

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

AGENDA

Meeting of the Board of Trustees



Monday, February 27, 2012

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

February 27, 2012

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (2)
 - 1. Public Employee Employment/Discipline/Dismissal/Release (2)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 2. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
- C. Conference with Real Property Negotiators (GC Section 54956.8)
 - 1. Lease of Property by District: Portion of ATEP site: Corner of Valencia and Landsdowne Road, Tustin with Orange County Rescue Mission.
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph. D.
 - 2. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph. D.
- D. Conference with Legal Counsel (GC Section 54956.9)(2)
 - 1. Anticipated Litigation/Significant Exposure to Litigation

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 **PROCEDURAL MATTERS**

2.1 **Actions Taken in Closed Session**

2.2 **Invocation**

Led by Trustee Marcia Milchiker

2.3 **Pledge of Allegiance**

Led by Trustee Mike Meldau

2.4 **Resolutions / Presentations / Introductions**

Resolution - Brandye D'Lena: 2011 District Services Outstanding Manager of the Year

2.5 **Public Comments**

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

3.0 **REPORTS**

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

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

4.0 **DISCUSSION ITEM**

4.1 **SOCCCD: AR-3110 Basic Aid Allocation Process**

A PowerPoint presentation will be made by Vice Chancellor Debra L. Fitzsimons to outline the Basic Aid Allocation Process and to gather input from the Board of Trustees.

4.2 **Irvine Valley College: Academic Senate Curriculum Review Report**

A representative from Irvine Valley College Academic Senate will present a curriculum report.

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 23, 2012.
- 5.2 **Saddleback College: Standardize Saddleback College and Irvine Valley College Parking Citation Bail Schedules SB 857, and California Vehicle Code 40203.5 (a)**
Approve an increase of \$8.00 to the bail schedule for parking violations at Saddleback College.
- 5.3 **Saddleback College: Grant Acceptance, CTE Pathways Initiative, Allied Health Expansion, Health Careers “Boot Camp” Project**
Accept this award of \$250,000 from the California Community College Chancellor’s Office for the CTE Pathways Initiative Grant 11-129-001.
- 5.4 **Saddleback College: Grant Acceptance, Career Technical Education Community Collaborative Grant Renewal**
Accept this award of \$411,350 from the California Community College Chancellor’s Office for CTE Grant 11-140-890.
- 5.5 **Saddleback College/RapidTech: Consultant Agreement**
Approve the contract for TAG Consulting in the amount of \$26,000.00 paid through the National Science Foundation (NSF) grant.
- 5.6 **Saddleback College: Main Electrical Room Site Drainage Project: Change Order No. 1 and Notice of Completion**
Approve change order decreasing the contract amount by \$47,555.27 with Atom Engineering Construction, Inc. The total revised contract amount is \$175,842.73. Authorize the filing of the Notice of Completion and release of retention 35 days after filing.
- 5.7 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 1 to Inspector of Record Scope of Work**
Approve amendment to increase contract amount by \$60,000.00 with Joyce Inspections and Testing, Inc. The total revised contract amount is \$316,824.00.
- 5.8 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 3 to Geotechnical Engineers Scope of Work**
Approve amendment to increase contract amount by \$80,000.00 with American Geotechnical, Inc. The total revised contract amount is \$309,532.00.
- 5.9 **Irvine Valley College: Sub-Award Grant Acceptance North Orange County Community College District, New Media & Entertainment**
Approve the sub-award agreement in the amount of \$2,500.00.

- 5.10 **Irvine Valley College: Landscaping Project: Change Order No. 2**
Approve change order increasing the contract amount by \$2,274.04 with Diversified Landscape Management, Inc. The total revised contract amount is \$1,203,808.04.
- 5.11 **Irvine Valley College: Life Sciences: Geotechnical Consultant Agreement – Amendment No. 2**
Approve amendment to agreement with C.E.M. Lab Corp. increasing the contract amount by \$57,927.00. The total revised contract amount is \$234,552.00.
- 5.12 **Irvine Valley College: Landscaping Project: Contract Amendment No. 3 for Increased Architectural Services**
Approve amendment with RJM Design Group, Inc. increasing the contract amount by \$2,295.00. The total revised contract amount is \$149,225.00.
- 5.13 **Saddleback College and Irvine Valley College: Curriculum and Certificates/Degrees Revisions for 2012-2013**
Approve proposed changes in curriculum for the 2012-2013 academic year.
- 5.14 **Saddleback College and Irvine Valley College: Revised 2012-2013 Instructional Material/Laboratory Fees**
Approve revised instructional material and laboratory fees for 2012-2013.
- 5.15 **Saddleback College and Irvine Valley College: Community Education, Summer 2012**
Approve Community Education courses, presenters, and compensation for Summer Session 2012.
- 5.16 **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.
- 5.17 **SOCCCD: 2013-2014 Academic Calendar**
Accept for review and study the proposed Academic Calendar for 2013-2014.
- 5.18 **SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**
Approve the authorized signature list.
- 5.19 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-06 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the January 23, 2012 Meeting of the Board of Trustees.

- 5.20 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-07 to Amend 2011-2012 Restricted General Fund**
Adopt resolution to amend the 2011-2012 adopted budget.
- 5.21 **SOCCCD: Award of Bid: Office Supplies Contract**
Approve award of bid to Office Max Solutions.
- 5.22 **ATEP: Site Foundation and Infrastructure Demolition and Grading: Architectural Services Agreement**
Approve agreement with gkkworks in the amount of \$139,000.00.
- 5.23 **SOCCCD: Gifts to the District and Foundations**
Approve the acceptance of donations.
- 5.24 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.25 **SOCCCD: January/February 2012 Contracts**
Ratify contracts as listed.
- 5.26 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-02804 through P12-03194 amounting to \$2,007,662.53. Approve confirming requisitions dated January 4, 2012 through February 7, 2012 totaling \$168,908.70.
- 5.27 **SOCCCD: Payment of Bills**
Approve check no. 155111 through 156198 processed through the Orange County Department of Education, totaling \$5,672,975.78; and check no. 010328 through 010341, processed through Saddleback College Community Education, totaling \$129,008.55; and check no. 008954 through 008969, processed through Irvine Valley College Community Education, totaling \$130,856.81.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College and Irvine Valley College: Courses, Programs and Services offered at ATEP**
Approve initial program areas to be offered by the colleges on the permanent ATEP campus.
- 6.2 **SOCCCD: OCSBA Marian Bergeson Award Nomination**
Determine if the Board wishes to make any trustee nominations for the Marian Bergeson Award.
- 6.3 **SOCCCD: OCSBA Board of Directors Interest Form**
Determine if the Board wishes to nominate a trustee for the OCSBA Board of Directors.

- 6.4 **SOCCCD: Board Policy Revision: BP-4091-Administrator Retreat Rights, BP-4117-Family Medical Leave for Administrators and Classified Management Personnel, BP-4700-Whistleblower Protection, BP-5604-Eligibility for Admission, BP-4090-Evaluation of Administrators and Classified Management Personnel, BP-4082-Medical Benefits for Administrators and Classified Management Personnel While on Leave, BP 3600- Disposition of District Property, BP-4002.1-Authorization for Employment**
Discussion/Approval
- 6.5 **SOCCCD: Board Policy Revision: BP-4076-Compensation, BP-4210-Enrollment Priorities, BP-4345-Catastrophic Leave, BP-5130-Financial Aid, BP-4018-Alcohol and Controlled Substances Testing, BP-4125-Retirement Incentive Plan for Educational Administrators**
Accept for review and study.
- 6.6 **SOCCCD: Annual Report on Probationary Faculty Recommended for Tenure**
Approval of second and third/fourth year faculty contracts.
- 6.7 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Reclassification of Academic Faculty Positions, Authorization to Eliminate Academic Administrative Position and/or Position Numbers, Authorization to Establish and Announce Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Resignation/ Retirement/Conclusion of Employment.
- 6.8 **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, Reclassification of Classified Positions, Reorganization of Classified Positions, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.9 **SOCCCD: Organizational Assessment for Administrators and Classified Managers**
Approve a new integrated District Administrator Manager Salary Schedule.

7.0 REPORTS

- 7.1 **Irvine Valley College and Saddleback College: Speakers**
Approve a listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 7.2 **ATEP: 5 Year Site Development Plan and Timeline**
 Identified as a board approved goal (#6) in the District-wide Strategic Plan 2011-14, the ATEP 5 Year Site Development Plan and Timeline Summary with the incremental steps to complete the planning and construction for the next buildings at the ATEP site will be routinely updated as needed and published on the district website for college and district staff to utilize for information and planning.
- 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**
 The reports display the adopted budget, revised budget and transactions through January 31, 2012.
- 7.6 **SOCCCD: Quarterly Financial Status Report**
 This report is as of December 31, 2011 for the 2011/2012 fiscal year.
- 7.7 **SOCCCD: Quarterly Investment Report**
 This report is for the quarter ending on December 31, 2011.
- 7.8 **SOCCCD: Retiree (OPEB) Trust Fund**
 This report is for period ending January 31, 2012.

8.0 WRITTEN REPORTS

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

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

- N. Associated Student Government of IVC
- O. Police Officers' Association

9.0 ADDITIONAL ITEMS

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

FEBRUARY 27, 2012

BRANDYE D'LENA

2011 DISTRICT SERVICES OUTSTANDING MANAGER OF THE YEAR

Whereas, Brandy D'Lena, District Director of Facilities Planning and Purchasing, was selected by Chancellor Gary L. Poertner as the 2011 District Services Outstanding Manager of the Year; and

Whereas, Brandy D'Lena led a district-wide effort to complete the District's 1,400 page Education and Facilities Master Plan, which projects the educational and facilities needs of our district to the year 2031. During this process, she facilitated 89 committee workshops, six campus-wide/community outreach presentations, 39 focus group interviews and analyzed 3,082 survey responses from students, employees and the community; and

Whereas, Brandy D'Lena also managed dozens of college facilities projects, some with problem contractors; oversaw the demolition of 19 former marine corps buildings at the Advanced Technology and Education Park (ATEP) site; and managed a busy purchasing department that in 2011 processed more than 6,000 purchase orders totaling more than \$85 million; and

Whereas, Brandy D'Lena became a member of the ACBO Facilities Task Force, an advisory group to the State Chancellor's Office, providing a valuable voice for our district in state-wide facilities planning issues and initiatives; and

Whereas, Brandy D'Lena has an inspiring work ethic that garners respect district-wide and her colleagues describe her as intelligent, caring, focused, hard-working and positive; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Brandy D'Lena upon her achievement and well-deserved recognition as the 2011 Outstanding Manager of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Administrative Regulation-3110: Basic Aid Allocation Process

ACTION: Presentation/Discussion

BACKGROUND

The accreditation teams had several recommendations for the district and colleges, which included Recommendation #2, and recommended that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1.a., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3.c). One of the outcomes of the work done by the district-wide effort that took place to respond to the accreditation recommendations was Board Policy 3110-Basic Aid Funds Allocation Process. The BP-3110 was approved by the Board of Trustees at the August 29, 2011 board meeting. At that meeting, the board was told that the next step would be for the Board Policies and Administrative Regulation Advisory Council (BPARAC) to develop and approve an Administrative Regulation based on BP-3110, that would detail out the implementation process that would be utilized for basic aid in order to bring basic aid allocation recommendations to the board for approval.

