/14
Owens, Emery	Project Specialist (IT)/Dist.	20.00	01/09/14-06/30/14
Palmer, Tyler	Project Specialist/SC	12.50	01/01/14-06/30/14
Parra, Anthony	Adapted Kines. Aide/SC	12.50	01/06/14-06/30/14
Picard, Amanda	TMD Aide/IVC	10.00	01/06/14-06/30/14
Sanchez, Bridget	Project Specialist/SC	12.50	01/15/14-06/30/14
Sanchez, Ricardo	Project Specialist (IT)/Dist.	20.00	01/09/14-06/30/14
Schlesinger, David	Project Specialist/SC	16.00	01/06/14-06/30/14
Theriault, Brandon	Project Specialist/IVC	15.00	02/04/14-06/30/14
Wofford, Jonathan	Project Specialist/SC	12.50	01/01/14-06/30/14
Wyche, Sonja	Special Project Coord./Dist.	30.00	02/03/14-06/30/14
Yearwood, Susan	Project Specialist/SC	12.50	01/01/14-06/30/14

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 **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Brown, Rachelle	01/01/14-06/30/14

² Sister of Sophie Miller-Gilliland, Manager, Office of the President, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
DeGorter, Nancy	01/30/14-06/30/14
Gharavi, Sali	01/14/14-06/30/14
Grosch, Devon	02/01/14-06/30/14
Johnson, Michael	01/01/14-06/30/14
Kouhi, Ronak	01/23/14-06/30/14
Moock, Marlee	02/01/14-06/30/14
Robinson, Joshua	12/01/13-06/30/14
Schleicher, Andrew	01/01/14-06/30/14

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 **2013/2014** 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>
Andrade, Lauren	Clinical Skills Spec./SC	30.00/hr	01/29/14-06/30/14
Ardrey, Stephanie	Workforce Trainer/IVC	72.00/hr	01/22/14-06/30/14
Ash, Andrew	Clinical Skills Spec./SC	30.00/hr	01/08/14-06/30/14
Bahde, Anthony	Comm. Ed./IVC	2500.00/cs	02/03/14-06/30/14
DeGorter, Nancy	Tutor/SC	12.00/hr	01/29/14-06/30/14
DeWees, Mallory	Tutor/SC	15.00/hr	01/27/14-06/30/14
³ Erbas White, Kevin	Tutor/IVC	12.00/hr	01/01/14-06/30/14
Farinella, Ralph	Medical Professional/SC	70.00/hr	01/01/14-06/30/14
Freeland, Tina	Medical Professional/SC	70.00/hr	01/01/14-06/30/14
Fusco, Michael	Tutor/SC	15.00/hr	01/27/14-06/30/14
Garcia, Joshua	Tutor/SC	15.00/hr	01/27/14-06/30/14
Goodman, Katherine	Tutor/IVC	15.00/hr	01/01/14-06/30/14
Gracey, Michael	Clinical Skills Spec./SC	30.00/hr	01/09/14-06/30/14
Harris, Terese	Medical Professional/SC	70.00/hr	01/01/14-06/30/14
Haskins, Brian	Medical Professional/SC	70.00/hr	01/01/14-06/30/14
Johnson, Lucas	Tutor/SC	12.00/hr	01/30/14-06/30/14
Khosravimaneh, Mahbod	Tutor/SC	16.00/hr	01/23/14-06/30/14
Kouhi, Ronak	Tutor/SC	16.00/hr	01/23/14-06/30/14
Mosallaei, Daniel	Tutor/SC	12.00/hr	01/28/14-06/30/14
Moss, Joan	Medical Professional/SC	70.00/hr	01/01/14-06/30/14
Murray, Sonya	Medical Professional/SC	70.00/hr	01/01/14-06/30/14
Nissenson, Lenard	Model/SC	22.00/hr	01/09/14-06/30/14
Oliveros, Darie	Clinical Skills Spec./SC	30.00/hr	01/28/14-06/30/14
Pakshir, Peyman	Tutor/IVC	15.00/hr	01/29/14-06/30/14
Schenitzki, Lisa	Medical Professional/SC	70.00/hr	01/01/14-06/30/14
Ta, Ryan	Tutor/SC	12.00/hr	12/13/13-06/30/14

³ Son of Ilknur Erbas White, Mathematics Instructor, School of Mathematics, Sciences & Engineering, Irvine Valley College.

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. CUSTODIAN, Classified Bargaining Unit Salary Schedule Range 113, Office of Physical Plant, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position, to its staff complement, effective February 25, 2014.
2. DIRECTOR OF INTERNATIONAL STUDENT PROGRAMS, a Classified Manager position, Integrated Academic Administrators and Classified Managers Salary Schedule Range 11, School of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position, to its staff complement, effective February 25, 2014. (Exhibit B – Attachment 2)
3. HUMAN RESOURCES SPECIALIST (Temporary), Classified Bargaining Unit Salary Range 127, Office of Human Resources, District seeks authorization to establish two (2) full-time, 40 hours per week, temporary positions to its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021 effective February 25, 2014. These positions are temporary, not to exceed two years, may be extended.
4. HUMAN RESOURCES PROJECT SUPERVISOR (Temporary), a Classified Manager position, Integrated Academic Administrators and Classified Managers Salary Schedule Range 8, Office of Human Resources, District, seeks authorization to establish a temporary, full-time, 40 hours per week position to its staff complement, effective February 25, 2014. (Exhibit B – Attachment 4)

C. EXTEND TEMPORARY CLASSIFIED POSITION

1. HUMAN RESOURCES SPECIALIST (Temporary), Pos. #4929, Classified Bargaining Unit Salary Range 127, Office of Human Resources, District seeks authorization to extend a full-time, 40 hours per week, temporary position effective February 25, 2014. This position was approved by the Board of Trustees on November 25, 2013. This position is temporary, not to exceed two years, may be extended.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS

1. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** SENIOR GRAPHICS DESIGNER, Office of Marketing and Communications, Pos. #4811, Classified Bargaining Unit Salary Schedule Range 134, part-time, 29 hour per week, 12 months per year position from its staff complement, and **CREATE** PUBLICATIONS TECHNICIAN, Classified Bargaining Unit Salary Schedule Range 122, Office of Marketing and Communications, seeks authorization to establish a part-time, 25 hours per week, 12 months per year position to its staff complement, effective February 25, 2014. (Pos. #4811 was approved by the Board of Trustees on July 22, 2013)

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -

Continued

- b. **ELIMINATE** LABORATORY TECHNICIAN, COMPUTERS, Learning Assistance Program, Division of Online Education and Learning Resources, Pos. #4687, Classified Bargaining Unit Salary Schedule Range 122, a part-time, 27 hour per week, 12 months per year position from its staff complement, and **CREATE** OFFICE ASSISTANT, Classified Bargaining Unit Salary Schedule Range 113, Learning Assistance Program, Division of Online Education and Learning Resources, a part-time, 25 hours per week, 12 months per year position to its staff complement, effective February 25, 2014. (Pos. #4687 was approved by the Board of Trustees on October 29, 2012)
2. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** RESEARCH SPECIALIST, Office of Research, Planning and Accreditation, Pos. #4096, Classified Bargaining Unit Salary Schedule Range 130, a full-time, 40 hour per week, 12 months per year position from its staff complement, and **CREATE** SENIOR RESEARCH AND PLANNING ANALYST, Classified Bargaining Unit Salary Schedule Range 144, Office of Research, Planning and Accreditation, a full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 1, 2014. (Pos. #4096 was approved by the Board of Trustees on May 26, 2009)
3. DISTRICT seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** ASSOCIATE DIRECTOR, HUMAN RESOURCES AND EMPLOYER AND EMPLOYEE RELATIONS, a Classified Manager position, Office of Human Resources, Pos. #4539, Integrated Academic Administrators and Classified Manager Salary Schedule Range Y18, a full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** DIRECTOR OF HUMAN RESOURCES AND EMPLOYER-EMPLOYEE RELATIONS-EEO, DIVERSITY COMPLIANCE AND TRAINING, a Classified Manager position, Office of Human Resources, Integrated Academic Administrators and Classified Manager Salary Schedule Range 19, a full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 25, 2014. (Pos. #4539 was approved by the Board of Trustees on May 21, 2012) (Exhibit B, Attachment 1)
 - i. **RECLASSIFY** ESTER GRAHAM, ID #12196, from Associate Director, Human Resources and Employer and Employee Relations, Pos. #4539, Office of Human Resources, Integrated Academic Administrators and Classified Manager Salary Schedule Range Y18, Step 8, 40 hours per week, 12 months per year; to Director of Human Resources and Employer-Employee Relations-EEO, Diversity Compliance and Training, Office of Human Resources, Integrated Academic Administrators and Classified Manager Salary Schedule Range 19, Step 8, 40 hours per week, 12 months per year effective February 25, 2014.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -

Continued

- b. **ELIMINATE** SENIOR HUMAN RESOURCES SPECIALIST, Office of Human Resources, Pos. #4035, Classified Bargaining Unit Salary Schedule Range 131, a full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** HUMAN RESOURCES OPERATIONS SUPERVISOR, a Classified Manager position, Office of Human Resources, Integrated Academic Administrators and Classified Manager Salary Schedule Range 9, a full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 25, 2014. (Pos. #4035 was approved by the Board of Trustees on March 24, 2009) (Exhibit B, Attachment 3)
- i. **RECLASSIFY** I. ANTONIA LAKOW, ID #9731, from Senior Human Resources Specialist, Pos. #4035, Office of Human Resources, Classified Bargaining Unit Salary Schedule Range 131, Step 6, 40 hours per week, 12 months per year; to Human Resources Operations Supervisor, Office of Human Resources, Integrated Academic Administrators and Classified Manager Salary Schedule Range 9, Step 6, 40 hours per week, 12 months per year effective February 25, 2014.
- c. **ELIMINATE** SENIOR HUMAN RESOURCES SPECIALIST, Office of Human Resources, Pos. #3458, Classified Bargaining Unit Salary Schedule Range 131, a full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** HUMAN RESOURCES OPERATIONS SUPERVISOR, a Classified Manager position, Office of Human Resources, Integrated Academic Administrators and Classified Manager Salary Schedule Range 9, a full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 25, 2014. (Pos. #3458 was approved by the Board of Trustees on February 27, 2006) (Exhibit B, Attachment 3)
- i. **RECLASSIFY** FRANCES MILLER, ID #1794, from Senior Human Resources Specialist, Pos. #3458, Office of Human Resources, Classified Bargaining Unit Salary Schedule Range 131, Step 6, plus 22% longevity, 40 hours per week, 12 months per year; to Human Resources Operations Supervisor, Office of Human Resources, Integrated Academic Administrators and Classified Manager Salary Schedule Range 9, Step 7, 40 hours per week, 12 months per year effective February 25, 2014.

E. CHANGE OF STATUS

- 1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
 - a. BLASSINGAME, MARGARET, ID #18087, Administrative Assistant, Pos. #4506, Classified Bargaining Unit Salary Schedule Range 121, Step 4, 40 hours per week, 12 months per year, Schools of Mathematics, Sciences and Engineering, Irvine Valley College, is to be employed as Senior Administrative Assistant, Pos. #3354, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, School of Mathematics, Sciences and Engineering, Irvine Valley College, effective February 3, 2014. This is a replacement for Lois Hildabidle.

E. CHANGE OF STATUS - Continued

- b. SEMBIAZZA, SANDRA, ID #4688, Executive Assistant, Pos. #4857, Classified Bargaining Unit Salary Schedule Range 133, Step 4, 40 hours per week, 12 months per year, Office of the Associate Vice Chancellor of Economic Development, District, is to be employed as Executive Assistant to the Office of the Vice Chancellor, Pos. #4919, a classified manager, Integrated Academic Administrator and Classified Manager Salary Schedule Range 10, Step 1, 40 hour per week, Office of the Vice Chancellor of Business Services, District, effective January 27, 2014. This position was approved by the Board of Trustees on November 25, 2013.

F. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

1. VARGAS, JORGE, ID #19489, Warehouse Worker/Delivery Driver, Pos. #3451, Classified Bargaining Unit Salary Schedule Range 114, Step 2, 40 hours per week, 12 months per year, Facilities, Planning, Purchasing and Warehouse, Office of Business Services, District, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective November 14, 2013.

G. OUT OF CLASS ASSIGNMENTS

1. ALBA, DANIEL, ID #17501, Building Maintenance Worker, Pos. #3343, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 124, Step 2, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended on January 26, 2014, returned to permanent assignment as Custodian, Pos. #1113, Classified Bargaining Unit Salary Schedule Range 113, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective January 27, 2014.
2. BOSTWICK, TAMARA, ID #13397, Senior Administrative Assistant, Pos. #3235, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Office of Academic Program and Economic and Workforce Development, Advanced Technology and Education Park Facility, Irvine Valley College, has been given a temporary change in assignment to Acting Project Director, Career Technical Education, Categorical, Pos. #4638, a classified manager position, Integrated Academic Administrators and Classified Managers Salary Schedule Range 13, Step 1, 40 hours per week, Career Technical Education, Advanced Technology and Education Park Facility, Irvine Valley College, effective January 27, 2014. This is a temporary reassignment for Kate Alder, who resigned.
3. BRENNAN, KATHLEEN, ID #6351, Athletic Equipment Specialist/Driver, Pos. #2782, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 10 months per year, Division of Kinesiology and Athletics, Saddleback College, has been given a temporary change in assignment to Administrative Assistant, Pos. #3490, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, Division of Kinesiology and Athletics, Saddleback College, effective January 14, 2014. This is a temporary reassignment for Jess Perez, who is in a temporary assignment.

G. OUT OF CLASS ASSIGNMENTS - Continued

4. BUCKLEY, ANN, ID #18123, Human Resources Specialist, Pos. #4929, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, Office of Human Resources, District, has been temporarily reassigned to Human Resources Project Supervisor, Temporary, a classified manager position, Integrated Academic Administrators and Classified Managers Salary Schedule Range 8, Step 1, Office of Human Resources, District, effective February 25, 2014. This is a temporary assignment pending approval by the Board of Trustees on item B4 of this agenda.
5. CASILLAS, MEGHAN, ID #16831, Office Assistant, Pos. #3519, Classified Bargaining Unit Salary Schedule Range 113, Step 2, 19 hours per week, 11 months per year, Career Center, Division of Transfer Center and Special Programs, Saddleback College, has been given a temporary change in assignment to Counseling Office Assistant, Pos. #3238, Classified Bargaining Unit Salary Schedule Range 115, Step 2, 29 hours per week, Division of Transfer Center and Special Programs, Saddleback College, effective January 21, 2014. This is a temporary reassignment for Maryam Afshari, who is on leave.
6. COLCLOUGH, BEEP, ID #6175, Extended Opportunity Program Specialist, Pos. #3432, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Special Programs, School of Guidance and Counseling, Irvine Valley College, has been given a temporary change in assignment to Senior Matriculation Specialist, Pos. #3594, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective January 13, 2014. This is a temporary replacement for Joe Liu, who resigned.
7. ⁴DAI, FARIBA, ID #14044, Senior Matriculation Specialist, Pos. #3594, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 127, Step 5, 40 hours per week, School of Admissions, Records, and Enrollment Services, Irvine Valley College, temporary assignment ended on January 10, 2014, returned to permanent assignment as Senior Admissions and Records Specialist, Pos. #3229, Classified Bargaining Unit Salary Schedule Range 126, Step 5, 40 hours per week, 12 months per year, Division of Admissions, Records and Enrollment Services, Saddleback College, effective January 13, 2014.
8. DEYO, MICHELLE, ID #15986, Clerical Assistant, Pos. #4480, Classified Bargaining Unit Salary Schedule Range 113, Step 5, 20 hours per week, 10 months per year, Office of Online and Extended Education, Irvine Valley College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #4928, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, School of Library Services, Irvine Valley College, effective January 6, 2014 through January 17, 2014. This was a temporary reassignment for a vacant position approved by the Board of Trustees on November 25, 2013.
9. LEATHERMAN, MARY, ID #19447, Dispatcher/Records, Pos. #4782, Classified Bargaining Unit Salary Schedule Range 119, Step 1, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, has been given a temporary change in assignment to Lead Dispatcher, Pos. #4721, Classified Bargaining Unit Salary Schedule Range 123, Step 1, 40 hours per week, Office of Campus Safety and Security, Irvine Valley College, effective November 20, 2013 through November 25, 2013. This was a temporary reassignment for Sandrina Theriault, who was on leave.

⁴ Correcting end date of temporary assignment as presented on Page 8, H2 to the Board of Trustees on January 27, 2014.

G. OUT OF CLASS ASSIGNMENTS - Continued

10. OROPALLO, JOHN, ID #18002, Locksmith, Pos. #4872, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 128, Step 3, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended on January 26, 2014, returned to permanent assignment as Building Maintenance Worker, Pos. #3343, Classified Bargaining Unit Salary Schedule Range 124, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective January 27, 2014.
11. PEREZ, JESS REY, ID #11244, Administrative Assistant, Pos. #3490, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Division of Kinesiology and Athletics, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3395, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, Division of Kinesiology and Athletics, Saddleback College, effective January 14, 2014. This is a temporary reassignment for Magaly Cheng, who retired.
12. SEMBIAZZA, SANDRA, ID #4688, Executive Assistant, Pos. #4857, Classified Bargaining Unit Salary Schedule Range 133, Step 4, 40 hours per week, 12 months per year, Office of the Associate Vice Chancellor of Economic Development, District, has been given a temporary change in assignment to Acting Executive Assistant to the Office of the Vice Chancellor, Pos. #4913, a classified manager, Integrated Academic Administrator and Classified Manager Salary Schedule Range 10, Step 1, 40 hour per week, Office of the Vice Chancellor of Business Services, District, effective January 2, 2014 through January 24, 2014. This was a temporary replacement for Cheryl Dobbie, who is on leave.
13. SCHOLL, JULIE, ID #17374, Laboratory Technician, Student Success Center, Pos. #4749, Classified Bargaining Unit Salary Schedule Range 122, Step 5, 40 hours per week, 10 months per year, School of Humanities and Languages, Irvine Valley College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #4928, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, School of Library Services, Irvine Valley College, effective January 21, 2014. This is a temporary reassignment for a vacant position approved by the Board of Trustees on November 25, 2013.

H. LEAVE OF ABSENCE

1. DUBOIS, ELLE, ID #14003, Senior Administrative Assistant, Pos. #3256, Classified Bargaining Unit Salary Schedule Range 127, Step 5, 40 hours per week, 12 months per year, Division of Advanced Technology and Applied Sciences, Saddleback College, has been granted an unpaid leave of absence for three months, with benefits, effective February 4, 2014 through May 4, 2014.

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. DRAKE, EUGENE, ID #16234, Research Specialist, Pos. #4096, Classified Bargaining Unit Salary Schedule Range 130, Step 6, 40 hours per week, 12 months per year, Research, Planning and Accreditation, Irvine Valley College, resignation effective February 7, 2014. Payment is authorized for any compensated time off. (Start date: June 16, 2008)

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

2. GILMAN, SANDRA, ID #10638, Child Development Specialist, Pos. #3206, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 27.5 hours per week, 12 months per year, Children's Center, Office of Student Services, Irvine Valley College, resignation effective February 11, 2014. Payment is authorized for any compensated time off. (Start date: March 19, 2007)

J. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2013/2014 academic year.

Advance Technology and Applied Science, Saddleback College

Arnold, Sidney	Atwood, Hilary	Bajhart, Amanda
Baker, Paul	Browne, Johanna	Carmouche, Lisa Marie
Christensen, Zachary	Crawford, Sam	Culver, Bear
Esfahanian, Mohammad	Flaherty, David	Flores, Marcos
Fodor, Nadia	Friel, Zachery	Garcia, Brandon
Gorski, Raymond	Green, Kayla	Grosveld, Abigale
Hamed, Saeed Al	Hassani, Lance	Heiner, Rick
Hernandez, Josh	Jensen, Eric	Jin, Xuelin
Koch, Jonathan	Kwiatkowski, Leslie	Larocca, Gina
Mandujano, Juan	McFann, Steven	McNeil, Gianna
Morales, Jeanette	Orr, Justin	Osorio, Judith
Pagano, Wayne	Peare, Danielle	Reinartz, Donald
Reynaga, Nicholas	Schmeltzer, Emily	Sleeth, Hannah
Suss, Tyler	Turner, Christine	Viszolay, Eli
Vu, Albert	Watkins, Stephen	Westgarth, Brent
Ybarra, Marissa		

Fine Arts and Media Technology, Saddleback College

Adams, Eric	Ariza, Deborah	Berkson, Brianna
Berkson, Nancy	Bastis, Pat	Daniel, Barbara
Donaldson, Diana	Friedman, Shaune	Hoole, Raynie
Isen, Thalia	Ishii, Mariko	Jones, Bernard
Kennedy, Erin	Kornievsky, George	Krause, Loren
Lapinski, Zachary	Lewis, Terry	Niguyen, Victor
Preimer, Colleen	Rose, Ellen	Siegman, Collette
Tiner, Peter	Toole, Sydney	Toole, Shelly
Trumble, Michaela	Wright, William	

Health Sciences and Human Services, Saddleback College

Renfro, Lorita

Kinesiology and Athletics, Saddleback College

Padian, Michael

Liberal Arts, Saddleback College

Harrison, Milagros

J. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2013/2014 academic year.

Social and Behavioral Sciences, Saddleback College

Arciniega, Charlotte Entezari, Sarah Kanani, Neda
Mosier, Sydney

Transfer Center and Special Programs, Saddleback College

Williams, Chris

Fine Arts, Irvine Valley College

Kehoe, Kelly

Humanities and Languages, Irvine Valley College

Tanaka, Satoko

Health Science, Kinesiology and Athletics, Irvine Valley College

Arellano, Steven Trabattoni, Claudio

Public Information Office, Irvine Valley College

Mohlebane, Lesetja

ATTACHMENT 1

South Orange County Community College District

DIRECTOR OF HUMAN RESOURCES & EMPLOYER-EMPLOYEE RELATIONS-EEO, DIVERSITY COMPLIANCE & TRAINING, JC # - Classified Management - Integrated Academic Administrator and Classified Manager Salary Schedule Range 19

DEFINITION

To plan, develop, design, organize, coordinate, implement, oversee and evaluate assigned human resources and employer/employee relations programs, services, operations and activities of human resources, including staff development, training, occupational health and safety, and investigation and resolution of discrimination and harassment complaints, according to legal requirements.

To assist in planning, developing, organizing, coordinating, implementing, overseeing and evaluating assigned human resources programs, services, operations and activities of the District, such as recruitment and selection, employment, wage and salary administration, collective bargaining, employee and union contract management, ensure timely and accurate submission of required reports and documents; and provide complex staff assistance to the Vice Chancellor of Human Resources and Employer-Employee Relations and the Executive Director of Human Resources and Employer-Employee Relations.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and technical direction from the Vice Chancellor of Human Resources and Employer-Employee Relations and technical direction related to recruitment from the Executive Director of Human Resources and Employer-Employee Relations or designee of the Chancellor.

Exercises supervision over technical and clerical personnel as assigned.

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

Assist in the daily administration of assigned Human Resources and Employer/Employee Relations programs, such as recruitment and selection, employment, retention, contract negotiation and administration, legal compliance, worker's compensation, unpaid leaves, classification and compensation, according to District objectives, policies and procedures and other legal requirements.

Assist with legal issues relating to labor employee relations; prepare and propose District case positions/responses regarding discipline or grievance issues; interact directly with attorneys and law firms; receive and respond to complaints and grievances from employees and students regarding discrimination, sexual harassment, employment contract violations and other issues; conduct research, investigations and grievance session as to determine resolutions in accordance with District policies, practices and procedures and applicable collective bargaining agreements; and recommend appropriate corrective action and counsel employees as appropriate.

Interpret, apply and explain laws, rules, regulations, policies and practices related to human resources administration, equal employment opportunities and collective bargaining, counsel District administrators, managers, supervisory personnel and others on the relevance of federal and state human resources laws affecting assigned functional areas, counsel administrators, manager and supervisors on matters concerning job performance issues and complaints.

South Orange County Community College District

Page 2 - Director of Human Resources & Employer/Employee Relations-EEO, Diversity Compliance & Training

Administer ADA and EEO programs, including the ADA interactive process, services, policies and procedures in compliance with District, State and federal regulations; assist in the formulation and development of other human resources programs, goals and objectives and new or revised policies and procedures; develop and maintain diverse recruitment pools, work in conjunction with District administrators, managers, and supervisors to resolve employee performance issues and that require fitness for duty exams.

Develop, implement, update, monitor and evaluate the South Orange Community College District Equal Employment Opportunity Plan (Plan) for equal employment opportunity in the District's recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (Section 53000 et seq.) and the steps the district takes in the event of underrepresentation of monitored groups. Conduct an analysis of the demographic makeup of the district's workforce population; the requirements for a complaint procedure for noncompliance with the Title 5 provisions, relating to equal employment opportunity programs; establishment of an EEO Advisory Committee; methods to support equal employment opportunity; and procedures for dissemination of the Plan.

Oversee performance management and annual performance evaluations of all District employees; coordinate, work with and assist supervisors in improving below standard work performance of assigned employees, evaluating and documenting progressive discipline issues and recommending employee discipline, including terminations, as necessary.

Participate with the management team to facilitate efforts in organizational planning, especially in the area of human resources and staff planning, development of organizational structures, and work processes and procedures that facilitate attainment of established program goals and objectives; develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

Provide resources and information to the Vice Chancellor of Human Resources, other District administrator, managers, employees, students and members of the public regarding assigned human resources, employee relations and professional development functions and other matters. Work closely with risk management, benefits and payroll departments and work closely with the colleges and departments to meet their service requirements and needs.

Develop and provide written and oral reports and presentations to employees and/or the public at various meetings; conduct workshops to provide specialized information regarding the human resources programs and services of the District; ensure the development and dissemination of information related to new or revised automated systems, requirement or regulations affecting human resources services; identify, communicate and make recommendations regarding trends and best practices in human resources.