The administrative regulation (AR-3110) has been drafted by a Basic Aid Allocation Process Recommendation Workgroup formed under the auspices of BPARAC in September 2011 with college and district input. From the time period of September 2011 through February 2012, AR 3110 has received much input and discussion from the various participatory groups within the district and a compromise draft of the AR-3110 was finalized. The BPARAC approved AR-3110 at their most recent meeting on February 3, 2012 and is being presented to the board for review and discussion.

STATUS

Attached are six documents regarding the Basic Aid Allocation Process:

- 1) BP 3110 Basic Aid Funds Allocation Process (approved 8/29/11) (EXHIBIT A)
- 2) AR 3110 Basic Aid Allocation Process (EXHIBIT B)
- 3) Basic Aid Allocation Recommendation Committee (BAARC) (EXHIBIT C)
- 4) Basic Aid Allocation Committee (BAARC) Flow Chart (EXHIBIT D)
- 5) Annual Cycle for Basic Aid Allocation (EXHIBIT E)
- 6) Capital Improvement Committee Facility Related Definitions (EXHIBIT F)

A power point presentation will be made by Vice Chancellor Debra L. Fitzsimons to outline the Basic Aid Allocation Process and to gather input from the Board of Trustees.

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

BOARD POLICY
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3110
BUSINESS

BASIC AID FUNDS ALLOCATION PROCESS

Basic aid refers to local property tax receipts that exceed general purpose revenue entitlement derived from the State of California SB 361 (or successor funding bill) calculation. The process for identification and prioritization of basic aid allocations will follow this policy and is recognized to be an annual and dynamic process. Allocation of basic aid will be made based on district and college planning documents and supporting data. The Board will determine both the timing of allocation approval and how much of the annual collections will be allocated each year. A reasonable amount of basic aid funds will not be allocated until the end of the fiscal year when total annual receipts are certain, to ensure the availability of resources for potential unexpected needs of a significant nature.

In accordance with the vision, mission, strategic directions and planning documents of the District and colleges, the Board of Trustees will allocate basic aid funds for the following purposes:

1. Capital construction, major renovation, large infrastructure projects, and site development. These projects will follow district and college strategic plans, Education and Facilities Master Plan, 20-year Facility, Renovation and Scheduled Maintenance Plan and Five Year Construction Plan.
2. Retirees benefit trust fund and other long term obligations.
3. Trustee elections, legislative advocacy, major legal fees and judgments.
4. Major technology initiatives as identified in the District and College Technology Plans.
5. Fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the 20-year Facility, Renovation and Scheduled Maintenance Plan. The other fifty percent will be funded by the site requesting the funds, whether district office or college, in receipt of the allocation. Allocations must be used within five years on the specific project for which funding was allocated. The allocation will be based on the distribution ratios used in the model established in the District Resource Allocation Council process.

The Chancellor shall establish Administrative Regulations regulating the use of basic aid funds.

ADMINISTRATIVE REGULATION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3110
BUSINESS

BASIC AID ALLOCATION PROCESS

Basic Aid refers to local property tax receipts that exceed general purpose revenue entitlement derived from the State of California SB 361 (or successor funding bill) calculation. The process for identification and prioritization of basic aid allocations will follow the Board Policy 3110 for Basic Aid Allocation Process. The allocation recommendations will be for a) capital construction, major renovation, large infrastructure projects, and site development, b) retiree benefit trust fund and other long term obligations or liabilities, c) trustee elections, legislative advocacy, and major legal fees and/or judgments, d) major technology initiatives, and e) fifty percent matching funds for scheduled maintenance and smaller renovation projects including maintenance equipment. The remaining fifty percent will be provided by the site requesting the funds.

1. ANNUAL CYCLE OR TIMELINE

- a. The intent of the basic aid allocation process is that it will culminate in a master list of projects to be funded by basic aid which follows the budget cycle. The allocation cycle for basic aid will conform to the budget development cycle, with basic aid allocations being included into the tentative and final budgets and require board of trustee approval.
- b. The allocation cycle will also be linked to property tax schedule and the Vice Chancellor of Business Services will be responsible for determination of projected property tax revenues, using conservative estimates.
- c. Unless there is an emergency situation, this cycle will be followed. The determination of what warrants an emergency is defined in the Emergency Situation Clause (Section 4.d) of this Administrative Regulation 3110.

2. RESPONSIBLE ADMINISTRATOR AND DISTRICT-WIDE COMMITTEE

- a. The Vice Chancellor of Business Services will ensure that the process for Basic Aid Allocation occurs according to the regulation and that it is included in the budget development.
- b. The Vice Chancellor for Business Services will be the chairperson of the Basic Aid Allocation Recommendation Committee (BAARC).

- c. A Basic Aid Allocation Recommendation Committee (BAARC) will be a District-wide participatory governance committee whose role will be to implement the Basic Aid Allocation Process.
 - i. Purpose of the Basic Aid Allocation Recommendation Committee (BAARC): This participatory governance committee is charged with implementing BP 3110 and AR 3110-Basic Aid Allocation Process and utilizes plans developed by other District-wide Committees and Councils. The Basic Aid Allocation recommendations will follow the annual basic aid allocation cycle which parallels the SOCCCD annual budget development process
 - ii. Composition: The District-wide committee will be a participatory governance committee composed of the following 17 positions:
 - 1. Vice Chancellor of Business Services (Chair)
 - 2. Vice Presidents for Instruction or representative (one from each college)
 - 3. Directors of Facilities or representatives (one from each college)
 - 4. District Director of Fiscal Services
 - 5. District Director of Facilities Planning, and Purchasing
 - 6. Directors of Fiscal Services or representatives (one from each college)
 - 7. Academic Senate Presidents and/or representatives (4 in total, two from each college)
 - 8. Vice Chancellor of Technology and Learning Services or designee.
 - 9. Classified Senate President or representatives (2 in total, one from each college)
 - 10. CSEA one representative
- 3. USE OF PLANNING DOCUMENTS: THE BASIC AID ALLOCATION RECOMMENDATIONS WILL BE DIRECTLY DRIVEN FROM THE FOLLOWING DISTRICT-WIDE SPECIALIZED PLANS:
 - a. The 5-Year Construction Plan.
 - b. 20-Year Facility, Renovation, and Scheduled Maintenance Plan.
 - c. District-wide Technology Plan.
 - d. College and District-Wide Strategic Plans and District-Wide Education and Facilities Master Plan (Long Term Plan)-will be used by the committee to put the other three specific plans into context. These college and district plans in item 3d are helpful for reference as source documents but these plans don't have district-wide project priority lists like the specific plans above in items 3a through 3c. The specific plans above in items 3a through 3 c will be the "go-to" plans which have itemized district-wide prioritized projects to be funded from Basic Aid funds.

4. DETERMINATION OF BASIC AID ALLOCATION AMOUNTS

- a. The Vice Chancellor for Business Services will be responsible for estimating property tax revenues, utilizing a conservative estimate approach during budget development.
- b. The actual remaining unallocated balance from previous year property taxes for basic aid will be determined and added to the estimated current year property tax amount for basic aid to calculate a Total Estimated Property Taxes for Basic Aid.
- c. A “Contingency for Unrealized Tax Collections” will be created with an amount of no less than 20% of the Total Estimated Property Taxes Available for Basic Aid in it. It will be set-aside as a safeguard to protect the district from property taxes not collected or a downturn in property tax collections.
- d. The Contingency for Unrealized Tax Collections amount can only be spent if there is an emergency situation. However, it is the intent of this administration regulation that district services and the colleges, as good budget practice, plan for emergency situations within their respective budgets. However, it is recognized that when an emergency situation arises that results in costs of a large dollar amount, that there is a need to allow for a process to request for emergency basic aid funds. It is expected that the application for emergency funds is done rarely and as an exception to this process, not a regular part of this annual process.
 - i. Emergency situation clause – An emergency is defined as an unforeseen event that negatively impacts health and life safety standards so that it poses imminent danger and with the cost being greater than or equal to \$400,000*. (*This cost will be re-evaluated annually by the BAARC, who has the authority to make recommendations for an adjustment of this amount.)
 - ii. Process for determination of an emergency – The BAARC will develop a procedure including a form which will need to be completed by the requesting party.
 1. When a request for emergency is received, BAARC will reconvene.
 2. If the emergency situation is determined by BAARC to qualify for basic aid allocation then BAARC consider recommending a “reprioritization” of other projects that previously were recommended to have an allocation for basic aid for that unit to this emergency situation.
 3. This recommendation for reprioritization would have to be a revised recommendation to the Chancellor and ultimately go to the Board of Trustees for approval.
 4. Options for re-considering the previously approved priorities are to be considered first prior to any recommendation from BAARC to

- transfer funds from the Contingency for Unrealized Tax Collections for the new emergency situation.
5. In time sensitive situations, the Chancellor has authorization to declare an emergency and recommend use of basic aid funds. If such a situation is warranted, the BAARC will be immediately notified with the justification and the approval of the Board would be required. This would only occur if other funds cannot be utilized, other projects approved for basic aid cannot be re-prioritized, or if the BAARC cannot be convened in a timely manner.
 6. In the event of a large-scale emergency deemed a college responsibility, the college specific liability will not exceed \$500,000. This cap is intended for 'stop-loss' purposes.
- iii. Insurance reimbursement – if the emergency situation qualifies for FEMA, insurance, or other types of claim coverage, then the amount received by the district for this emergency event will be replenished back into the basic aid contingency-Contingency for Unrealized Tax Collections.
 - iv. Review of emergency situation clause – The BAARC will review the emergency requests and if the requests are too numerous and stray from the intent of this procedure, then a tighter emergency situation request procedure will be developed by BAARC so that the overall intent of this administrative regulation is followed.
- e. Amount Available for Allocation – no more than 80% of the Total Estimated Property Tax Amount Available for Basic Aid may be recommended by the BAARC for Basic Aid Allocation Recommendation. It is not required to recommend distribution of 80%, the BAARC can recommend less than 80%.
- i. The required amounts necessary to fund Long Term Obligations such as the Retiree Benefit Liability and fixed expense commitments such as Basic Aid Advocacy, Legal Costs and/or judgments, Trustee elections will be calculated and funded first.
 1. This will be funded first because these are liabilities to the district and need to be paid. They are not discretionary.
 2. The amount required for Retiree Benefit Liability will be based on the independent actuarial study contracted by the district for this purpose. It is conducted every two years and is required by GASB.
 3. Other amounts will be based on fixed and actual expenses needed to fund the respective obligation.
 - ii. The remaining balance will fund a) capital construction, major renovation, large infrastructure projects, and site development; b) major technology

initiatives; and c) 50 percent match for scheduled maintenance, smaller renovation projects, and maintenance equipment.