Represent the District as needed regarding assigned areas of human resources; chair or serve on committees, task forces and other work groups; provide technical expertise concerning assigned areas of human resources and employer/employee relations and performance management.

Represent the District in court, at hearings and on related administrative, personnel and other committee and commissions, as appropriate.

Develop, coordinate and oversee the recruitment and selection of personnel as assigned; develop, recommend and implement recruitment strategies and efforts directed toward ethnic minorities, women and other under-represented groups; approve interview questions, exercises and processes for hiring committees; communicate with hiring committees during the hiring process; conduct committee orientations.

Participate in recommending candidates for employment; oversee the processing, completion and recording of all human resources transactions; and ensure that all personnel records related to assigned functions are maintained according to established procedures.

South Orange County Community College District

Page 3 - Director of Human Resources & Employer/Employee Relations-EEO, Diversity Compliance & Training

Design, plan, implement and oversee the daily administration of district-wide employee relations, staff development and training programs, policies and procedures, according to District objectives, policies and procedures and other legal requirements; investigate employee relations problems and resolve or develop, recommend and initiate appropriate steps for resolution

Maintain good communication and a positive relationship with employees to promote employee satisfaction; counsel employees regarding personnel matters; receive and respond to complaints and grievances from employees and students regarding discrimination, sexual harassment, employment contract violations and other issues; conduct research, investigations and grievance sessions to determine resolutions according to District policies, practices, procedures and applicable collective bargaining agreements; and recommend appropriate corrective action.

Develop, organize, coordinate, implement, monitor, track and evaluate a District-wide occupational health and safety program and ensure related employee training; analyze records of work-related injuries and diseases and work to reduce risks; implement human resources component of workplace security program.

Develop, coordinate, implement and oversee projects and programs related to equity and diversity, non-discrimination, sexual harassment and discrimination prevention, according to legal requirements.

Perform studies of the duties, computer systems/software programs and equipment assigned to District employees and use results to develop, implement or acquire appropriate in-service training; schedule, monitor and track assigned employee training and ensure completion as required; maintain related records and prepare reports as needed.

Research, design, develop and implement new training techniques and enhancements to existing training programs; develop curriculum, methods and materials for staff training, such as lectures, ideas for group discussions, demonstrations or workshops or contract same with outside professionals or vendors.

Contract with and maintain relationships with vendors to ensure employee participation in outside training programs as authorized; evaluate training delivery, measure results and implement training program changes as needed.

Design, develop, organize, coordinate, implement, monitor, track and evaluate a District-wide occupational health and safety program and ensure related employee training; analyze records of work-related injuries and diseases and work to reduce risks; implement human resources component of workplace security program; assure compliance with the District's Injury and Illness prevention program.

Develop, prepare, generate and analyze a variety of reports related to employee personnel information and data, such as benefit costs, staffing levels/deployment, absenteeism, worker's compensation, FMLA/CFRA leaves, recruitment, applicant tracking, AA/EEO and compensation.

Serve as a member of District negotiating teams for collective bargaining as assigned; assist in serving as liaison and working cooperatively with bargaining unit representatives as assigned; and assist in managing negotiated agreements as assigned.

Ensure that the supervisor of record evaluates the performance of each District employee annually and that eligible employees receive appropriate salary step increases, cost of living adjustments or other salary schedule changes; coordinate, work with and assist supervisors in improving below standard work performance of assigned employees, evaluating and documenting progressive discipline issues and recommending employee terminations as necessary.

Coordinate and administer annual employee recognition and award programs, such as "Outstanding Classified Employee of the Year."

South Orange County Community College District

Page 4 - Director of Human Resources & Employer/Employee Relations-EEO, Diversity Compliance & Training

Communicate with other human resources personnel, District and College administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities; represent the District, as assigned, regarding assigned areas of human resources; chair or serve on committees, task forces and other work groups; provide technical expertise concerning employee relations, staff development and training.

Review and certify the accuracy of data concerning employee relations, staff development, training, recruitment and other assigned programs; conduct research and direct the timely and accurate compilation, preparation and submittal of a variety of statistical and narrative reports, annual reports, proposals, recommendations, correspondence and other materials, as required or requested by the Board of Trustees, District administrators, the State or federal government or other agencies.

Participate in the timely preparation and submission of Board agenda items related to human resources; direct the preparation and distribution of other human resources information, such as recruitment flyers and updated lists of faculty and administrators for both college catalogs.

Review and recommend new, revised or updated District policies ensuring legal compliance; interpret, apply and explain District policies, procedures and State and federal legal requirements relating to human resources, including those involving equity and diversity, non-discrimination employment and sexual harassment.

Assist in developing and implementing personnel procedures to promote equal and fair employment practices; inform human resources staff and District and college management personnel of any substantive and/or relevant changes or additions in legal requirements or District policies and procedures.

Assist in training, guiding, supervising, supporting and evaluating the performance of assigned personnel; establish and monitor timelines and prioritize work; assign, schedule and review work; evaluate work products and results; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group.

Prepare, administer and monitor assigned budgets; prepare budget recommendations and justifications for staff, equipment, materials and supplies; authorize expenditures according to District policies and applicable regulations.

Assure compliance with the District's Injury and Illness prevention program.

Stay abreast of new or modified employee relations programs or training methods and determine relevancy to District employees.

Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in human resources management, business or public administration or related field, including or supplemented by training in public sector collective bargaining. A Master's degree with emphasis in human resources, public or business administration, psychology, industrial organization psychology, industrial relations is desirable.

South Orange County Community College District

Page 5 - Director of Human Resources & Employer/Employee Relations-EEO, Diversity Compliance & Training

Experience:

At least four years of increasingly responsible professional human resources experience, performing work involving employee relations, staff development, training, collective bargaining, contract administration and investigation and resolution of discrimination and harassment complaints, in a public education setting, including at least one year in a supervisory capacity.

Licenses and Other Requirements:

Valid California driver's license.

Knowledge of:

Applicable State and federal laws, codes and regulations.

Basic math skills to prepare budgets and perform statistical analysis.

Budget preparation and control.

Computer systems and software applications related to human resources and employer/employee relations programs.

Interpersonal skills including tact, patience and diplomacy.

Job analysis and evaluation methodologies.

Modern office practices, procedures, methods, and equipment.

Negotiation techniques and public sector collective bargaining processes.

Oral and written communication skills.

Principles and practices of training, supervision and performance evaluation.

Principles, trends, practices, programs, procedures, methods and techniques of human resources management in the public sector.

Professional business letter composition and report preparation.

Progressive discipline procedures and documentation.

Public employment programs, including employee relations, staff development, training, performance appraisal, self-funded employee benefits, worker's compensation, occupational health and safety, and records management.

Record keeping techniques and programs.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assign, schedule and review work of others.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate expertise in employee relations, staff development and training concepts, practices and procedures.

Develop and administer assigned budget.

Develop and administer policies and procedures for areas of assignment in human resources.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Exercise initiative and work independently with minimum direction.

Learn, interpret, apply and explain applicable local, State and federal laws and regulations.

Learn, interpret, apply and explain District organization, operations, policies and objectives.

Maintain records and prepare reports.

Make effective public presentations.

Negotiate collective bargaining agreements.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to human resources.

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

Plan and organize work.

South Orange County Community College District

Page 6 - Director of Human Resources & Employer/Employee Relations-EEO, Diversity Compliance & Training

Ability to:

Plan, design, develop, organize, coordinate, direct and evaluate assigned employee relations and staff development functions, programs, services, operations and activities, including training, occupational health and safety, grievance and disciplinary procedures, and performance appraisal.

Prepare and present oral and written reports and recommendations.

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

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work confidentially with discretion.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. Incumbents are subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Must be able to adapt to changing situations and demanding timelines.

Physical Demands

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

Finalized by Marlys Grodt and Associates, February 4, 2014

ATTACHMENT 2

South Orange County Community College District

DIRECTOR OF THE INTERNATIONAL STUDENT PROGRAM, JC # - Classified Management - Integrated Academic Administrator and Classified Manager Salary Schedule Range 11

DEFINITION

To perform a variety of administrative and supervisory duties related to the International Student Program at Irvine Valley College, including the planning, developing, organizing, coordinating, directing, reviewing and evaluating of the program; serve as the Primary Designated School Official with responsibility for maintaining compliance with the Department of Justice and Department of Homeland Security regulations regarding the admission, monitoring and matriculation of F-1 visa holding students; ensure the timely development, implementation and promotion of program services, events, operations and activities; coordinate assigned activities with other College programs and departments and outside agencies; select, hire, supervise and evaluate assigned staff; and provide responsible and complex administrative support to the Dean of Enrollment Services.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Enrollment Services or President's designee.

Exercises functional and technical supervision over technical and clerical staff.

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

Plan, organize, coordinate and direct the operations and activities of the International Student Program; develop and implement program objectives, policies and procedures and assure consistency of objectives, policies and procedures with those of the college and the district.

Develop, direct and evaluate program activities and operations; compile and analyze data related to program participation and evaluation; develop work processes that facilitate attainment of established program goals and objectives.

Organize, coordinate and supervise the day-to-day activities and operations of the International Student Center; schedule, assign, manage, monitor and evaluate operations, activities and staff to ensure efficient delivery of services to students; and assure program compliance with federal and state regulations.

Recruit international students by representing the college in local communities, organizations, schools, agencies, embassies, and through other international contacts.

Serve as the Primary Designated School Official for F-1 Visa students.

Promote awareness of the college's International Student Program; develop advertising and marketing plans and materials, including flyers, website, and social media.

Oversee the admission of international students; ensure maintenance of accurate records and compliance with mandated immigration regulations, explains, interprets, and applies immigration regulations for the admission and enrollment of international students.

South Orange County Community College District
Page 2 - Director of International Student Program

Prepares and maintains detailed and comprehensive reports, records and files regarding the program and the international students. Research and respond to inquiries from the Department of Homeland Security, Immigration and Customs Enforcement and other federal, state and local agencies.

Provide oversight, advice and assistance to international students regarding support services, including acculturation programs, housing resources, F-1 employment resources, foreign financial aid and scholarships, health insurance coverage, immigration, and monitor compliance with nonresident alien W-4 employment requirements.

Train, supervise, and evaluate the performance of assigned technical and support personnel; delegates and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate student needs for information and assistance; establish and monitor timelines and prioritize work.

Develop and recommend program budget, monitors budget to ensure that expenditures and operations remain within established budget limitations, prepare fiscal reports as directed.

Coordinate special activities, events and program activities with other student services functions and instructional programs; serve on college and District committees, task forces and other work groups; provide technical expertise concerning international students. Promote student life and cultural enrichment opportunities for international students.

Develop and recommend program budget, monitor budget to ensure that expenditures and operations remain within established budget limitations; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials, and supplies; implement mid-year budget adjustments; and authorize expenditures according to District policies and applicable regulations; and prepare fiscal reports as directed.

Coordinate special activities, events and program activities with other student services functions and instructional programs; serve on college and District committees, task forces and other work groups; provide technical expertise concerning international students; and promote student life and cultural enrichment opportunities for international students.

Ensure compliance with District policies and procedures and State and federal laws related to assigned program; review and certify the accuracy of data concerning program participation.

Prepare and submit a variety of statistical and narrative reports as needed, such as annual recap data and special reports, proposals, recommendations and other materials as requested; and coordinate and respond to periodic audits.

Communicate with instructional and student services program personnel, College and District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities and increase student enrollment and community involvement.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for the International Student program, including computer hardware and software enhancements.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the International Student Program and related student services; develop and direct the distribution of brochures, flyers and other materials to publicize the International Student Program and its opportunities for international students.

South Orange County Community College District
Page 3 - Director of International Student Program

Learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.

Serve as part of the management team in the Division of Enrollment Services.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.

Budget preparation and administration.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Correct English usage, composition, grammar, spelling, punctuation and vocabulary.

Development and coordination of an international student program at a community college.

District and College organization, operations and objectives.

Federal laws and regulations which apply to international students, including F-1 and J-1 visa holders and related visa categories.

Information management systems as applied to office automation, spreadsheets, and standard accounting procedures.

Intercultural communications.

International student programs, operations and procedures.

Interpersonal skills including tact, patience and diplomacy.

Marketing, promotion and public relations techniques.

Modern principles, practices, methods and techniques of administration.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills to include public speaking.

Planning and organizational skills.

Preparation, publication and distribution of informational and promotional materials.

Principles and practices of financial record-keeping and reporting.

Principles and practices of training, supervision and performance evaluation.

Principles of business administration, management, marketing and record keeping.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with a wide range of administrators, faculty, staff, students and others outside the District.

Develop, implement, manage, monitor and evaluate the delivery of services to international students regarding admission, enrollment, and immigration compliance.

Develop, implement and evaluate the delivery of an effective international student program to students.

Draft, edit, and submit copy for college, national, and international publications on the colleges' international Student program and services.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Expand and oversee the global marketing efforts of the college relative to the recruitment of international students.

Interpret, apply and explain applicable federal, state and local laws, regulations and policies.

Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.

Maintain current knowledge of a community college international student program.

South Orange County Community College District
Page 4 - Director of International Student Program

Ability to:

Maintain the security of confidential materials.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate office equipment such as computer, printer, and copier.

Plan and organize work.

Plan, organize, coordinate and direct the activities of the international student program.

Prepare and administer budgets for assigned program areas.

Prepare effective letters, press releases and promotional materials.

Prepare oral and written reports and recommendations.

Provide leadership to the college on issues related to international students.

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

Respond to requests and inquiries from the public.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals including student recruitment and retention.

Work independently with minimum administrative direction.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university preferably in a discipline related to the assignment, such as International Business, Marketing and Public Relations, Social Sciences, or Business Administration. A Master's Degree is highly desirable.

Experience:

At least three years of increasingly responsible experience working in an International Student Program or similar program, including at least one year of lead or supervisory experience.

LICENSES OR OTHER REQUIREMENTS:

Must possess or be able to obtain certification from the Department of Homeland Security, Bureau of Citizenship & Immigration Services to serve as the Primary Designated School Official within the probationary period.

Must possess a valid unrestricted California Driver's License; the use of a personal vehicle for local travel in performance of job duties will be required on an occasional basis.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Duties are typically performed at a counter or desk using a computer; subject to noise from office equipment operation; frequent interruptions and contact with students, staff and the general public. At least minimal environmental controls are in place to assure health and comfort.

South Orange County Community College District
Page 5 - Director of International Student Program

Physical Demands

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

Finalized by Marlys Grodt and Associates, February 10, 2014

ATTACHMENT 3

South Orange County Community College District

HUMAN RESOURCES OPERATIONS SUPERVISOR, JC # - Classified Management - Integrated Academic Administrator and Classified Manager Salary Schedule Range 9

DEFINITION

To coordinate, review, oversee and evaluate the day-to-day office operations of assigned section of the Office of Human Resources involving academic and/or classified personnel; oversee and/or perform a variety of complex and difficult technical, professional, analytical, paraprofessional and confidential duties involved in human resources program areas including recruitment, selection, promotion, retention, compensation, employee training and administration of collective bargaining agreements and leave benefits; and provide technical assistance to higher level administrative staff as appropriate.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director of Human Resources & Employer-Employee Relations.

Exercises functional and technical training and supervision over lower-level human resources specialists and others as assigned.

DISTINGUISHING CHARACTERISTICS

An employee assigned to this classification coordinates and oversees the day-to-day office operations of assigned aspects of human resources. This classification requires an incumbent who is trained fully in all human resources programs and procedures before assuming the position. Employees in this class also have access to confidential collective bargaining positions during negotiation processes.

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

Plan, coordinate, review, oversee and evaluate the work of human resources specialists responsible for performing a variety of technical and paraprofessional duties involved in recruitment, selection, promotion, retention, compensation, employee training and administration of leave benefits for classified and academic personnel; participate in performing the most complex work of the unit.

Train assigned employees in their areas of work, including the maintenance of confidential personnel files and records; schedule additional part-time staff to ensure adequate office coverage; provide technical assistance to other Human Resource employees as directed.

Review and verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; interpret, explain and apply policies, procedures, codes and regulations relating to the Office of Human Resources.

Ensure that all written office procedures are current and maintained; recommend changes to internal workflow procedures as appropriate; review office forms and paper flow procedures and recommend changes as needed.

Provide assistance in the research and preparation of documents and information in the administration of collective bargaining agreements and may assist in formulating collective bargaining positions.

South Orange County Community College District
Page 2 – Human Resources Operations Supervisor

Assure that Board agenda items and supporting documents are developed, prepared and forwarded within District timelines and legal guidelines; conduct research, gather information related to Board agenda items, and compose Board agenda items; and assure that the Board receives information and notification of action taken as requested.

Compose, proofread and edit a variety of correspondence, manuals and forms; maintain pertinent files and records; research and prepare statistical data, reports and surveys; prepare institutional reports.

Research and prepare statistical data, reports and surveys; prepare institutional reports; perform human resources-related studies as directed.

Interpret, explain and apply policies, procedures, codes and regulations relating to the Office of Human Resources.

Provide technical assistance to other Human Resource employees as directed.

Respond to questions from District employees regarding employment practices, policies and procedures; as assigned, develop and provide in-house training programs to ensure District employees understand and comply with various employment laws; identify the need and provide suggestions for new training programs.

Communicate with the District payroll department for a variety of requests including employee status changes, step increases and column adjustments and salary schedules as directed.

Assist in the evaluation of transcripts and work experience of new employees to determine proper placement on salary schedule.

Assure the maintenance and updating of a variety of documents including seniority lists, employee evaluation schedules, TB Tests, active positions report, tenure report and authorized position lists.

Perform job specification analysis and coordinate job announcement preparation.

Coordinate the sabbatical leave process; may serve as liaison with Sabbatical Leave Committee; prepare Sabbatical Leave agreements and contracts for participants as directed.

Perform related duties as assigned or as required.

QUALIFICATIONS

Knowledge of:

Applicable State and federal laws, codes and regulations.

Basic math skills to calculate test scores during recruitments.

Business letter writing, recordkeeping and basic report preparation.

Capabilities of modern computer applications and hardware used in the management and reporting of human resources data.

Computer systems and software applications related to human resources operations programs.

Current developments and trends in human resources management.

District personnel policies and procedures.

Fundamental principles and practices of human resource administration including recruitment, selection, retention, compensation and labor relations.

Interpersonal skills using tact, diplomacy, patience and courtesy.

Job analysis and evaluation methodologies.

Modern office practices, procedures, methods, and equipment.

Operations, programs, services and activities of a public human resources program.

Oral and written communication skills.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state, and local codes, laws, and regulations pertaining to human resource employment operations and practices.

Principles and practices of training, supervision and performance evaluation.

Principles, trends, practices, programs, procedures, methods and techniques of human resources management in the public sector.

Procedures, operations, methods, and equipment used in a human resources office, including computers and applicable software applications, such as word processing, spreadsheets, and databases.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assign, schedule and review work of others.

Assist in the development and administration of policies and procedures for areas of assignment in human resources.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.

Coordinate, organize, oversee, review, evaluate and perform high-level and confidential work involved in day-to-day District-wide human resources office operations for academic and/or classified personnel.

Demonstrate expertise in human resources operations.

Develop and administer budgets when assigned.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

Exercise initiative and work independently with minimum direction.

Independently perform assigned human resource functions.

Interpret, explain and apply District organization, operations, policies and objectives related to classified and/or academic personnel.

Interpret, explain and apply federal, state and local laws, codes, rules and regulations related to area of assignment.

Maintain confidentiality of sensitive information.

Maintain records and prepare reports.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to human resources.

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

Perform assigned work with speed and accuracy.

Plan and organize work to meet changing priorities and deadlines.

Prepare and present oral and written reports and recommendations.

Provide technical training, information and assistance to others concerning employment policies and human resources operations.

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

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Understand the organization, operation and services of the District and of outside agencies as necessary to assume assigned responsibilities.

South Orange County Community College District
Page 4 – Human Resources Operations Supervisor

QUALIFICATIONS

Ability to:

- Use sound judgment in recognizing scope of authority.
- Work confidentially with discretion.
- Work effectively with others to achieve common goals including student recruitment and retention.
- Work effectively and independently with minimal supervision.
- Work independently on assigned projects.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business administration, industrial organization psychology or a related field.

Experience:

At least three years of increasingly responsible general human resources experience that includes at least one year of recruitment experience and some experience in providing training and work direction to others in a public agency, preferably a community college.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Duties are performed primarily in an administrative office environment while sitting at a desk or computer workstation; Incumbents are subject to frequent contact with others in person or on the telephone, frequent interruptions, and demanding legal timelines. At least minimal environmental controls are in place to assure health and comfort.

Physical Demands

Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to walk short distances on a regular basis; occasionally to reach with hands and arms and to stoop, twist, bend, kneel or crouch to file or perform other office duties; to use hands and fingers to operate an electronic keyboard or other office machines, requiring repetitive hand movement and fine coordination, to speak clearly and distinctly to verbally communicate to exchange information; to see in the normal visual range with or without correction to read fine print and operate computer; and to hear in the normal audio range with or without correction to hear and understand voices over telephone and in person; and to lift, carry, move, push, and/or pull objects and materials weighing up to 10 pounds.

ATTACHMENT 4

South Orange County Community College District

HUMAN RESOURCES PROJECT SUPERVISOR (TEMPORARY), JC # - Classified Management - Integrated Academic Administrator and Classified Manager Salary Schedule Range 8

DEFINITION

To provide coordination, leadership and training for temporary and hourly personnel, as related to recruitment and placement activities or other HR-related project for academic and classified positions in a community college district's human resources office; administer hiring or other H-R related procedures and ensure compliance with District policies, federal and state laws; develop project-oriented training activities involved in the implementation of the District hiring or other HR-related procedures and coordinate faculty and classified staff recruitment or other HR-related activities with the colleges to assure District recruitment and placement or other HR-related temporary activity is maintained according to all equal opportunity regulations, specific education code requirements and contractual obligations.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Executive Director of Human Resources and Employer-Employee Relations and/or the Director of Human Resources & Employer-Employee Relations-EEO, Diversity Compliance & Training.

Exercise technical or functional supervision over assigned hourly or temporary personnel.

DISTINGUISHING CHARACTERISTICS

An employee assigned to this temporary classification coordinates and oversees the day-to-day operations of an assigned project related to human resources during times of overload or special necessity. This classification requires an incumbent who is trained in specific aspects of human resources, such as recruitment and selection, before assuming the position. Employees hired for this temporary class may have access to confidential collective bargaining information during a negotiation process. Any employee assigned to this class does not have the same rights and benefits of permanency as a regular classified employee.

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

Plan, coordinate and supervise the work of hourly and/or temporary employees of the Human Resources Office to meet assigned project needs, priorities and deadlines; establish office priorities and maintain work and leave schedules.

Plan, develop and implement training activities for all hourly and temporary personnel to provide seamless integration for the coordination of recruitment, selection and placement or other HR-related project.

Serve as the central point of contact for recruiting functions, especially for EEO representatives; ensure the training, coordinating and scheduling of EEO representatives for the hiring processes for academic and classified recruitments.

Organize the interdepartmental HR activities, ensuring completion of the recruitment or other HR-related project on schedule.

Coordinate all assigned recruitment and placement or other HR-related activities with the colleges in compliance with District hiring policies and procedures.

South Orange County Community College District
Page 2 – Human Resources Project Supervisor (Temporary)

Track all recruitment and placement or other HR-related procedural documents as assigned; act and serve as a college and department liaison for recruitment and placement or other HR-related project, as assigned, to ensure reliability.

Ensure successful completion of assigned recruitment process and hiring efforts or other HR-related assignment in compliance with the District's hiring policies.

Demonstrate a strong command for data, including collecting, documenting and presenting various project metrics for present and future metrics.

Track and maintain metrics, as needed, to include status, cycle time and recruitment or other results; and make recommendations based on data.

Keep assigned recruitments or other assignments on task and on time; proactively identify obstacles and recommend effective solutions.

Monitor results and effectively communicate recruitment status ensuring questions and concerns are addressed in a timely manner.

Interpret, communicate and assist in implementing District hiring or other related policies and procedures, education code, federal and State of California regulations, including diversity and non-discrimination employment.

Analyze and identify opportunities for improving business processes in partnership with HR Specialists and the HR management team through resource planning and the HR information system.

Schedule and maintain the flow chart for project work, including all recruitment and placement activities, such as announcements, orientation, minimum qualifications, paper screening, and interviewing and selection procedures.

Review and update District procedures and policies to ensure compliance with applicable federal and State laws. Interface with all employees and/or applicants to interpret and clarify details and process and/or procedural change requirements involving assigned project, such as recruitment and placement.

Prepare regular recruitment and placement or other assigned HR schedules and status reports and communicate to all HR personnel, including regular meetings with the HR administrative team.

Evaluate the operational effects of applications of software during heavy recruitment and placement periods.

Provide technical assistance in training, mentoring and coaching professional and technical staff on matters related to the assigned area.

Interpret and apply policies, procedures, codes and regulations relating to the District's human resources program; communicate with hiring committees during the hiring process; and conduct committee orientations when assigned.

Assign and review the work of assigned staff; assist in their evaluation and the overall operation of the Human Resources Office during heavy recruitment and placement periods or other peak times.

Operate a variety of office equipment, including a computer, printer and copier.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable State and federal laws, codes and regulations.
Basic math skills to calculate test scores during recruitments.
Business letter writing, recordkeeping and basic report preparation.
Computer applications used in the management and reporting of human resources data.
Current developments and trends in human resources management.
District personnel policies and procedures.
Fundamental principles and practices of human resource administration including recruitment, selection, retention, compensation and labor relations.
Interpersonal skills using tact, diplomacy, patience and courtesy.
Modern office practices, procedures, methods, and equipment.
Operation of modern office machines, including computer equipment and specified software.
Operations, programs, services and activities of a public human resources program.
Oral and written communication skills.
Pertinent federal, state, and local codes, laws, and regulations pertaining to human resource employment operations and practices.
Principles and practices of human resources administration and employer-employee relations.
Principles and practices of organization and management.
Principles and practices of training, supervision and performance evaluation.
Principles of supervision, team building and training.
Principles of work simplification and modification.
Principles, practices, laws and regulations related to non-discrimination, equal employment opportunity and public personnel administration.
Principles, trends, practices, programs, procedures, methods and techniques of human resources management in the public sector.
Procedures, operations, methods, and equipment used in a human resources office, including computers and applicable software applications, such as word processing, spreadsheets, and databases.
Professional business letter composition and report preparation.
Record keeping techniques and programs.