1. The majority portion of basic aid funding is intended for the areas of capital construction, which can include major renovation, large infrastructure, and site development.
2. The allocation for scheduled maintenance will be based on the distribution ratios between the colleges used in the model established in the District Resource Allocation Council process.
 - a. At the colleges' request, it may be that a phasing/timing situation or emergency situation requires a variance from utilizing their entire allocation based on the ratios between the colleges because they may not find that they can expend the exact ratio allocated amount. In this case, the remainder balance will be held in a basic aid scheduled maintenance holding account for the respective college for a future year's use. To use it in a future year, the scheduled maintenance project must be specifically approved. Another example of this may be that for phasing purposes one campus may need funds a year sooner in order to have enough funds for a planned project, so it may be recommended that they get an advance from the contingency. If a college needs additional funds in a fiscal year in order to complete a project, funds from their basic aid scheduled maintenance holding account needs to be utilized first before advancing from the contingency.
 - b. If the above situations are warranted, then it must be properly justified and recommended by BAARC so it can be presented to the Chancellor and Board of Trustees for approval.
- iii. The Capital Improvement Committee (CIC) will be the district-wide participatory governance committee responsible for the definitions of capital construction, major renovation, large infrastructure projects, site development, scheduled maintenance, and smaller renovation projects so that there are clear and transparent definitions for these facilities related terms.
- iv. The Capital Improvement Committee (CIC) will ensure that any adjustments to the definitions are communicated to BAARC in a timely manner so that it can be included in the Basic Aid Allocation Process for the fiscal year.
- v. If other terms need to be defined to aid in this process, then the BAARC will be responsible for definitions being developed.

- vi. Allocations must be used within five years on the specific project for which funding was approved.
- vii. Any funds remaining in a project after 5 years will return to the Basic Aid fund for reallocation in the next year.
- viii. The BAARC has the authority to recommend funding for a project for multiple years, if it seems appropriate.
 - 1. The BAARC will take into consideration larger scale projects in which timing, phasing, state funding, and other factors may require a breakdown in funding of the total project costs into different fiscal years.
 - 2. For instance, it may be recommended that a capital improvement project be funded in several phases over several years for planning and design phases, construction phases, and furniture.
 - 3. Other phases could take into consideration include project investigation, secondary effects, moving of programs, environment/mitigation, etc.
- ix. The BAARC is expected to strongly rely upon the existing priorities in the plan documents. However, it also may need to consider Total Amount Available for Basic Aid Allocation, queuing of projects for state funding consideration, phasing considerations, cash flow, and melding the various plans into one recommended master list of Basic Aid Allocation Recommendations.
- x. The capital construction projects will include a change order contingency.
 - 1. If the change order contingency is insufficient, then the change to the total project budget needs to be recommended to BAARC.
 - 2. BAARC will make a recommendation to the Chancellor and the Board of Trustees will need to approve this change in project budget for this overage.
- xi. Any Major Technology Project for consideration to be funded from Basic Aid must be included in the District-Wide Technology Plan and must clearly be a one-time project.
 - a. A Major Technology Project needs to have a clearly defined description and detailed scope with specific dollar amounts. If there are phases, the specific phases need to be outlined with specific dollar amounts.
 - b. On-going maintenance expenses or on-going licenses for technology will not be funded by basic aid. These expenses are expected to be paid from general operating budgets.
 - c. Changes, enhancements, or adding features to projects require a separate request and cannot be funded through the original project allocation.

- xii. The Basic Aid Allocation Recommendations will be made to the Chancellor, who will share and confer with the College Presidents before making final recommendation to the Board of Trustees.
 - 1. The BAARC will provide the Chancellor with a master list of Basic Aid Allocation Recommendations, with project description, recommended amount, and scope.
 - 2. If there are future phases to any recommended project, that will be clearly disclosed with projected future costs and timing.
 - 3. Accompanying the Basic Aid Allocation Recommendations from BAARC, will be a cover letter and narrative report from the committee explaining the process that was followed, considerations made by the committee, and other necessary background information for the Chancellor to consider and have for review.
 - 4. If the Chancellor recommends any changes to the BAARC's recommendations, the Chancellor will provide the recommended changes to BAARC with explanations of the change so that it is clearly communicated to BAARC prior to the changes being included in the Tentative or Final Budget for Board of Trustee review and approval.
 - 5. If there should be a circumstance arise in which BAARC cannot come to a consensus for recommendation for the basic aid allocation, the chair of BAARC will bring the issue forward to the Chancellor who will be authorized to make final recommendations to the Board of Trustees.

f. Evaluation of the Basic Aid Allocation Process.

- i. The BAARC will be responsible for evaluating the annual Basic Aid Allocation Process for effectiveness and adherence to the BP 3110 and AR 3110.
- ii. This assessment will be conducted once a year and be open and transparent.
- iii. BAARC will make recommendations for improvements or adjustments to the process and the Board Policy based on the evaluation of the process for effectiveness.
- iv. Communication of the results of the assessment will be widely disseminated and any adjustments made to the process will be inclusive, open, and transparent and keep with the intent of the board policy and administrative regulation.



Basic Aid Allocation Recommendation Committee (BAARC)

Purpose of the Committee:

This governance committee is charged with implementing the BP-3110 and AR-3110-Basic Aid Allocation Process and utilizes plans developed by other District-wide Committees and Councils. The Basic Aid Allocation recommendations follow the Annual Basic Aid Allocation Cycle which parallels the SOCCCD annual budget development process.

Meets:

Twice a month, primarily from March through August of each year, or as needed.

Chair:

Vice Chancellor of Business Services

Members (17 members including the chair):

Vice Presidents for Instruction, or representative (2 in total, one from each college)

Directors of Facilities, or representative (2 in total, one from each college)

District Director of Fiscal Services

District Director of Facilities Planning and Purchasing

Directors of Fiscal Services, or representative (2 in total, one from each college)

Academic Senate Presidents and/or representative (4 in total, two from each college)

Vice Chancellor of Technology and Learning Services (or delegate)

Classified Senate President or representatives (2 in total, one from each college)

CSEA – one representative

Reporting/Recommending Responsibilities:

Recommendations made to Chancellor. Recommendations are finalized and incorporated into the SOCCCD annual budget development process, which receives Board of Trustee approval prior to implementation.

SharePoint Site:

<http://sharepoint.socccd.edu/sites/dwc/baarc>

Decision-Making Process:

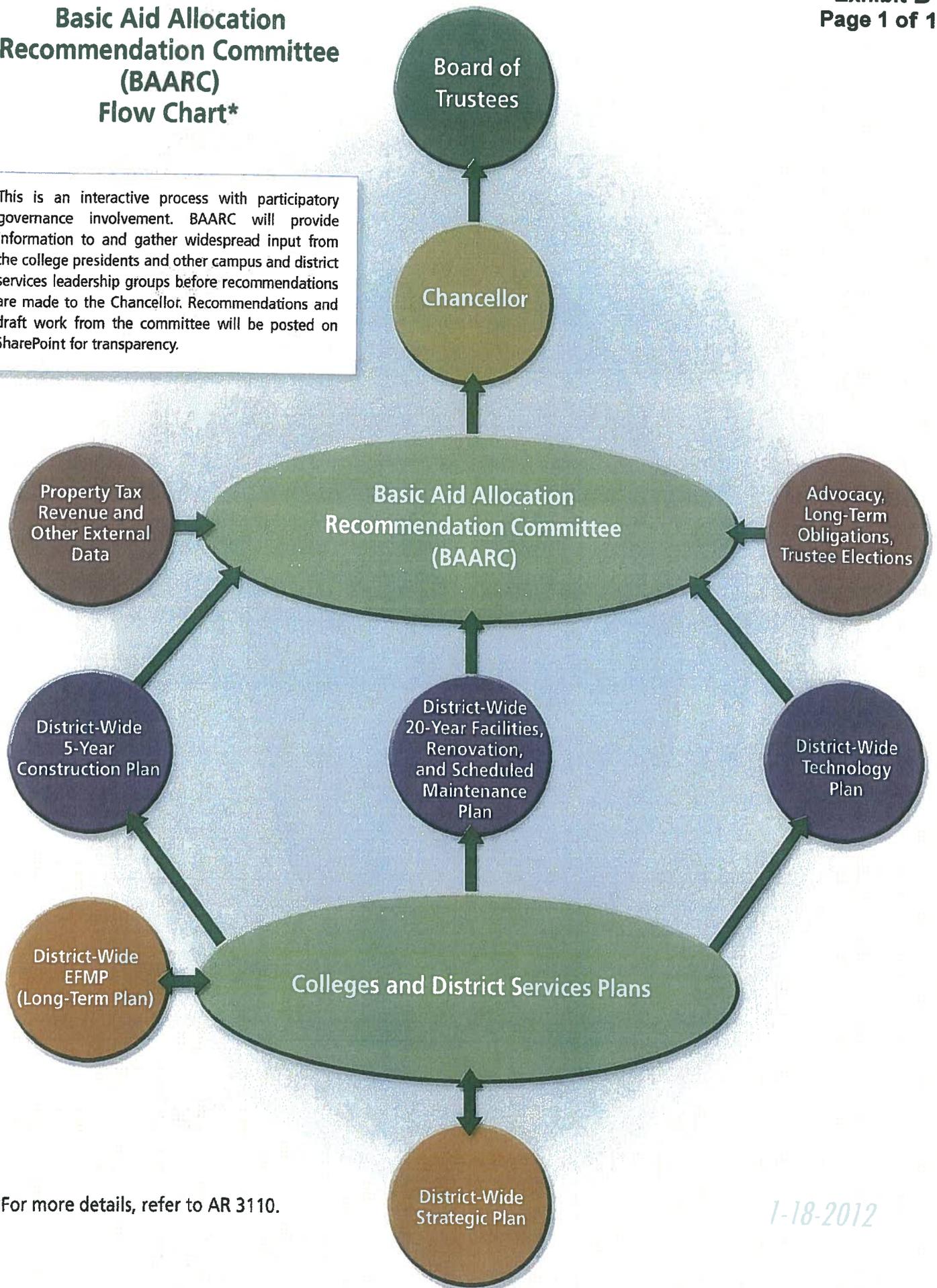
Consensus; It is expected that throughout the process that the committee members interactively provide information and gather input from their Presidents and leadership.

Communication Process:

For transparency, the Basic Aid Allocation Recommendation Committee (BAARC) utilizes the SharePoint site for all agendas, minutes, and handouts. The committee interacts with various District-wide committees, as part of its work.

Basic Aid Allocation Recommendation Committee (BAARC) Flow Chart*

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



*For more details, refer to AR 3110.

1-18-2012

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Annual Cycle for Basic Aid Allocation

Month	Information feeding into the committee	Actions that will be taken by committee or others
January	<p>District Fiscal Office receives and reviews property tax revenue updates for previous tax year</p> <p>Governor's Budget recommendations occur in January</p> <p>Legislative sessions begin and continue until end of June, when final state budget is passed.</p> <p>Vice Chancellor of Business Services will continuously monitor legislative and state budget situation. Regular updates will be provided to several District-wide committees including District-wide Strategic Planning Committee, DRAC, BAARC, Chancellor's Council, Board of Trustees, etc.</p>	<p>District-wide committees and councils responsible for planning are continuing to meet throughout the academic year.</p> <p>College and district services based committees and councils responsible for planning are continuing to meet throughout the academic year.</p> <p>Unless there is an emergency to address, Basic Aid Allocation Recommendation Committee (BAARC) does not meet until latter half of March of each calendar year.</p>
February	<p>District Fiscal Office receives and reviews property tax revenue updates for previous tax year</p>	
March	<p>All District-wide plans must be updated and submitted to BAARC as part of the Basic Aid Allocation Process, updates need to</p>	<p>Basic Aid Allocation Recommendation Committee will begin their annual process.</p>

	<p>be completed no later than March 15th.</p>	<p>Plans that will be used by BAARC would include:</p> <ul style="list-style-type: none"> • 5 year Construction Plan • District-wide 20 year Facilities, Renovation, and Scheduled Maintenance Plan (in process at CIC, TBD) • District-wide Technology Plan <p>In addition, BAARC will refer to the following to assist in their work:</p> <ul style="list-style-type: none"> • District-wide Strategic Plan • District-wide EFMP (Long Term Plan) • College Strategic Plans
<p>April</p>	<p>Last big payment from previous year's property tax revenues should be received by the district</p> <p>Amounts required for Basic Aid Advocacy, Long Term Obligations such as Retiree Benefit Liability, Legal Costs and/or judgments, and Board Elections are estimated and/or confirmed.</p>	<p>BAARC continues their work:</p> <ul style="list-style-type: none"> • Ending (remaining actual) balances for last year's property taxes or basic aid are provided to BAARC • Split between allocated amount and Contingency For Unrealized Tax Collections is determined by the BAARC before they work on their master list of projects to be funded. • Based on the BP 3110 and AR 3110, BAARC uses the multiple plans and melds it into a

		master recommended list.
May	<p>Estimates for this year's property taxes are being finalized in preparation for Tentative Budget</p> <p>State Allocations/Match Requirements should be known by now, information provided to BAARC</p> <p>May Revise takes place</p>	<p>BAARC makes recommendations on Tentative Basic Aid Allocations to the Chancellor by May 31st, which includes:</p> <ul style="list-style-type: none"> • Total distribution amount for up to and no more than 80% of estimated property taxes and; • Prioritized combined master list of projects with amounts. • Contingency for Unrealized Tax Collections of at least 20% of Total estimated property tax amount (BAARC takes a conservative approach and does not ever recommend 100% of estimated property taxes) • Cover Letter and Narrative Report accompanying the Recommendations.
June	<p>District Fiscal Office re-confirms this year's property tax revenues with South Orange County Office/Treasurer</p> <p>Final State Budget should be approved (normally) by June 30th</p>	<p>Chancellor reviews recommendations.</p> <p>Tentative Basic Aid Allocations are finalized and taken to the Board of Trustees for their review and approval as part of the SOCCCD Tentative Budget Packet</p>
July	<p>July 1st, start of new fiscal year.</p> <p>Estimates for this year's</p>	<p>Revisions are made to the Tentative Basic Aid Allocation Recommendations by</p>

	<p>property tax revenues will be used for Final Budget packet. Information is provided to BAARC.</p> <p>Amounts required for Basic Aid Advocacy, Long Term Obligations such as the Retiree Benefit Liability, Legal Costs and/or judgments, and Board Elections are finalized and provided to BAARC.</p> <p>State budget workshop takes place, Vice Chancellor of Business Services and fiscal services representatives attend. Information is brought back to the campus and disseminated appropriately.</p> <p>District deadline of July 1st for annual submittal of 5 year CO Plan, FPP's, and IPP's to state chancellor's office.</p>	<p>BAARC and submitted to the Chancellor by July 31st for preparation of Final Budget</p>
<p>August</p>	<p>District Fiscal Office regularly monitors actual property tax receipts throughout this year and into next calendar year.</p>	<p>Chancellor reviews and shares recommendations with Chancellor's Executive Team.</p> <p>Annual Final Basic Aid Allocations are finalized and taken to the Board of Trustees for their review and approval as part of the SOCCCD Final Budget Packet.</p>
<p>September</p>	<p>For the new academic year, District-wide planning processes and updates begin within respective committees and councils.</p>	<p>Approved recommendations for Basic Aid are communicated widely through various communication methods.</p>

	For the new academic year, college and district services planning processes and updates begin within respective committees and councils.	Units implement the Basic Aid Allocation Process for the year
October	District deadline of October 1 st to submit annual Space Inventory to state chancellor's office	
November		
December	District deadline to submit SMSR 5 YP to state chancellor's office.	Evaluation of BAARC and process takes place no later than December of each year. Input received is discussed, reviewed, and utilized for the next cycle.

*This information on the Annual Cycle for Basic Aid Allocation is outlined to illustrate a typical basic aid allocation cycle for any given year, however; it may vary slightly from specific budget year to budget year based on variations that may occur in the state budget cycle and district-wide budget cycle. Adjustments would follow to this cycle accordingly.

Compromise document (1/18/12 draft) - FINAL

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Capital Improvement Committee Facility Related Definitions

Capital Construction	A large scale construction project which may include specific construction components such as site development, utilities, roads, buildings, and equipment projects. Capital projects may also be thought of in terms of 'facilities system'. Capital construction projects may also be a result of system failures.
Scheduled Maintenance**	Repair or replacement of facility systems at the end of their life cycle with replacement costs greater than or equal to \$400,000* per project. Scheduled Maintenance excludes parking lots, as these projects are funded via parking revenues. Example: \$400,000 total project (50/50 match = \$200,000-basic aid and \$200,000-college match)
Deferred Maintenance	Scheduled maintenance that has not been performed within the specified time period.
Major Renovation	Modification to a building or site that changes the use or modernizes a facility and has associated project costs greater than \$1M.*
Small Renovation	Modification to a building or site that changes the use or modernizes a facility and has associated project costs greater than or equal to \$400,000 and under \$1M.*
New Construction	Construction of new facilities.
Preventive Maintenance	Maintenance that is performed on a routine basis to ensure functionality of facility systems to achieve its predicted life cycle.
Health & Safety Deficiencies	Circumstances where immediate corrective actions are required to return a place or situation to an acceptable state.
Emergencies	An unplanned event that negatively impacts health and life safety standards so that it poses imminent danger with corrective costs being greater than or equal to \$400,000.*
Facility Systems	Components essential to the operations and functionality of buildings and/or infrastructure. Examples include mechanical, electrical, plumbing, building envelope, drywall, drop ceilings, etc.
Large Infrastructure Projects	Capital projects that encompass major site systems such as roadwork, accessible pathways, central plant, electrical, communication, storm drainage, sewer, gas and water systems.

Site Development	Logistics and analysis of a site including readying the site for improvements. Examples include planning, design, clearing, title search, and preparing the site for construction.
Maintenance Equipment	Facility System required to maintain building functionality. Fixed equipment attached to the building and required for the building operation. Examples include, HVAC, boiler, transformer, and chiller.
Routine Maintenance	General, everyday type maintenance to include component replacement such as filters for HVAC systems or performing checks and certification of facility systems.
Seismic Projects	Improvements to prevent or mitigate damage caused by an earthquake or earth tremor.
Construction/Design Defects	A physical problem that prevents a facility system from operating as intended due to a construction and/or design problem. If identified during the warranty period, it's normally covered through the extended warranty, or bond surety process. It can be identified after the warranty period up to 7 years, in which basic aid funding can be requested, afterwards it is considered the colleges' operational budget responsibility.

*** Dollar thresholds to be re-evaluated annually**

**** 50% - 50% match from the college and basic aid funds**

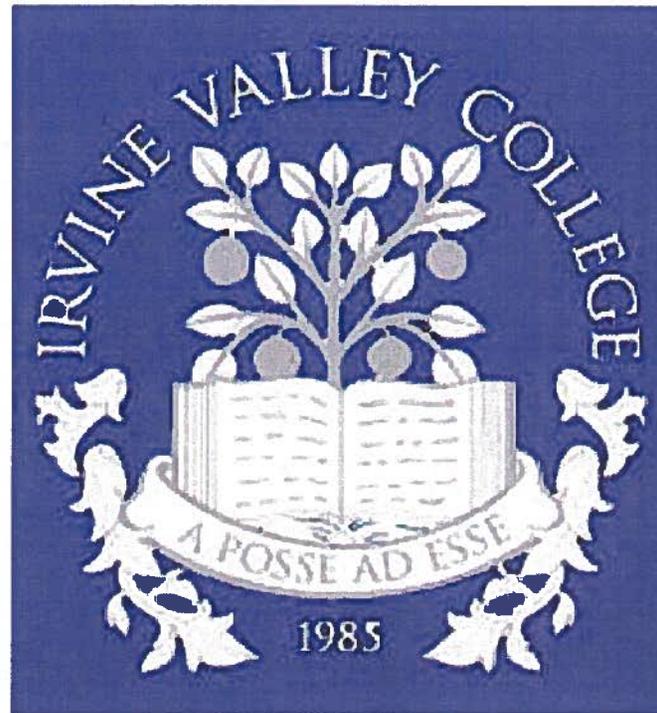
TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Irvine Valley College: Academic Senate Curriculum Review Report
ACTION: Presentation/Discussion

BACKGROUND

In accordance with Board Policy 6100 and the approved Board Agenda Planning Calendar, at the February meeting of the Board of Trustees the academic senate from Irvine Valley College will provide a report on curriculum review.