Ability to:

Act independently and promptly to situations and events.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Analyze, interpret and apply rules, regulations, Federal, State and local laws, codes as related to academic and/or classified personnel.
Anticipate conditions, plan ahead, establish priorities and meet project schedules.
Assign, schedule and review work of others.
Assist in the development and administration of policies and procedures for areas of assignment in human resources.
Collect, compile and analyze data.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Communicate effectively, both orally and in writing.
Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.
Compose correspondence and written materials independently.
Coordinate, organize, oversee, review, evaluate and perform high-level and confidential work involved in day-to-day District-wide human resources office operations for academic and/or classified personnel.
Demonstrate expertise in human resources operations.

QUALIFICATIONS

Ability to:

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

Exercise initiative and work independently with minimum direction.

Independently perform assigned human resource functions.

Interpret, explain and apply HR operations, policies and objectives related to classified and/or academic personnel.

Interpret, explain and apply federal, state and local laws, codes, rules and regulations related to area of assignment.

Maintain confidentiality of sensitive information.

Maintain records and prepare reports.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to human resources.

Perform assigned work with speed and accuracy.

Plan and organize work to meet changing priorities and deadlines.

Provide technical information and assistance to others concerning employment policies and human resources transactions.

Provide technical training, information and assistance to others concerning employment policies and human resources operations.

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

Review and evaluate detailed project management plans and project progress.

Select, train, lead, direct, supervise and evaluate the performance of assigned temporary and hourly personnel as assigned.

Stimulate teamwork and promote cohesiveness to achieve team and project goals.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Understand the organization, operation and services of the District and of outside agencies as necessary to assume assigned responsibilities.

Use sound judgment in recognizing scope of authority.

Work confidentially with discretion.

Write clear and comprehensive reports, instructions and training materials.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources or a closely-related field.

Experience:

At least three years of increasingly responsible general human resources experience that includes at least one year of recruitment experience and some experience in providing training and work direction to others in a public agency, preferably a community college.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment:

Standard office setting. Duties are performed primarily in an administrative office environment while sitting at a desk or computer workstation; Incumbents are subject to frequent contact with others in person or on the telephone, frequent interruptions, and demanding legal timelines. At least minimal environmental controls are in place to assure health and comfort. May be required to travel to other District locations; such as another campus to conduct work.

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to walk short distances on a regular basis; occasionally to reach with hands and arms and to stoop, twist, bend, kneel or crouch to file or perform other office duties; to use hands and fingers to operate an electronic keyboard or other office machines, requiring repetitive hand movement and fine coordination, to speak clearly and distinctly to verbally communicate to exchange information; to see in the normal visual range with or without correction to read fine print and operate computer; and to hear in the normal audio range with or without correction to hear and understand voices over telephone and in person; and to lift, carry, move, push, and/or pull objects and materials weighing up to 20 pounds.

Finalized by Marlys Grodt and Associates, February 13, 2014

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on First Year Probationary Faculty
Recommended for Continuation of Tenure-Track Status

ACTION: Approval

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee before March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next academic year.

STATUS

The sixteen (16) employees listed in Exhibit A have satisfactorily completed their first year as tenure-track faculty members and are recommended for a one-year contract renewal.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a second one-year contract for the full-time faculty members listed in Exhibit A.

South Orange County Community College District
Annual Report on First Year Probationary Faculty

The following probationary faculty members have satisfactorily completed their first year as tenure-track employees and are recommended for a one-year contract renewal:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Jodi Caggiano	Nursing	SC
Scott Fredrickson	Business/Entrepreneurship	SC
Julianna French	Communications Studies/Forensics	IVC
Carrie Goulding	English Composition	SC
Edgar Haley	Mathematics	SC
Carolina Kussoy	Computer Information Management	IVC
Anne Lawson	Nursing	SC
Safiah Mamoon	Health Information Technology	SC
Serena McClaine	Nursing	SC
J. Ryan McKeachie	Chemistry	SC
Mark Minkler	Counselor: Veterans/Generalist	IVC
Brett Myhren	English Composition	SC
Shawn O'Rourke	Speech/Forensics	SC
Bruno Passarelli	Biology	SC
Vincent Pollizzi	Automotive Technology	SC
Lindsay Steinriede	Kinesiology	SC

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on Second Year Probationary Faculty
Recommended for Continuation of Tenure-Track Status

ACTION: Approval

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee before March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next two academic years.

STATUS

The thirty-two (32) employees listed in Exhibit A have satisfactorily completed their second year as tenure-track faculty members and are recommended for a two-year contract renewal.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a contract for a term of two years, for the full-time faculty members listed on Exhibit A.

South Orange County Community College District
Annual Report on Second Year Probationary Faculty

The following probationary faculty members have satisfactorily completed their second year as tenure-track employees and are recommended for a two-year contract renewal:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Amara Aguilar	Journalism	SC
Ariel Alexander	Music	SC
Arthur Ambrose	Chemistry	IVC
Shellie Banga	English Composition	SC
Rebecca Beck	English as a Second Language	IVC
Jack Beckham	English Composition	SC
Patricia Beckmann	Digital Media Art (Video)	IVC
Donald Bowman	Accounting Instructor	SC
Todd Brei	Physics	SC
Deidre Cavazzi	Dance	SC
Sarah Chang	Counselor	SC
Kathryn Damm	Psychology	SC
Stevie Daniels	English as a Second Language	SC
David Dixon	Physics	SC
Michelle Duffy	Reading	SC
Michael Engels	Counselor	SC
Monica Friedrich	Biology	SC
Joseph Geroges	Art (Drawing & Prints)	IVC
Esther Gravis	Nursing	SC
Judy Henmi	Counselor DSP&S	IVC
Georgios Kouritas	Music (Instrumental)	SC
Kenneth Lee	Horticulture	SC
William McGuire	Theatre Arts	SC
Bouchra Nadeau	International Languages (French)	SC
Orlantha Nin	Transfer Center Coordinator/Counselor	SC
Anca Popescu	French	IVC
James Quigley	Mathematics	SC
John Reese	Art (Printmaking/Drawing)	SC
Kiarash Shafe	Mathematics	SC
Virginia Shank	English Composition	IVC
Jeff Vogel	Reading	SC
Lydia Welhan	Librarian	SC

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure

ACTION: Approval

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under his or her first probationary contract for one year (Education Code Section 87608), under his or her second probationary contract for one year (Education Code Section 87608.5), and under his or her third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee prior to March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for all subsequent academic years.

STATUS

Exhibit A lists those employees who have satisfactorily completed the four-year tenure process. These twenty-two (22) full-time faculty members are recommended for tenure to be effective on the first day of service of their fifth year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve for tenure the full-time faculty members listed in Exhibit A, effective the first day of service of their fifth year.

South Orange County Community College District
Annual Report on Fourth Year Probationary Faculty

The following probationary faculty members have satisfactorily completed their fourth year as tenure-track employees and are recommended for tenure, to be effective on the first day of service of their fifth year:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Kim Branch-Stewart	Human Services	SC
Robert Chaboya	Electricity/Alternative Energy	IVC
Brooke Choo	Learning Disability Specialist	IVC
Carolyn Danko	Nursing	SC
Daniel DeRoulet	English Composition	IVC
Robert Hollenbaugh	Sociology	IVC
Lisa Inlow	Culinary Arts	SC
Rebecca Knapp	Business	SC
Brett McKim	Design/Model Making	IVC
Elizabeth McLaughlin	Business Law/Paralegal Program	IVC
Devon Mohamed	Biology	IVC
Candy Nelson	Nursing	SC
Thomas O'Leary	Art History	SC
Lan Pham	Mathematics	IVC
Marcelo Pires	Biological Sciences	SC
Summer Serpas	English Composition	IVC
Gina Shaffer	English Composition	SC
Matthew Sherman	Kines./Wmn's Track & X-Country Coach	SC
Robert Stevenson	Mechanical Drafting/CAD	SC
Benjamin Vargas	Mathematics	IVC
Jeffrey Wilson	English as a Second Language	IVC
Amina Yassine	Spanish/Arabic	SC

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Office of Human Resources Management Reorganization

ACTION: Approval

BACKGROUND

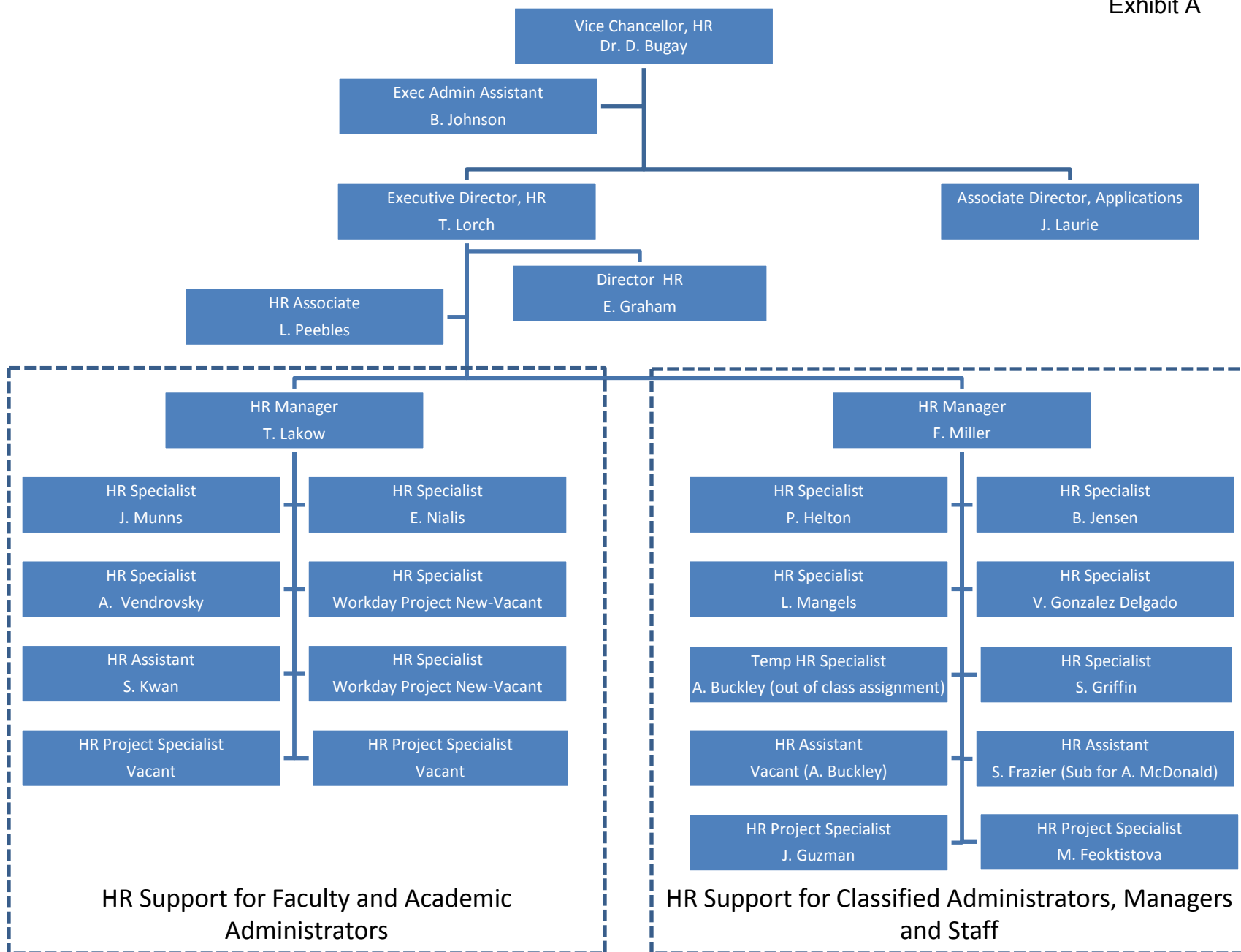
The Office of Human Resources processes over 17,000 applications annually, hires more than 600 employees annually and administers personnel actions for the District's 3,000 employees on an ongoing and daily basis. In 2011, the Office of Human Resources conducted a Continuous Quality Improvement (CQI) review of its processes; in 2013 the Business Process Analysis (BPA) examined the department structure and practices and gathered input for improved processes.

STATUS

The Office of Human Resources proposes a reorganization of positions and reporting structure to reclassify two classified staff positions to management positions, and to reclassify one management position. The proposed changes will support a more efficient and focused administrative support structure providing a narrower span of control with specialized focus on classified and academic positions. The fiscal impact of this reorganization is a budgetary increase of \$2,500.00 per year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the reorganization as described in Exhibit A.