STATUS

A representative of the Irvine Valley College academic senate will present a curriculum report as depicted as Exhibit A.



Curriculum Report

Curriculum Activity Summary

- 12 new and 40 revised programs for a total of 52 programs;
- 61 new, 70 revised, 48 deleted and 38 technical changes courses for a total of 217.
- New Transfer Model Curriculum degree:
 - Theater Arts

CurricUNET Update

- Irvine Valley College is fully utilizing CurricUNET for all course and program proposals
- Irvine Valley College is working with CurricUNET to update distance education component
- Faculty CurricUNET training workshops are on an as needed basis for new faculty.

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

Minutes from:

January 23, 2012 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
January 23, 2012**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

ABSENT

Thomas A. Fuentes, Member

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (5)
 - 1. Public Employee Employment (1)
 - 2. Public Employee Employment/Discipline/Dismissal/Release (4)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. Administrators and Managers: Unrepresented Employees
 - a. Agency Designated Negotiator: Gary Poertner
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 3. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
- C. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A])

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6-0 vote, with Trustee Fuentes absent, the Board approved a general unpaid leave for three months with benefits for a classified employee.

On a 6-0 vote, with Trustee Fuentes absent, the Board approved a general unpaid leave for three months with benefits for a classified employee.

2.2 Invocation

Led by Trustee Dave Lang

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Resolutions / Presentations / Introductions

Resolution - IVC Military Friendly School Designation

Resolution - Recipients of the 2011 Saddleback College
President's Award for Leadership and Innovation

2.5 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEM

No discussion items were presented.

5.0 CONSENT CALENDAR ITEMS

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

On a motion made by Trustee Padberg and seconded by Trustee Prendergast item 5.9 was pulled and voted on separately. The item was approved on a 5-0 vote with Trustee Jay abstaining.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, the balance of the consent calendar was unanimously approved on a 6-0 vote.

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

Approve minutes of a regular meeting held on December 5, 2011.

5.2 **Irvine Valley College: Life Science Building: Change Order No. 3**

Approve change order request and back charge resulting in an increase of \$13,964.00. The revised total contract amount is \$11,381,826.00.

- 5.3 **ATEP: Award of Bid: Building 26 - Remediation and Demolition**
Approve award of bid and agreement with US Demolition, Inc. in the amount of \$34,000.00.
- 5.4 **ATEP: Award of Bid: Building 524 – Remediation and Demolition**
Approve award of bid and agreement with Interior Demolition, Inc. in the amount of \$88,000.00.
- 5.5 **Saddleback College: Special topics – New York Study Tour**
Approve the Saddleback College Fashion 289 Special Topics course from June 25 through June 30, 2012, out-of-state travel to New York.
- 5.6 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Change Order Request No. 4**
Approve change order request increasing the contract amount by \$102,152.00. The total revised contract amount is \$13,086,419.00.
- 5.7 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.8 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-02 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the December 5, 2011 Meeting of the Board of Trustees.
- 5.9 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-03 (Exhibit A) authorizing payment to Trustee Jay who was absent from the December 5, 2011 Meeting of the Board of Trustees.
- 5.10 **SOCCCD: Reimbursement to Trustees for Mileage to and from Required Board Meetings**
Approve the Trustees' claims for reimbursement for mileage to and from board meetings as indicated.
- 5.11 **SOCCCD: Authorization for District Institutional Memberships 2001/2012**
Approve the memberships and estimated dues for organizations.
- 5.12 **SOCCCD: Academic Year 2012/2013 Non-Resident Tuition Fees for Foreign & Out-of-State Students**
Adopt a 2012/2013 non-resident tuition fee of \$179 per semester unit, the capital outlay fee increased to \$32 per semester unit rate and the application fee to remain at \$54 per semester.

- 5.13 **SOCCCD: Renewal of Palo Alto Firewall Services and Support**
Approve renewal of firewalls, support and security service subscription at a cost not to exceed \$84,000.00.
- 5.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-01 to Amendment 2011-2012 Restricted General Fund**
Approve resolution to amendment 2011-2012 adopted budget.
- 5.15 **SOCCCD: Addendum to the Contract for Independent Auditing Services for Fiscal Years Ending June 30, 2010 through June 30, 2012**
Approve contract addendum for additional certification work in the amount of \$2,320.00. The total revised contract amount is \$128,522.00.
- 5.16 **SOCCCD: Gifts to the District and Foundations**
Approve the acceptance of donations.
- 5.17 **SOCCCD: Payment of Bills**
Approve check no. 154033 through 155110 processed through the Orange County Department of Education, totaling \$8,269,663.35; and check no. 010309 through 010327, processed through Saddleback College Community Education, totaling \$31,919.66; and check no. 008942 through 008953, processed through Irvine Valley College Community Education, totaling \$4,536.29.
- 5.18 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-02426 through P12-02803 amounting to \$1,127,210.60. Approve confirming requisitions dated November 15, 2011 through January 3, 2012 totaling \$114,287.32.
- 5.19 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.20 **SOCCCD: November-December 2011/January 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: College Service Areas**
Approve Resolution #12-04 reaffirming the two college campus service areas within SOCCCD and establish a separate ATEP service area for both Saddleback College and Irvine Valley College to share in approximately equal proportions with complementary, non-competitive Career Technology Education programs and related services for the district at large.

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

6.2 SOCCCD: ATEP Site Assignments for Saddleback College and Irvine Valley College

Approve Resolution #12-05 and the building concept plan for ATEP site assignments for college building and infrastructure locations. This resolution includes the approval to: (1) assign approximately equal land sites for each college's building, including infrastructure, and parking; (2) to support that future ATEP site development will be allocated in approximately equal proportions to each college for educational use and for potential ground leases or space leases with educational, business, and commercial partners, and (3) contingent on available funding, continue to move forward with the planning and design for the next two ATEP buildings (one for each college). Ground leases and space leases will be managed by district services. The revenue will be used to support further site development at ATEP.

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

6.3 SOCCCD: CCCT Board of Directors Nomination

Determine if the Board wishes to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nominations(s) for transmittal to the CCCT office.

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

6.4 SOCCCD: Board Policy Revision: BP-4091-Administrator Retreat Rights, BP-4117-Family Medical Leave for Administrators and Classified Management Personnel, BP-4209-Classified Management Personnel Reduction in Force Notification, BP-4700-Whistleblower Protection, BP-5604-Eligibility for Admission, BP-4090-Evaluation of Administrators and Classified Management Personnel, BP-4082-Medical Benefits for Administrators and Classified Management Personnel While on Leave, BP-4000.3-Workplace Violence, BP-4077.1-Change of Assignment, BP-3600-Disposition of District Property, BP-4002.1-Authorization for Employment

Accept for review and study.

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

6.5 SOCCCD: 2012-2013 Bonded Sabbatical Recommendations

Approval of faculty sabbaticals for the 2012-2013 academic year as recommended by the SOCCCD District-wide Sabbatical Committee.

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

- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Voluntary Transfer Academic Full-Time Faculty, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/ Retirement/Conclusion of Employment.

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

- 6.7 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Reclassification of Classified Positions, Authorization to Establish and Announce a Classified Position, Change of Status, Out of Class Assignments, Correction to Change in Location, Resignation/ Retirement/Conclusion of Employment, Volunteers.

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

7.0 **REPORTS**

- 7.1 **Irvine Valley College: Speakers**
Approve a listing of speakers for events and/or classes at Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Retiree (OPEB) Trust Fund**
This report is for period ending December 31, 2011.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through November 30, 2011.
- 7.6 **SOCCCD: Interfund Transfer of Cash**
The District has received its property tax apportionment payments and the cash transferred from the Capital Outlay Fund to the General Fund has now been returned to the Capital Outlay Fund, as committed to the board.

8.0 WRITTEN REPORTS

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

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:23 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Standardize Saddleback College and Irvine Valley College Parking Citation Bail Schedules SB 857, and California Vehicle Code 40203.5(a)

ACTION: Approval

BACKGROUND

District policy requires that operators of vehicles that park on District property must obtain a parking permit and display it on their vehicle. These permits can be purchased at Saddleback College, Irvine Valley College (IVC) or online for a fee established by the Board of Trustees.

The Saddleback College Campus Police Department is responsible for enforcing parking regulations on District property. When Campus Police observe violators who do not have the required permit, they issue a citation that imposes a fine. The current Saddleback College parking fine is \$30.00 from which the state retains \$15.50 surcharge fee against the violator. The remainder of the fine is posted in a parking account for use by Saddleback College for operational purposes associated with parking services.

STATUS

In 2010 the Board of Trustees approved the IVC Campus Police Department's request to adjust their parking citation bail amounts to comply with the standardized Orange County bail schedule per CA. Vehicle Code Section 40203.5 (Exhibit A). Additionally, the Board of Trustees approved IVC Campus Police Department's request for a \$3.00 increase in the bail schedule to offset CA. Senate Bill 857 which added \$3.00 in surcharges (Exhibit B). Based on the present Saddleback College Campus Police Department's bail schedule, the police department will incur an \$88,000 revenue loss each year. The department will continue to lose revenue until the new standardized bail schedule is approved aligning both college bail schedules.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an increase of \$8.00 to the bail schedule for parking violations at Saddleback College.

Item Submitted by: *Dr. Tod Burnett, President*

California Vehicle Code

40203.5. (a) The schedule of parking penalties for parking violations and late payment penalties shall be established by the governing body of the jurisdiction where the notice of violation is issued. To the extent possible, issuing agencies within the same county shall standardize parking penalties.

(b) Parking penalties under this article shall be collected as civil penalties.

(c) (1) Notwithstanding subdivision (a) the penalty for a violation of Section 22507.8 or an ordinance or resolution adopted pursuant to Section 22511.57 shall be not less than two hundred fifty dollars (\$250) and not more than one thousand dollars (\$1,000).

(2) The issuing agency may suspend the imposition of the penalty in paragraph (1), if the violator, at the time of the offense, possesses but failed to display a valid special identification license plate issued pursuant to Section 5007 or a distinguishing placard issued pursuant to Section 22511.55 or 22511.59.