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

BACKGROUND

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
02/10/14 1:30-3:20	TAS 225	Morgan Barrows	ENV 202 – Green Living	Rachel Hulan	Green Remodeling
02/12/14 7:30pm	TAS 216	Lem Chin	Arch 122 Pro Practice	Anders Lasater	Modern Houses
02/19/14 7:30pm	TAS 216	Lem Chin	Arch 122 Pro Practice	Mike Reynolds	Modern Houses
02/22/14 7:00pm	SM 313 or SM 104	Katherine Meyer-Canales; Mitch Haeri	Club Event	Professor Schramm	Life, Earth and the Astronomical Connection
02/26/14 7:30pm	TAS 216	Lem Chin	Arch 122 Pro Practice	Horst Noppenberger	Modern Houses
03/05/14 10:30am	SSC 212	Professor Call Professor Lawson	Club Event	Judy Krieg	Starting and managing a medical clinic in Belize
03/10/14 1:30-3:20pm	TAS 225	Morgan Barrows	ENV 202 – Green Living	Aneta Dorhout	Composting/Vermiculture
03/12/14 7:30pm	TAS 216	Lem Chin	Arch 122 Pro Practice	Serafin Maranan	Multi-Housing
03/19/14 6:30pm	TAS 216	Lem Chin	Basic Arch Design II Arch 136	Rick Finkel	Commercial Arch.
04/07/14 1:30-3:20pm	TAS 225	Morgan Barrows	ENV 202 – Green Living	Steve Williams	Rainwater Harvesting
04/09/14 6:30pm	TAS 216	Lem Chin	Basic Arch Design II Arch 136	Robert Kraft	Pro Practice
04/16/14 6:30pm	TAS 216	Lem Chin	Basic Arch Design Arch 136	Catherine Herbst	Woodbury University
04/23/14 6:30pm	TAS 216	Lem Chin	Basic Arch Design Arch 136	Karl Cameron	New School Arch

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
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Exhibit A

1/29/14 7:00pm	BSTIC 116	Fred Judd	Payroll Tax/Accounting	Denise Jacques	How the American Payroll Association can help you
2/12/14 7:00pm	BSTIC 116	Fred Judd	Payroll Tax/Accounting	Tony Pham	How the US dollar works to enforce federal labor laws
2/19/14 7:00pm	BSTIC 116	Fred Judd	Payroll Tax/Accounting	Laily Maleki	How the Division of Labor Standard Enforcement works to enforce California laws
3/6/14 7:00pm	BSTIC 116	Fred Judd	Payroll Tax/Accounting	Dan Breece	How the IRS enforces employment tax laws

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on Third Year Probationary Faculty
Continuation of Tenure-Track

ACTION: Information

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee before March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for subsequent academic years.

STATUS

For informational purposes, Exhibit A lists twenty (20) full-time employees who have satisfactorily completed the first year of a two-year contract as tenure-track faculty members. The two-year contract was previously approved by the Board on February 25, 2013.

South Orange County Community College District
Annual Report on Third Year Probationary Faculty

The following probationary faculty members have satisfactorily completed the first year of a two-year contract previously approved by the Board on February 25, 2013, completing a total of three years as tenure-track faculty members:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Brittany Adams	History	IVC
Teresa Bear	Chemistry	SC
Christina Bowles	Nursing	SC
Cheryl Delson	Library (Instruction)	IVC
Ryan Even	Photography	SC
Kirill Gliadovsky	Music	SC
M. Scott Grabau	Theatre Arts	IVC
Lawrence Grihalva	Emergency Medical Tech.	SC
Rebecca Groff	Counselor	IVC
Anthony Lin	Library	IVC
Chan Loke	Computer Science	IVC
Maria Mayenzet	Screen Acting & Video Production	SC
Patricia McGinley	Nursing	SC
Jedrek Mularski	World History	SC
Lucas Ochoa	Speech	SC
Joel Sheldon	Mathematics (Math Tutoring Center)	IVC
Alec Sim	Physics	IVC
Penelope Skaff	Matriculation & Counseling	SC
Deanna Valdez	Mathematics	SC
Kolin Williams	Counseling (Veterans & Generalist)	SC

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of January 31, 2014, total estimated Basic Aid receipts are \$519.4M and total approved projects are 507.7M. The balance of \$11.7M includes the reserve of \$7.8M and unallocated funds of \$3.9M.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation from the January, 2014 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
February 24, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	166,258,363	151,126,393	7,520,626	3,582,102	3,818,817	177,023	33,403
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	378,837	215,312	144,365	738	140,555	120,193
ATEP Building Demolition (2007)	13,700,000	61,693	12,192	1,439,404	781,124	109,025	11,296,561
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	12,197,558	6,208,934	2,390,930	1,798,762	507,119	564,290	727,523
ATEP Site Development (2012)	340,436				31,948	98,851	209,637
ATEP Site Development (2013)	4,100,000					693,427	3,406,573
ATEP Site Development Negotiations (2008)	4,265,883	1,979,700	592,509	618,846	322,921	652,433	99,475
ATEP Staffing, Equipment, Program Development (2007)	891,611	20,689	171,285	346,066	291,119	7,785	54,667
IVC A200 Success Center (2014)	46,095						46,095
IVC A400 Bldg Remodel (2011)	13,013,000				28,153	608,333	12,376,514
IVC Defects Performing Arts Center (2014)	1,400,000						1,400,000
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	41,576	45,644	143,803	25,074	2,583,952
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,278					-
IVC Life Sciences Project (2004)	13,490,000	81,776	793,360	448,231	(1,169,892)	693,544	12,642,981
IVC New Parking Lot (2013)	3,010,000						3,010,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		-	215,836	34,022	57,439	92,703
IVC Replace Main Water Valves (2010)	275,000		6,035	76,957	97,311	17,485	77,213
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000		3,088	41,368		78,605	106,939
IVC Science Lab Addition & Remodel (2006)	5,180,000	2,736,299	2,024,161	412,531	-		7,009
IVC SSC HVAC System (2010)	800,000		1,346	19,668	732	12,124	766,130
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	12,091,000	77,892	511,511	745,863	1,817,215	(630,004)	9,568,522
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000				-	12,320	2,609,680
SC Building Repairs - ATAS Building (2003)	6,210,313	153,424	-	13,800	94,380	167,292	5,781,417
SC Building Repairs - ATAS Swing Space Renov (2013)	9,520,687					124,917	9,395,770
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-				1,000,000
SC Fine Arts HVAC Renovation (2013)	4,950,000					2,754	4,947,246
SC Golf Driving Range Net Replacement (2005)	300,000	96,800	5,000	4,950	19,300	42,520	131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000		23	1,276,844	189,784	8,121	25,228
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000		166,833	851,935	337,751	63,860	79,621
SC Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	-	258,563	1,840,003	295,740	64,934,444
SC Site Improvements (2008)	12,580,000	-	5,740	212,701	-	1,464	12,360,095
SC SM 12KV Elec Distr Repair (2014)	200,000						200,000
SC SM HVAC PE 100 (2014)	800,000						800,000
SC SM PE 200 Bleacher Repairs (2014)	725,000						725,000
SC SM PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC SM PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000					10,710	739,290
CAPITAL PROJECTS TOTAL	217,353,322	11,896,866	6,940,902	8,972,334	5,367,531	3,858,665	180,317,024
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	900,000						900,000
IVC Sports Facilities (2012)	342,600					702	341,898
SC Central Plant (2013)	750,000					61,780	688,220
SC Energy Management System (2012)	657,400				323,678	333,722	-
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	3,425,000	-	-	-	323,678	396,204	2,705,117.71

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
February 24, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
IT PROJECTS							
Campus Desktop Refresh (2013)	2,250,000					648,198	1,601,802
SOCCCD Awards Management System (2013)	500,000					303,641	196,359
SOCCCD Blackboard Plug-ins (2013)	150,000					2,000	148,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,000,000					230,118	769,882
SOCCCD Document Management Solution (2011)	659,202				622,823	18,731	17,648
SOCCCD DW Hardware Refresh (2014)	505,000						505,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	5,500,000					446,032	5,053,968
SOCCCD Enterprise Backup Solution (2014)	150,000						150,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000					31,386	118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	5,250,000				16,131	150,433	5,083,436
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000					15,000	5,000
IT Governance - TeamDymanixHE Software	50,000					14,400	35,600
TracDat Integration with SharePoint	36,000					35,964	37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000					420	19,581
Unified Communications System	50,000					28,928	21,072
IT Contingency	306,855					31,800	275,055
SOCCCD IT Basic Aid Projects (2013)	557,855				-	126,511	431,344
SOCCCD IT Projects SC/IVC/AITEP Instruct & Student Svc (2010)	8,744,770		2,906,089	2,665,868	1,745,944	888,629	538,240
SOCCCD Master Calendar Integration (2014)	300,000						300,000
SOCCCD Matriculation SEP System (2013)	100,000					332	99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	50,000						50,000
SOCCCD New Library System (2014)	100,000						100,000
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000					54,052	195,948
SOCCCD Student Information System Enhancement (2013)	3,000,000					1,047,013	1,952,987
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	12,931,624	1,099,661	4,250	22,466	1,350	42,909
SOCCCD Student Success Dashboard (2014)	550,000						550,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	5,483,732	1,197,263	923,579	392,177	28,547	11,179
SOCCCD Virtual Desktop (2014)	50,000						50,000
SOCCCD Waitlist Modification (2014)	250,000						250,000
IT PROJECTS TOTAL	52,535,064	18,415,356	5,203,013	3,593,697	2,799,541	3,976,974	18,546,483
OTHER ALLOCATIONS							
IVC Debt Retirement - Energy Loans (2014)	2,316,647						2,316,647
SOCCCD Design/Build Specialty Consultant (2013)	350,000				13,300	91,725	244,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	175,000						175,000
SOCCCD DSA Project Close Out (2013)	280,000					12,256	267,744
SOCCCD Facilities Software System (2013)	1,004,000					309,248	694,752
SOCCCD FPP, IPP, 5 Year Plans (2013)	175,000						175,000
SOCCCD Insurance Deductibles (2014)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	350,000					8,531	341,469
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	510,000	136,354	13,140		117,900	100,578	142,027
SOCCCD Legal Counsel Facility Related Issues (2013)	600,000					35,073	564,927
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	981,697	-	417,291	-	354,083	445,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	24,917,938	2,500,000	8,000,000	2,600,000	18,489,745	3,520,000
OTHER ALLOCATIONS TOTAL	68,187,318	26,035,989	2,513,140	8,417,291	2,731,200	19,401,240	9,088,457
BASIC AID PROJECT TOTALS	507,759,067	207,474,605	22,177,681	24,565,424	15,040,767	27,810,106	210,690,485

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
February 24, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
Commitments		312,069,823	37,446,916	41,176,493	(9,951,045)	70,406,108	56,610,772
Cumulative Commitments		312,069,823	349,516,739	390,693,233	380,742,187	451,148,295	507,759,067
Receipts		316,195,584	39,022,021	38,737,963	39,301,044	46,888,399	39,269,228
Cumulative Receipts		316,195,584	355,217,605	393,955,568	433,256,612	480,145,011	519,414,239
Cumulative Expenses		207,474,605	229,652,286	254,217,709	269,258,476	297,068,582	507,759,067
Uncommitted Basic Aid Funds		108,720,979	125,565,319	139,737,859	163,998,136	183,076,429	11,655,172
<i>Change from January 2014 Report:</i>	<i>Approved Amount</i>						<i>2013/14 and Forward</i>
<i>Total Change from January 2014 Report</i>	-	-	-	-	-	-	-

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
February 24, 2014

SADDLEBACK COLLEGE

1. LIBRARY AND LEARNING RESOURCE REMODEL

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$7,106,000	\$12,091,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04, 6/22/09 and 6/17/13. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 with \$13,673,000 returned to basic aid account.

Status: District-contractor mediation took place on November 4th and 11th. Settlement terms have been accepted by the Board of Trustees. *Remaining project funds have been released to the contractor pursuant to the settlement agreement.*

In Progress: DSA close out. All required forms for close out are submitted and are being processed by DSA.

Recently Completed: The district and Architect of Record met with DSA and close out of outstanding change orders is complete.

Focus: DSA close out with certification.

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

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state

funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: Contractor has completed initial investigations for infrastructure work. *Discovery of undocumented existing utilities locations is underway.*

In Progress: Contractor is preparing project submittals for team review. *Coordination for utilities re-route and utilities points of connections. Preparing credits for design portion of the LEED certification. Reviewing modification to fiber installation to compliment District wide Fiber Installation project.*

Recently Completed: Site demolition and removal of asphalt and grub work is 90% completed. *Overall project inspection protocols are in place. Indicator piles have defined drilling and inspection protocols. Relocate AT&T fiber from building location.*

Focus: Infrastructure work preceding soil relocation to portion of golf driving range.

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

3. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$1,883,000	\$13,580,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$10,138,000	\$13,580,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08. With the project shifting focus from the Loop Road to its secondary effects (Site Improvements), several previously budgeted projects have been integrated into a single project budget for scales of economy: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000.