(3) A penalty imposed pursuant to this subdivision may be paid in installments if the issuing agency determines that the violator is unable to pay the entire amount in one payment.



SB 857 New Surcharge increase

November 3, 2010

Dear Client,

I'm sure by now you are all aware of SB 857 and a new increase in surcharges. I am sending you a memo to recap the information in case you need to use any back up information if you decide to request a new fee increase to cover the added fees due in surcharges.

New Surcharges. SB 857. SB 857 has been signed by the Governor, and the statutory language directs the increase to occur 60 days after the budget was chaptered. The budget, i.e. SB 870, was chaptered on 10/8/2010, so December 7th will be the effective date for the surcharge increase. This is the official word from the State Controller's office.

Parking Citation Increase. SB 857 adds a \$3.00 parking penalty for each offense where a parking penalty, fine or forfeiture is imposed. The increase is expected to begin 60 days after SB 857 becomes effective December 7, 2010. The bill scheduled to conclude on July 1, 2013, however we have seen this change before. *See below excerpt from page 43 of SB 857:*

76000.3. (a) Notwithstanding any other provision of law, for each parking offense where a parking penalty, fine, or forfeiture is imposed, an added penalty of three dollars (\$3) shall be imposed in addition to the penalty, fine, or forfeiture set by the city, district, or other issuing agency.

(b) For each infraction parking violation for which a penalty or fine is collected in the courts of the county, the county treasurer shall transmit the penalty imposed pursuant to subdivision (a) to the Treasurer for deposit in the Trial Court Trust Fund established by Section 68085. These moneys shall be taken from the penalties, fines, and forfeitures deposited with the county treasurer prior to any division pursuant to Section 1463.009 of the Penal Code. The judges of the county shall increase the bail schedule amounts as appropriate for infraction parking violations to reflect the added penalty provided for by subdivision (a).

(c) In those cities, districts, or other issuing agencies which elect to accept parking penalties, and otherwise process parking violations pursuant to Article 3 (commencing with Section 40200) of Chapter 1 of Division 17 of the

Vehicle Code, that city, district, or issuing agency shall collect the added penalty imposed by this section. Each agency that elects to process parking violations shall pay to the Treasurer for deposit in the Trial Court Trust Fund three dollars (\$3) for each civil parking penalty collected on each violation. Those payments to the Treasurer shall be made monthly.

(d) This section shall become operative 60 days after the enactment of the Budget Act of 2010.

(e) This section shall become inoperative on July 1, 2013, and, as of January 1, 2014, is repealed, unless a later enacted statute, that becomes operative on or before January 1, 2014, deletes or extends the dates on which it becomes inoperative and is repealed.

It is important to point out that not all citations are considered parking violations and applicable for disbursement. For example, a CVC 5204 (No current registration tabs) is considered a registration violation and would not be subject to the Court, Jail and State surcharge of \$9.50, as of **December 7, \$12.50**. The City will need to track every type of violation for every citation issued by CITY. Surcharges to date are as follows:

- 1. Criminal Justice Facilities Fund: GC 76000 (76101) \$1.50**
- 2. Courthouse (Local) Construction Fund: GC 76000 (GC 76100) \$1.50**
- 3. County General Fund: GC 76000 \$2.00**
- 4. SB 1407 Immediate and Critical Needs Account: GC 70372(b) \$3.00 - Issued after 01/01/09 & Paid**
- 5. SB 425 State Court Facilities Fund: GC 70372 (b) \$1.50 - Issued after 01/01/08 & Paid**
- 6. Equipment and Registration Violations: 50% of fine (no other surcharges)**
- 7. Disabled Parking (Linkage): 20% of fine - County Opt-In Resolution**
- 8. Handicap Assessment fee: (PC 1465.6), 10% of \$250.00 effective date 1/1/93 (retained by Issuing Agency).**
- 9. SB 857 Trial Court Trust Fund: GC 76000.3 \$3.00 - Issued on or after 12/07/10 & Paid**

Mary Houghton
Vice President
Phoenix Group Information Systems
2677 N. Main Street, Ste. 400
Santa Ana, CA 92705
mary@phxgroup.com
(714) 460-7200 - Office
(714) 384-0151 - Fax

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Grant Acceptance, CTE Pathways Initiative, Allied Health Expansion, Health Careers “Boot Camp” Project

ACTION: Approval

BACKGROUND

In October 2011, Saddleback College submitted a concept proposal in response to a request for proposals requested on behalf of the CTE Pathways Initiative, RFA# 11-129 issued by the California Community Colleges Chancellor’s Office (CCCCO). The proposal supports the development and implementation of the Allied Health Expansion, Health Careers Boot Camp for Basic Skills project at Saddleback. The Health Careers Boot Camp program will be housed within the Division of Health Sciences and Human Services and offered as a not for credit career exploration and basic skills preparation for health career education through Saddleback Community Education. The Health Sciences Division will complete program development and begin offering classes through Community Education summer 2012.

STATUS

On December 1, 2011, the CCCCCO notified the College of its intent to award \$250,000 for the period December 1, 2011 through June 30, 2012 with a minimum one year extension, to fund the project efforts as presented in Exhibit A. In order to accomplish the goals identified in Exhibit A, Saddleback will develop an innovative health career “readiness” program, or Boot Camp that will focus on foundational skills critical to student success in allied health educational programs. A consultant will be engaged to assist with program development, part-time faculty will be hired to teach the course and a program specialist will be utilized to assist in program implementation and administrative support.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$250,000 from the California Community College Chancellor’s Office for the CTE Pathways Initiative Grant 11-129-001.

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

- GRANT APPLICATION ABSTRACT
- GRANT ACCEPTANCE ABSTRACT
- GRANT RENEWAL ACCEPTANCE ABSTRACT
- REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** Allied Health Expansion, CTE Pathways Initiative Health Career “Boot Camp” Project
2. **PROJECT DIRECTOR:** Donna Rane-Szostak
3. **PROJECT ADMINISTRATOR:** Donna Rane-Szostak
4. **GRANTOR AGENCY:** BOG, California Community Colleges Chancellor’s Office
5. **FUNDING SOURCE:** California Community College Chancellor’s Office
6. **STARTING AND ENDING DATES OF THE PROJECT:** December 1, 2011—June 30, 2012 plus one year extension through June 30th 2013.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Saddleback College will address the goals of the California Community College Chancellor’s Office CTE Pathways Initiative through the development and implementation of the Allied Health Expansion, CTE Pathways Initiative Health Career “Boot Camp” Project. The Health Career Boot Camp program will be housed within the Division of Health Sciences and Human Services and offered as a not for credit career exploration and basic skills preparation for health career education through Saddleback College Community Education. Saddleback will develop an innovative health career “readiness” program, or Boot Camp that will focus on foundational skills critical to student success in allied health educational programs. The Division will complete program development, and begin offering classes through Community Education by summer 2012.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$250,000	\$25,000	\$9,615	\$275,000

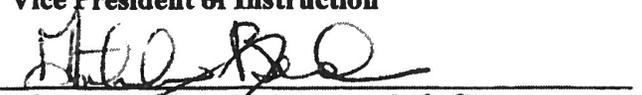
9. **APPROVALS**



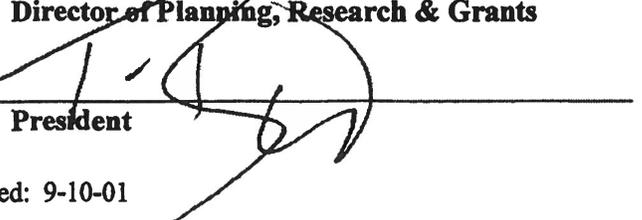
Division/School Dean



Vice President of Instruction



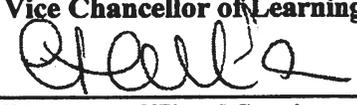
Director of Planning, Research & Grants



President

Chancellor

Vice Chancellor of Learning Services



Director of Fiscal Services

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ <u>90,000</u>	\$12,000 (in-kind)	College
2000 Classified Salaries	\$ <u>54,444</u>		
3000 Benefits	\$ <u>43,277</u>		
4000 Supplies	\$ <u>9,231</u>		
5000 Contracted Services and Other Expenses	\$ <u>30,000</u>	\$13,000 (in-kind)	College
6000 Capital Outlay	\$ <u>13,433</u>		
Other Charges (e.g.: Indirect Costs)	\$ <u>9,615</u>		
TOTALS	\$ <u>250,000</u>	\$25,000 (in-kind)	College

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Clerical support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PARTNERSHIPS (if applicable)

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Grant Acceptance, Career Technical Education
Community Collaborative Grant Renewal
ACTION: APPROVAL

BACKGROUND

In January, 2012, Saddleback College was invited to submit a proposal requesting renewal of grant funding in response to the Career Technical Education Pathways Initiative, CTE Community Collaborative Grant No. 11-140-890 issued by the California Community Colleges Chancellor's Office (CCCCO). The college submitted an application for renewal which was accepted and certified on January 19, 2012.

The proposal supports the ongoing implementation of the South Orange County CTE Community Collaborative at Saddleback College. The Collaborative will continue to provide career exploration for 7th and 8th grade students; and strengthen CTE Professional Development and teacher and faculty externships. In this funding cycle, the Collaborative proposed to expand its program focus to include the exploration and development of Culinary and Engineering and Drafting career pathways. The grant will be housed within the Division of Business Science and Economic and Workforce Development. Irvine Valley College will continue with its Robotics education and summer conference at the Orange County Fair Grounds.

STATUS

Upon receipt and certification of Saddleback College's electronic application for renewal, the California Community Colleges Chancellor's Office (CCCCO) conveyed intent by asking the college to submit four (4) signed original copies of a grant face sheet along with a Budget Summary indicating the CCCCCO's intent to fund \$411,350 to Saddleback College for a grant term starting February 01, 2012 and ending February 28, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$411,350 from the California Community College Chancellor's Office for CTE Grant 11-140-890.

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

- GRANT APPLICATION ABSTRACT
- GRANT ACCEPTANCE ABSTRACT
- GRANT RENEWAL ACCEPTANCE ABSTRACT
- REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** Career Technical Education: Community Collaborative
2. **PROJECT DIRECTOR:** Mary Anstadt
3. **PROJECT ADMINISTRATOR:** Rocky Cifone
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office, CTE Pathways Initiative
5. **FUNDING SOURCE:** California Community College Chancellor's Office (CCCCO)
6. **START & END DATES OF THE PROJECT:** February 1, 2012 through February 28, 2014

7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**
 Saddleback College will address the goals of the CTE Pathways Initiative through the South Orange County Community Collaborative's (SOCCC) application for a fifth year of funding for the continuation and further development of a well-articulated and collaborative approach to its CTE programs in South Orange County. Expansion and development of Career Pathways in the fields of Engineering and Design (Architecture & Drafting Technology) and Hospitality, Tourism, and Recreation (Culinary Arts) are this application's primary focus. The SOCCC will continue its strongest components – requesting funds for its Career Exploration for 7th/8th graders, CTE professional development, the strengthening and expansion of its Teacher and Faculty Externships in Business component, and advancing Career pathway Development or Enhancement into new areas.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$411,350	\$41,135	\$15,821	\$452,485

9. **APPROVALS**



 Division/School Dean



 Vice President of Instruction



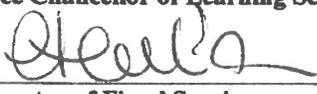
 Director of Planning, Research & Grants



 President

Chancellor

Vice Chancellor of Learning Services



 Director of Fiscal Services

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ 27,500	\$ 20,000 -In Kind	College
2000 Classified Salaries	\$ 160,610	\$ 8,000 – In Kind	College
3000 Benefits	\$ 77,300	\$ 10,000 – In Kind	College
4000 Supplies	\$ 10,700	\$ 1,000 – In Kind	College
5000 Contracted Services and Other Expenses	\$ 93,319	\$2,135 – In Kind	College
6000 Capital Outlay	\$ 26,100	\$	College
Other Charges (e.g.: Indirect Costs)	\$ 15,821		
TOTALS	\$411,350	\$ 41,135	

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

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

PARTNERSHIPS (if applicable)

- CSU Fullerton
- Capistrano Unified School District
- Capistrano-Laguna Beach ROP
- Chapman University
- Coastline ROP
- Irvine Unified School District
- Irvine Valley College
- Laguna Beach Unified School District
- Saddleback Valley Unified School District
- Tustin Unified School District
- Vital Link

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: RapidTech-Consultant Agreement
ACTION: Approval

BACKGROUND

Saddleback College RapidTech has been awarded project DUE 1104305 National Science Foundation Grant entitled "RapidTech – National Center for Rapid Technologies" in the amount of \$2,970,236. The grant renewal supports continued implementation of the RapidTech goals.

STATUS

A consultant agreement (Exhibit A) has been negotiated with TAG Consulting to coordinate NSF grant deliverables. The major deliverables are: provide staff with operational management support as directed by the Center's PI or overall Director; assist in logistics planning for 2012 NVC Committee meeting and RapidTech 2012 national teacher's training workshop; participate in industry trade or association events as directed by the Center's PI or overall Director; assist staff in acquiring and compiling data required for NSF reports; provide support in managing the activities of the Center's educational, private industry, and other agencies as required to meet the goals and objectives as approved by NSF; interface with Saddleback College and UC Irvine personnel as required to support the goals and objectives of the Center; manage student and economic development projects as directed by the Center's PI and overall Director; participate in support activities for the Santa Ana Work Center's H1B grant and the proposed STC grant being submitted.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract (EXHIBIT A) with TAG Consulting in the amount of \$26,000.00 paid through the National Science Foundation (NSF) grant.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 3rd day of January, 2012 between:

**South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664
Requisition # RQ12-**

hereinafter called DISTRICT, and

(Name of Consultant): TAG Consulting EIN# 45-4148599
(Street Address): 33431 VIEW CREST DRIVE
(City, State, Zip Code): WILDOMAR, CA 92595
(Telephone #): 951-642-1651

hereinafter called CONSULTANT.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and WHEREAS, the CONSULTANT is specially trained and experienced and competent to perform the special consultant services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be from 1/3/12 to 3/15/12, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT **30** days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
Provide staff with operational management support as directed by the Center's PI or overall Director.

Provide assistance in logistics planning for 2012 NVC Committee meeting and RapidTech 2012 national teacher's training workshop.

Participate in industry trade or association events as directed by the Center's PI or overall Director.

Assist staff in acquiring and compiling data required for NSF reports.

Provide support in managing the activities of the Center's educational, private industry, and other agencies as required to meet the goals and objectives as approved by the NSF.

Interface with Saddleback and UC Irvine personnel as required to support the goals and objectives of the Center.

Manage student and economic development projects as directed by the Center's PI and overall Director.

Participate in support activities for the Santa Ana WORK Center's H1B grant and the proposed STC grant being submitted by UC Irvine.

3. The DISTRICT shall pay the CONSULTANT **\$75.00** an hour, not to exceed **\$23,000.00** for services specified above, plus DISTRICT shall reimburse the following expenses with original receipts (airfare, transportation, lodging and meals) not to exceed **\$3,000.00** in accordance with the South Orange County Community College District guidelines. The total contract amount is **\$26,000.00**. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by **Ed Tackett**, payment will be made.

4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: _____

Title: Consultant

Name: Dr. Deborah Fitzsimons

Title: Vice Chancellor

Date: _____

Date: _____

Contact Person: _____

College Contact Person: **Ed Tackett**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Main Electrical Room Site Drainage Project:
Change Order No. 1 and Notice of Completion

ACTION: Approval

BACKGROUND

On August 29, 2011, the Board awarded a construction contract to Atom Engineering Construction, Inc. for the Main Electrical Room Site Drainage Project in the amount of \$233,398.00.

STATUS

EXHIBIT A describes the required modifications contained in Change Order Request (COR) No. 1. Approval of this COR will result in a decrease of \$47,555.27 in total project cost. Approval of this COR will bring the revised total contract amount to \$175,842.73.

Scheduled Maintenance funds were used for this project.

Staff recommends that a Notice of Completion be filed for the Main Electrical Room Site Drainage Project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 1, EXHIBIT A, decreasing the contract amount by \$47,555.27 with Atom Engineering Construction, Inc. The revised total contract amount is \$175,842.73. Authorize the filing of the Notice of Completion, EXHIBIT B for the Main Electrical Room Site Drainage Project at Saddleback College. It is also recommended that the Board authorize the release of retention 35 days after filing.

SADDLEBACK COLLEGE
Main Electrical Room Site Drainage Project
Bid No. 2002
Change Order No. 1

February 27, 2012

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #1	REVISED CONTRACT AMOUNT
2002	General Contractor	Atom Engineering Construction, Inc.		\$223,398	\$0.00	-\$47,555.27	\$175,842.73
				\$223,398	\$0.00	(\$47,555.27)	\$175,842.73

COR No.	Date	Description	Requested	Status	Amount
1	2/3/2012	Unused Allowance Balance	YES	APP	(\$47,555.27)
				BCO #1	-\$47,555.27
				BCO TOTALS	-\$47,555.27

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 1 to Inspector of Record Scope of Work

ACTION: Approval

BACKGROUND

On April 26, 2010, the Board of Trustees approved an agreement with Joyce Inspections and Testing, Inc. to provide DSA Inspector of Record services for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College for \$256,824. During the course of the work increased inspection was required due to contractor delay and site conditions.

STATUS

Additional inspections were required beyond the scope of the original consultant proposal and agreement (EXHIBIT A) for an amount of \$60,000.00, equaling a total of \$316,824.00. A portion of the costs will be back-charged to the contractor.

Staff recommends approval of additional inspection.

Funds are available in the project budget which is \$21,124,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to Joyce Inspections and Testing, Inc., DSA Inspector of Record's scope of work to incorporate required inspection for an amount of \$60,000.00. The revised total contract amount is \$316,824.00 for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.

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

**AMENDMENT NO. 1
TO DSA INSPECTOR OF RECORD SERVICES AGREEMENT
JAMES B. UTT MEMORIAL LEARNING RESOURCE CENTER RENOVATION
SADDLEBACK COLLEGE**

February 27, 2012

THIS AMENDMENT shall modify the original agreement dated May 3, 2010, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **JOYCE INSPECTIONS AND TESTING, INC., 371 Magnolia Street, Costa Mesa, CA 92627** hereinafter referred to as "CONSULTANT."

WHEREAS, Article 19, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article 3, establishes the compensation of the agreement at \$256,824.00; and

WHEREAS, the scope of services has been increased to include additional inspection services; and

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

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

1. Article 3, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to include additional inspection as follows:

ORIGINAL AGREEMENT AMOUNT:	\$ 256,824.00
FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:	60,000.00
REVISED CONTRACT AMOUNT:	\$ 316,824.00

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
Joyce Inspection & Testing, Inc.

By: _____

By: _____

Dr. Debra L. Fitzsimons

Title: Vice Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 3 to Geotechnical Engineers Scope of Work

ACTION: Approval

BACKGROUND

On June 28, 2010, the Board of Trustees approved an agreement with American Geotechnical, Inc. to provide geotechnical and materials testing and inspection services for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College for \$46,940. During the course of the work increased testing was required due to contractor delay and site conditions. On April 25, 2011, the Board of Trustees approved Amendment No. 1 in the amount of \$122,592.00 and on July 25, 2011 the Board of Trustees approved amendment No. 2 in the amount of \$60,000.00 equaling a total of \$229,532.00.

STATUS

Additional geotechnical and material testing and inspections were required beyond the scope of Amendment No.2 for an amount of \$80,000.00, equaling a total of \$309,532.00. A portion of the costs will be back-charged to the contractor.

Staff recommends approval of additional geotechnical and materials testing and inspection.

Funds are available in the project budget which is \$21,124,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 3, EXHIBIT A, to American Geotechnical, Inc., engineer's scope of work to incorporate required testing and inspection for an amount of \$80,000.00. The revised total contract amount is \$309,532.00 for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.

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

**AMENDMENT NO. 3
TO TESTING & INSPECTION SERVICES AGREEMENT
JAMES B. UTT MEMORIAL LEARNING RESOURCE CENTER RENOVATION
SADDLEBACK COLLEGE**

February 27, 2012

THIS AMENDMENT shall modify the original agreement dated June 9, 2010, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **AMERICAN GEOTECHNICAL, INC.** 22725 Old Canal Road, Yorba Linda, California, 92887, hereinafter referred to as "CONSULTANT."

WHEREAS, Article 19, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article 5, establishes the compensation of the agreement at \$46,940.00; and

WHEREAS, the scope of services has been increased to include additional testing and inspection; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT"; and testing laboratory consultant; and

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

1. Article 5, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to include additional testing and inspection and as follows:

ORIGINAL AGREEMENT AMOUNT:	46,940.00
AMENDMENT NO. 1 IN THE AMOUNT OF:	122,592.00
AMENDMENT NO. 2 IN THE AMOUNT OF:	60,000.00
FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:	80,000.00
REVISED CONTRACT AMOUNT:	\$309,532.00

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
American Geotechnical, Inc.