Status: Site Improvements includes site-work (relocation of the practice fields), infrastructure (storm drain improvements) and relocation of parking lots at the New Sciences Building in parking lot 5. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: *Recommendation for award of agreement for Criteria Architect services to DLR Group to Board during this month's agenda.*

Recently Completed: *Criteria Architect selection process.*

Focus: *Kick-off meeting with the Criteria Architect and stakeholders for development of project scope.*

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: On Hold	DSA Close Out: On Hold

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$4,254,000	\$6,210,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012 and 10/25/2013. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds from the ATAS renovation project for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000 with an understanding that this project will hold a high priority when requesting future basic aid funding.

Status: gkkworks has submitted construction documents to DSA.

In Progress: DSA is reviewing construction documents.

Recently Completed: *100% CD Milestone meeting with Saddleback Campus.*

Focus: *Final selection of building colors, native plants, and IT review of documents.* Construction to start in January 2016 after completion of the TAS Auto Tech interim housing.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: April 2017	DSA Close Out: Pending

5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$3,714,000	\$9,521,000

State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$3,714,000	\$9,521,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012 and 6/17/13. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,714,000.00.

Status: Programming phase is complete. Project design is in schematic phase.

In Progress: *Schematic design, investigating utility connection requirements.*

Recently Completed: CEQA initial noise study, underground utility survey, and revised construction estimate.

Focus: *Complete schematic design.*

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Six remain in "Pending" status and must be closed to arrive at DSA close out.

Recently Completed: *Resubmittal of required documents to DSA for close out.*

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

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$12,843,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds. Outstanding state reimbursement is \$725,000 which is the remaining portion of the state's contribution for equipment funding reimbursement.

Status: The building *is* occupied for classes commencing on January 21, 2014. Outstanding issues with the HVAC units are being resolve and will not affect occupancy. *HVAC related work anticipated complete by February 21st with commissioning following the week of February 24th for project completion.*

In Progress: *One item remains on the punch list: The pump and VFD replacement are scheduled for mid-February and final building commission is scheduled for the last week of February.*

Recently Completed: *Equipment and furniture is delivered and installed. Staff and faculty are moved in and classes began as scheduled on January 21.*

Focus: *Complete corrective work on mechanical system and subsequent final commissioning for project close out.* Negotiations between Surety and District to resolve added costs of schedule delay and minimize project impacts.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: November 30, 2013 January 31, 2014–February 28, 2014	DSA Close Out: Pending

3. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete.

In Progress: Finalize negotiations with the City of Irvine for easement and maintenance of landscape. Finalize negotiations with utility company for easement. Develop specifications for bid documents. *Resolution with the Irvine Company will allow easements with City of Irvine and Southern California Edison to proceed.*

Recently Completed: *Negotiated final easement language with The Irvine Company.*

Focus: Conclude agency negotiations and prepare documents to bid.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2016	DSA Close Out: Pending

4. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On June 17, 2013 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: The construction documents have been submitted to DSA for review.

In Progress: DSA review of construction documents, design team review of submitted documents.

Recently Completed: DSA submittal of 100% construction documents.

Focus: Continue 100% construction document review by *college and district staff*, and consultants. Begin furniture, fixture and equipment selection.

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: May 2015	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,00,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Six demolition projects including the ATEP Building Foundations and Infrastructure Demolition are complete.

In Progress: Development of Demolition plans for the property associated with the City of Tustin land exchange.

Recently Completed:

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: On-going	DSA Close Out: N/A

2. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect has developed the Criteria documents. Programming completed January 2012. IVC Technical Specifications approved during A400 project development. Saddleback College completed review of the technical specifications.

In Progress: Colleges are performing reviews on programming objectives.

Recently Completed: *Technical specifications have been prepared for both colleges.*

Focus: *Development Master Planning to maximize use of site.*

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE

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

	Original	Revision	Total
Project Budget:	\$704,000	300,000	\$1,004,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012 and 6/17/2013.

Status: Consultants are continuing to move forward with the project. Irvine Valley *and Saddleback College are* beginning to employ the Maintenance Direct portion of the software modules.

In Progress: Coordinate condition assessment and scheduled maintenance information into a graphic representation at State Chancellor's website.

Recently Completed: Analyzed recently completed projects and the associated schedule of values to develop customized cost model(s).

Focus: Upload information with State Chancellor's Office FUSION website. *Use available report information to develop scheduled maintenance plan. Perform infrastructure condition assessment.*

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: January 2014	DSA Close Out: N/A

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

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report

DSA Close Out: The process of sending required documents to DSA to obtain project certification.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through January 31, 2014 (EXHIBIT A). A review of current revenues and expenditures for FY 2013-2014 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of January 31, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 34,319,623	34,319,623	34,319,623	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,437,406	4,638,161	326,456	7.04%
State Sources	8600-8699	16,576,274	19,211,904	9,017,856	46.94%
Local Sources	8800-8899	187,210,910	187,606,956	118,840,900	63.35%
Other Financing Sources	8900-8912			8,682	
Total Revenue		205,224,590	211,457,021	128,193,894	60.62%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 239,544,213	245,776,644	162,513,517	66.12%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 67,332,618	68,488,176	37,600,608	54.90%
Other Staff Salaries	2000-2999	41,249,943	42,884,430	19,808,428	46.19%
Employee Benefits	3000-3999	35,816,180	36,554,680	19,037,700	52.08%
Supplies & Materials	4000-4999	5,090,739	4,978,072	1,650,706	33.16%
Services & Other Operating	5000-5999	20,660,367	22,521,491	9,801,713	43.52%
Capital Outlay	6000-6999	5,781,881	6,253,363	1,634,179	26.13%
Payments to Students	7500-7699	398,441	965,296	227,493	23.57%
Total Expenditures		\$ 176,330,169	182,645,508	89,760,827	49.14%
OTHER FINANCING USES:					
Debt Service	7100-7199	2,254,321	2,316,647	2,316,647	100.00%
Inter Fund Transfers Out	7300-7399	\$ 3,209,000	3,489,806	3,259,806	93.41%
Basic Aid Transfers Out	7300-7399	33,804,051	33,804,051	3,620,000	10.71%
Intra Fund Transfers Out	7400-7499	0	0	8,682	0.00%
Total Other Uses		39,267,372	39,610,504	9,205,135	23.24%
TOTAL USES OF FUNDS		215,597,541	222,256,012	98,965,962	44.53%
ENDING FUND BALANCE		\$ 23,946,672	23,520,632	63,547,555	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 11,717,496	11,655,170		
Reserve for Economic Uncertainties		11,296,568	11,296,568		
College Reserves for Economic Uncertainties		932,608	568,894		
TOTAL RESERVES		\$ 23,946,672	23,520,632		

NOTE: As of January 31, 2013, actual revenues to date were **67.51%** and actual expenditures to date were **46.69%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of January 31, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 9,959,945	9,959,945	9,959,945	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 85,095,866	85,095,866	52,771,175	62.01%
Restricted Budget Allocation		9,097,454	14,424,103	4,814,610	33.38%
Total Revenue		94,193,320	99,519,969	57,585,785	57.86%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 104,153,265	109,479,914	67,545,730	61.70%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 43,634,681	44,400,317	24,283,090	54.69%
Other Staff Salaries	2000-2999	20,664,930	21,976,002	9,907,793	45.08%
Employee Benefits	3000-3999	20,323,819	21,036,947	10,763,204	51.16%
Supplies & Materials	4000-4999	3,643,373	3,763,927	1,155,202	30.69%
Services & Other Operating	5000-5999	8,977,419	10,600,523	4,066,892	38.37%
Capital Outlay	6000-6999	4,110,114	4,311,475	1,297,485	30.09%
Payments to Students	7500-7699	223,929	631,739	115,482	18.28%
Total Expenditures		\$ 101,578,265	106,720,930	51,589,148	48.34%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 2,075,000	2,258,984	2,278,984	100.89%
Other Transfers	7400-7499	0	0	8,682	
Total Other Uses		2,075,000	2,258,984	2,287,666	101.27%
TOTAL USES OF FUNDS		103,653,265	108,979,914	53,876,814	49.44%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	13,668,916	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of January 31, 2013, actual revenues to date were **64.51%** and actual expenditures to date were **49.83%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of January 31, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		1,544,479	1,544,479	1,544,479	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 47,898,208	47,898,208	31,104,631	64.94%
Restricted Budget Allocation		5,674,197	6,575,507	4,150,629	63.12%
Total Revenue		53,572,405	54,473,715	35,255,260	64.72%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		55,116,884	56,018,194	36,799,739	65.69%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	21,888,688	22,278,610	12,545,921	56.31%
Other Staff Salaries	2000-2999	12,795,573	13,018,988	6,261,911	48.10%
Employee Benefits	3000-3999	11,506,470	11,531,842	6,190,017	53.68%
Supplies & Materials	4000-4999	1,200,271	964,694	448,400	46.48%
Services & Other Operating	5000-5999	5,092,095	5,472,433	2,365,154	43.22%
Capital Outlay	6000-6999	1,142,667	1,368,354	286,837	20.96%
Payments to Students	7500-7699	174,512	333,557	112,012	33.58%
Total Expenditures		53,800,276	54,968,478	28,210,252	51.32%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	884,000	980,822	980,822	100.00%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		884,000	980,822	980,822	100.00%
TOTAL USES OF FUNDS		54,684,276	55,949,300	29,191,074	52.17%
LOCATION OPERATING BALANCE		432,608	68,894	7,608,665	
RESERVES					
Reserve for Economic Uncertainties		432,608	68,894		

NOTE: As of January 31, 2013, actual revenues to date were **70.33%** and actual expenditures to date were **52.93%** of the revised budget to date.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Quarterly Investment Report

ACTION: Information

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, 2013. Our cash balances at the end of December 31, 2013 were \$253,804,002.53 in the Orange County Investment Pool (OCIP) and \$25,973,659.23 in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.28% compared to prior quarter of 0.29% and the LAIF investment pool is yielding an average of 0.26% compared to prior quarter of 0.26% for the fiscal quarter ending December 31, 2013. Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008, the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending January 31, 2014 (Exhibit A). The portfolio is comprised of 50.5% Fixed Funds (Bonds) and 49.5% Common Stocks (Domestic and International). The portfolio's performance decreased 1.46% in the month of January, 2014, ending with a fair market value of \$89,457,863. Since inception, the trust has earned a 5.94% annualized return which is consistent with the market.

February 7, 2014

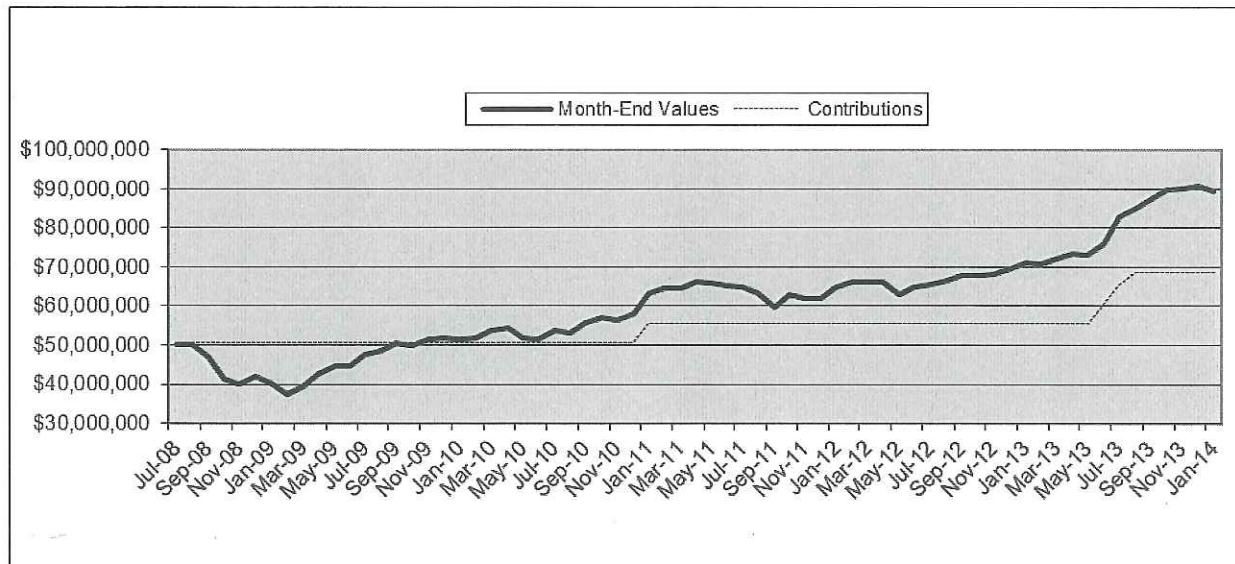
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

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

With a fair market value on January 31st of \$89,457,862.84 your portfolio's performance was down -1.46% for the month and up 5.94% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (50.5%), and common stock funds (49.5%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>January 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-1.46%	-1.46%	5.94% annualized return
S&P 500	-3.46%	-3.46%	8.47% (Domestic Stocks)
MSCI EAFE	-4.03%	-4.03%	1.66% (International stocks)
Barclays Aggregate	1.48%	1.48%	5.00% (Domestic Bonds)
Barclays Global	1.06%	1.06%	3.90% (Global Bonds)



Very truly yours,

Scott W. Rankin
Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 2 of 2

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
July-11	\$ -	\$ 55,409,811	\$ 64,945,129
August-11	\$ -	\$ 55,409,811	\$ 63,185,567
September-11	\$ -	\$ 55,409,811	\$ 59,495,123
October-11	\$ -	\$ 55,409,811	\$ 63,076,658
November-11	\$ -	\$ 55,409,811	\$ 61,958,358
December-11	\$ -	\$ 55,409,811	\$ 61,922,567
January-12	\$ -	\$ 55,409,811	\$ 64,741,289
February-12	\$ -	\$ 55,409,811	\$ 66,183,867
March-12	\$ -	\$ 55,409,811	\$ 66,171,932
April-12	\$ -	\$ 55,409,811	\$ 66,175,447
May-12	\$ -	\$ 55,409,811	\$ 63,042,614
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
July-12	\$ -	\$ 55,409,811	\$ 65,563,930
August-12	\$ -	\$ 55,409,811	\$ 66,464,346
September-12	\$ -	\$ 55,409,811	\$ 67,752,206
October-12	\$ -	\$ 55,409,811	\$ 67,885,330
November-12	\$ -	\$ 55,409,811	\$ 68,138,640
December-12	\$ -	\$ 55,409,811	\$ 69,357,729
January-13	\$ -	\$ 55,409,811	\$ 70,991,112
February-13	\$ -	\$ 55,409,811	\$ 70,937,479
March-13	\$ -	\$ 55,409,811	\$ 71,945,351
April-13	\$ -	\$ 55,409,811	\$ 73,452,895
May-13	\$ -	\$ 55,409,811	\$ 72,940,697
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
	\$ 68,799,724		

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC

TO: Chancellor Gary Poertner
Members of the Board of Trustees
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor
DATE: February 13, 2014
RE: ATEP Report for the February 24, 2014 Board of Trustees Meeting

ATEP Development Master Plan

On the February 24, 2014 Board Agenda approval of a contract is being considered to support and begin a new planning effort for ATEP that is focused at site-level development and planning. Included in this ATEP Development Master Plan will be planning for different configurations of site development within the parameters now permitted with the approved Development Agreement with the city of Tustin. The site could be all education buildings, a mix of education and commercial buildings where education holds the majority of the developed buildings or a variation within these limits. During the course of the consultant's work in formation of the ATEP Development Master Plan, workshops will be held in which input will be gathered from the colleges, district services, and others.

The planning contractor would work toward developing a building location framework with options for the site. Also included are the infrastructure requirements with site utilities aligned with local available resources. The planning work and support will be done during the spring and summer with a final plan presented to the Board in August 2014.

This new ATEP Development Master Plan will greatly assist by providing a framework for the initial placement and infrastructure for college buildings, education partners, and commercial partners while also supporting the marketing of the site to education and commercial potential ground lease partners.

Tustin Legacy Park Design Forum

Tustin's Park and Recreation Services will hold a Design Forum February 19th for neighbors and stakeholders to review the updated concept plan for the Tustin Legacy Park which will be located on Valencia Avenue between Lansdowne Road and Severyns Road. Provided here is one of several options being considered that includes parking, lighted baseball and soccer/lacrosse fields, tennis and basketball courts and a Veteran's memorial.



ATEP Construction Fencing and K Rails

As the site development continues for ATEP including the pending demolition of additional buildings and preparation for the construction of the Bell Avenue roadway extension, perimeter fencing and K rails continue to be required for site security and safety. Note that the K rail barriers are required by the navy to protect environmental remediation monitoring wells and equipment on our site. As a cost saving measure the district recently did a study on these related ongoing costs and determined that purchasing the fencing and k rails would be a cost saving measure in the overall site development plan. As a result, the monthly lease agreements and related fees have been transitioned to the district owning these resources. Budgeted ATEP development funds were available for this expense including the ongoing cost savings. As the site is further developed we will be able to reduce the areas covered with this security fencing and the protective K rails.

Bell Avenue Development and Related Demolition

Design and construction planning continues for the extension of Bell Avenue across the ATEP property from Red Hill Avenue to Armstrong Avenue. The district and city are sharing the costs for the design and construction of this important roadway for our ATEP site. In the next demolition project to remove four old base buildings and the demolition of structures and hardscape in the Bell Avenue right of way (ROW) will also be accomplished. This will prepare the Bell ROW for construction within the next year or two. The city is doing some cost sharing for the Bell Avenue ROW demolition with the district too.

ATEP Storm Drain Project

As part of the planning for the next demolition phase at ATEP the district is including the design and installation of an initial storm drainage system. These drain pipes will replace the old surface drainage ditches and better support the future development of the site while protecting our land and adjacent property from damage due to storm rain runoff.



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4722 • www.saddleback.edu

Tod A. Burnett, Ed.D.
President

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

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for February 24, 2014 Board of Trustees Meeting

Saddleback College has launched the Orange County Social Entrepreneurship Competition, which invites individuals, groups, non-profit, and for-profit entities to submit business plans that pursue solutions to complex social problems in a wide range of areas including but not limited to poverty, homelessness, environment, urban revitalization, health, and education.

Competition finalists will present their plans to the public at a presentation showcase on May 10th. Following the competition, finalists will benefit from consultation services in preparation for an investor pitch in September. Finalists from this first-of-its-kind competition will have a rare opportunity to pitch their ideas to social impact investors from across the nation, with funding possibilities upwards of \$100,000.

Business plans can be submitted online beginning February 19th, with an April 18th deadline. The competition kick-off luncheon will be held Wednesday, February 26th. Following the presentation showcase on May 10th, finalists will be coached receive coaching and mentoring services in preparation for a presentation pitch to investors in September.

Opportunities are available for sponsorships; specifically, we are seeking outreach partners, event sponsors (\$2,500), and prize sponsors (\$5,000).

The competition is a collaboration of Saddleback's business faculty and the Office of the President. More information is available at entrepreneurship.saddleback.edu.

President Burnett, the Chair of the Board of Directors of the California Community College Athletic Association, hosted a leadership retreat at the college on Thursday, February 13th.

Office of Instruction

The Saddleback College Emeritus Institute Symphony performed at the Renee and Henry Segerstrom Concert Hall on Saturday, February 8th as part of the Orange County Pacific Symphony's Community Ensembles Festival. This all-day music event featured selected ensembles from throughout Orange County.

Emeritus Institute faculty members Susan Elizalde-Henson and Hiromi Takizawa are featured in an exhibit at the Santa Ana College (SAC) Arts Gallery titled "Home Grown," focusing on artists that grew up in Southern California and now work locally. The exhibit, which is free to the public, will run through March 1st.

The childhood development department in the division of social and behavioral sciences hosted a conference on February 22nd entitled "Using Music to Impact Learning in Early Childhood."

Office of Administrative Services

On Saturday, February 1st Chief Glen and Chief Wilkinson presented a 2.5 hour presentation, ICS-402 Incident Command System (ICS) Overview for the SOCCCD Board of Trustees.

The technology services department engaged in team building exercises facilitated by the human resources department. The workshops were well structured and beneficial to the staff. The concepts of these workshops are being successfully demonstrated in departmental communications and have enhanced camaraderie.

For the second year, the partnership between the ASG and the Saddleback College Foundation has been successful raising \$180,000 through a partnership campaign with matching funds. Last year, the Foundation was able to award over \$500,000 in scholarships. \$180,000 of that amount was due to matching gift program supported by \$60,000 given by ASG and used to provide 50% match for scholarship gifts received by January 31. The ASG and Foundation partnership produced the same result this year, raising \$180,000 through the matching gift program.

Two new members have joined the Saddleback College Foundation Board of Governors: Jeanne Harris-Caldwell and M. Mahboob Akhter.

Six persons or companies have provided sponsorships of \$10,000 or more for this year's Gala that will be held on April 12th. Sponsors include Capata & Company, CPA, Mr. Mike Hamilton, Partner, Ernst & Young (retired), Dr. Tod Burnett, President, Saddleback College, Penny Spellens, Mercedes Benz of Laguna Niguel, and Matt Gunderson of Audi of Mission Viejo and Infinity of Mission Viejo. The Orange County Register is our media sponsor who will provide \$10,000 worth of advertising for the Gala.



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

FROM: Glenn R. Roquemore, PhD, President

DATE: February 13, 2014

SUBJECT: President's Report for the February 24, 2014 Board of Trustees Meeting

Irvine Valley College Hosts Volunteer Income Tax Assistance (VITA)

On February 1, the first Volunteer Income Tax Assistance (VITA) event of the year was held at IVC. While these types of events are organized throughout the area, IVC's event was unusual in that it included representatives from various tax agencies, volunteers, city officials, and various non-profits from throughout the County. Participants included: Jerome Horton, Chairman of the California Board of Equalization, Fourth District; Michelle Steel, Vice Chair of the California Board of Equalization, Third District (which includes Irvine); Carla Vargas, Orange County United Way Senior Vice President, Community Impact; Connie Stewart, IRS Special Territory Manager; Sheridan Heidemann, AARP Foundation Tax Aide CA5 District State Coordinator; Irvine Valley College representative Business Sciences Dean Dr. David Gatewood; and representatives from the Franchise Tax Board and the City of Irvine. The goal of the day was to serve 100 qualified recipients. This program will continue on selected Saturdays at IVC until the April tax deadline. Many other colleges in Orange County and Los Angeles are also participating at other locations. While IVC is promoting this service to qualifying IVC students, with special emphasis on student veterans, other people from the local community were also offered assistance. Last year, approximately 21 IVC business students participated in the program which is supervised at IVC by faculty member Professor Don Bradshaw. VITA volunteers will be at IVC nine Saturdays during the tax season. VITA program offers free tax help to people who earn \$58,000 or less annually. All volunteers are IRS certified.

Kudos to Professor Jerry Rudmann

Congratulations to Dr. Jerry Rudmann for being selected for the prestigious Western Psychological Association (WPA) fellowship. Jerry will be recognized at the WPA conference in Portland at the awards event on April 25, where he will be presented with a certificate.

Irvine Police Department SWAT Training

On Wednesday, January 29, from 8:00 a.m. 4:00 p.m., eight officers from the Irvine Police Department SWAT Team utilized the IVC Performing Arts Center (PAC) Lobby, Theater, and an upstairs corridor for training exercises. The purpose of the training was for the SWAT team to move quietly without detection, while clearing and securing designated areas. There were no loud or disruptive noises associated with the training, and it had no impact on the scheduled classes/business of the day in the PAC. A similar training exercise was held by the Orange County Sheriff's Department on December 17, 2013.

IVC2IVC Faculty Lecture Series

Physical Science Professor Alec Sim conducted a lecture entitled "NASA and Student Success" as part of the IVC2IVC Faculty Lecture Series. The lecture was held from 4:00 p.m. to 6:00 p.m. Monday, February 3 in BSTIC 101 as part of the faculty professional development lecture series. The public was also welcomed.

Instrumental Music Students Recognized

Congratulations to IVC Instrumental Music Students on their acceptance to the College Band Directors National Association (CBDNA) Western and Northwestern Divisions Regional Intercollegiate Band. Students include: Hayden Burkett, bass trombone, alumnus of El Toro High School; Laura Doumad, tenor trombone, alumna of Aliso Niguel High School; Austyn Estey-Ang, oboe, alumnus of Trabuco Hills High School; Tim Jensen, string bass, alumnus of Foothill High School; Jake Marsh, tenor trombone, alumnus of Laguna Hills High School; Kirk Mendaros, horn, alumnus of Aliso Niguel High School; Yesenia Pulido, trumpet, alumna of San Juan Hills High School; and Alexis Winchell, horn, alumna of Laguna Hills High School. The Intercollegiate Band will perform as a part of the CBDNA Western/Northwestern Regional Conference, March 12-15 at the University of Nevada, Reno.

Deborah Layton: *Seductive Poison*

On Tuesday, February 4, author Deborah Layton spoke about her memoir, *Seductive Poison*, as part of the Distinguished Lecture Series. The lecture was coordinated by Psychology Instructor Michael Cassens, and sponsored by both the Academic Senate and ASIVC. Deborah Layton is one of the few survivors of the Peoples Temple, the religious following of Reverend Jim Jones that descended into a hellish cult resulting in the death of over 900 people in 1978. Her emotional and chilling story of life inside the Peoples Temple shows both the human capability to follow a charismatic leader without questioning and also the corruption possible in a leader given ultimate power.

Presidents' Cup

The final round of the Presidents' Cup Basketball Tournament took place in the IVC Hart Gymnasium on Friday, February 7. Presidents Roquemore and Burnett served hot dogs between the games to the students and employees in attendance. Students were encouraged to wear IVC blue to support both the women's and men's Laser teams. After four exciting games, the Presidents' Cup went to the Gauchos. The first 100 IVC students who showed their ASIVC ID received an IVC Presidents' Cup t-shirt. Opportunity drawings were held during the game to distribute the following donated prizes: a Nexus 7 Tablet valued at \$200 and three gift cards to the Follett Bookstore valued at \$50 each, courtesy of the Follett Bookstore; ten Starbucks gift cards valued at \$10 each, courtesy of the IVC Cafeteria. Other giveaways included glow sticks and #1 gloves in support of the both the Laser and Gaucho teams.