By: _____

Dr. Debra L. Fitzsimons

Title: _____
Vice Chancellor

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Sub-Award Grant Acceptance North Orange County Community College District, New Media & Entertainment

ACTION: Approval

BACKGROUND

Irvine Valley College has received a sub-award from North Orange County Community College District (NOCCCD) to identify and meet California's workforce and economic development needs in the areas of digital arts and new media applications. The sub-award is associated with the New Media & Entertainment Initiative (NMEI), a statewide network of Community College educators working in strategic partnerships with businesses, industry, and community organizations to identify and meet California's workforce and economic development needs in the areas of digital arts and new media applications. The 2011-2012 sub-award will assist Irvine Valley College in expanding its capacity for multimedia training and education.

STATUS

Roopa Mathur and Terry Chatkupt, from the School of Business Sciences and School of Fine Arts, will serve as co-project directors in carrying out the activities of the grant. A subcontractor agreement, as presented in Exhibit A, has been negotiated between NOCCCD and SOCCCD wherein the District shall be reimbursed for expenses in an amount not to exceed \$2,500.00. The agreement term is through June 30, 2012.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the New Media & Entertainment sub-award (EXHIBIT A) from North Orange County Community College District for \$2,500.00.

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

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

1. **PROJECT TITLE:** New Media & Entertainment Initiative
2. **PROJECT DIRECTOR:** Roopa Mathur/Terry Chatkupt
3. **PROJECT ADMINISTRATOR:** Roger Owens
4. **GRANTOR AGENCY:** California Community College Chancellor's Office
5. **FUNDING SOURCE:** Economic & Workforce Development
6. **STARTING AND ENDING DATES OF THE PROJECT:** 7/01/2011-6/30/2012

7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** North Orange County Community College District was awarded a State Leadership grant through the CCC Chancellor's Office. The New Media & Entertainment Initiative (NMEI) is a statewide network of Community College educators working in strategic partnerships with businesses, industry and community organizations to identify and meet California's workforce and economic development needs in the areas of digital arts and new media applications.

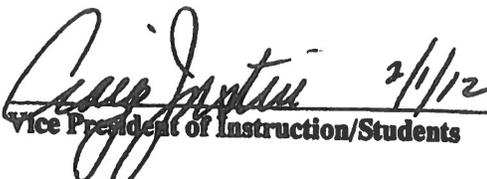
8. SUMMARY BUDGET

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$2,500.00	\$2,500.00	\$	\$5,000.00

9. APPROVALS



 Division/School Dean

 2/1/12

 Vice President of Instruction/Students

 President

 Vice Chancellor, Technology & Lrng Serv

 Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ <u>1,625.00</u>	\$ <u>1,625.00</u>	_____
2000 Classified Salaries	\$ _____	\$ _____	_____
3000 Benefits	\$ <u>875.00</u>	\$ <u>875.00</u>	_____
4000 Supplies	\$ _____	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ _____	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ <u>2,500.00</u>	\$ <u>2,500.00</u>	

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

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

PARTNERSHIPS (if applicable)

Partnership Name/Location North Orange County Community College District

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

Partnership Name/Location _____

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

SUBGRANTEE AGREEMENT

THIS SUBGRANTEE AGREEMENT, entered into by and between South Orange County Community College District – Irvine Valley College, 28000 Marguerite Parkway, Mission Viejo, CA 92692, hereinafter referred to as SUBGRANTEE, and the North Orange County Community College District, hereinafter referred to as DISTRICT.

WHEREAS the mission of the California Community Colleges Economic Development Program, California Government Code Section 88500, shall include, but not be limited to, the following: to advance California's economic growth and global competitiveness through quality education and services focusing on continuous work force improvement, technology deployment, and business development; to coordinate a community college response to meet statewide work force needs that attracts, retains, and expands businesses; to optimize access to community colleges' economic development services; and to develop strategic public and private sector partnerships.

WHEREAS the Chancellor's Office, California Community Colleges has provided funds to the DISTRICT for support of the Multimedia & Entertainment Centers (NMME), Grant Agreement #11-310-015.

WHEREAS the 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; and

WHEREAS, the DISTRICT is in need of such special services and advice; and

WHEREAS the DISTRICT and SUBGRANTEE mutually agree that SUBGRANTEE is specially qualified for and shall provide special services to the DISTRICT for the Multimedia & Entertainment Centers Project and agree to the following:

1. STATEMENT OF WORK

Participation in the Multimedia & Entertainment Centers (NMME), Grant Agreement #10-310-015 funded by the Chancellor's Office, California Community Colleges. SUBGRANTEE will carry out responsibilities as outlined in the Annual Workplan submitted to the Chancellor's Office, California Community Colleges, which is incorporated herein by reference. SUBGRANTEE agrees that performance under this agreement shall be performed within the California Community Colleges Chancellor's Office, Economic Development Request for Applications, 2010-11 Instructions Terms and Conditions, which is incorporated herein by reference. Any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized. **All performance shall be completed by June 30, 2012, except that the final invoice shall be due July 5, 2012.**

2. TERM

The term of this agreement is for the period of July 1, 2011 through June 30, 2012.

3. CONTINGENCY OF FUNDS

SUBGRANTEE acknowledges that approval of and funding for this agreement is contingent upon the approval of, receipt of funds from, and obligation of funds by, the Chancellor's Office, California Community Colleges to DISTRICT. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, DISTRICT shall notify SUBGRANTEE immediately and in writing. Immediately upon such notice SUBGRANTEE shall modify or cease operations as directed by DISTRICT. If modification of SUBGRANTEE's operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written notice, DISTRICT and SUBGRANTEE shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

4. FUNDING SOURCE – CFDA #

Funds for this agreement are provided by the Chancellor's Office, California Community College. Therefore, CFDA # is not applicable.

5. PAYMENTS AND INVOICING

The DISTRICT, under the terms of this agreement, shall reimburse SUBGRANTEE for expenses, a total amount not to exceed two thousand five hundred (\$2,500). SUBGRANTEE shall assume all other expenses incurred in connection with the performance of this agreement, and the DISTRICT shall not be responsible for payment of any such expenses. SUBGRANTEE shall submit invoices for the reimbursement of expenses. Invoices shall include a copy of the general ledger that details the expenditures in which SUBGRANTEE desires reimbursement. SUBGRANTEE shall also submit a detailed match report with the final invoice. The matching amount may not be provided from funds available under this funding source, but may include the direct cost of services provided by state or local programs. Documentation of such support for expenditures designated as matching funds or in-kind contributions must be the same as for expenditures of these funds. SUBGRANTEE shall maintain accurate and complete records for a minimum of five (5) years after final payment under the grant agreement.

5. INDEPENDENT STATUS OF SUBGRANTEE

While engaged in carrying out and complying with any of the terms and conditions of this agreement, SUBGRANTEE shall act in an independent capacity and not as an officer, agent or employee of the DISTRICT or of the State of California.

6. WORKERS' COMPENSATION INSURANCE

SUBGRANTEE shall provide workers' compensation insurance or self-insure its services for all of its employees who will be engaged in the performance of this agreement and agrees to furnish to the DISTRICT satisfactory evidence thereof at any time the DISTRICT may request.

7. INDEMNIFICATION

SUBGRANTEE shall hold harmless and indemnify the DISTRICT and its Board of Trustees, and all officers, employees, and agents thereof from any and all claims or actions that are brought because of damages, costs or expenses in law or equity that may at any time arise because of injuries to any persons or

damage to any property arising by reason of, or in the course of, the performance of this agreement by SUBGRANTEE. SUBGRANTEE shall also, at its own expense, cost, or risk, defend any and all such actions, suits, or other legal proceedings that may be brought or instituted against the DISTRICT, its Board of Trustees, or officers, employees, or agents thereof, and pay or satisfy any judgment that may be rendered against the DISTRICT, its Board of Trustees or officers, employees, or agents thereof in any such action, suit or legal proceedings arising out of the performance of this agreement by SUBGRANTEE.

8. PRODUCTS AND DELIVERABLES

- a. Each deliverable to be provided under this SUBGRANTEE agreement shall be submitted to and approved by the District and/or State Grant Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the District and/or State Grant Project Monitor prior to distribution.
- b. All products resulting from this SUBGRANTEE agreement in whole or in part shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- c. All references to the project shall include the phrase, "funded in part by the Chancellor's Office, California Community Colleges."

9. INTELLECTUAL PROPERTY, INVENTIONS, AND NEW TECHNOLOGIES

- a. Any ideas, concepts, know-how or techniques relating to intellectual property and applied technologies, developed during the course of this agreement, can only be used by the District or the State in any way they may deem appropriate unless specifically exempted in writing.
- b. All inventions, discoveries or improvements of the intellectual property and applied technologies developed pursuant to this agreement, shall be the property of the State.
- c. The Chancellor's Office of the California Community Colleges shall retain for state purposes limited intellectual property rights. This limited right is a royalty-free, nonexclusive, non-transferable, irrevocable license, for governmental use of any knowledge, data, know-how, and materials (including devices and prototypes) conceived and first actually reduced to practice during the term of the grant. The Chancellor's Office of the California Community Colleges shall retain for state purposes patent rights for all inventions conceived during the term of the grant.

10. COPYRIGHT

The copyright to all materials produced as a result of this agreement shall belong to the State of California. SUBGRANTEE assigns all rights, title and interest, including the copyright to any works created pursuant to this agreement, to the State. All technical communications and records originated or prepared by the SUBGRANTEE pursuant to this agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including SUBGRANTEE's administrative communications and records relating to this agreement, shall be delivered to the DISTRICT and shall become the exclusive property of the State and may be copyrighted by the State.

11. REAL PROPERTY AND EQUIPMENT

Where allowed by the funding source, real property and equipment (as defined in the California Community Colleges Budget and Accounting Manual, page 4.64) procured with these Grant funds will be used for the purpose of this project in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the SUBGRANTEE shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The SUBGRANTEE will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of this Agreement, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of this Agreement throughout the term of this Agreement.
- c. Upon completion or termination of the SUBGRANTEE Agreement, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the DISTRICT and/or Chancellor's Office.

12. CURRICULUM DEVELOPMENT

If this SUBGRANTEE Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses initiated or substantially modified as a result of activities supported by this SUBGRANTEE Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable credit, and noncredit courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office. If they are stand-alone courses not covered by one of the blanket approval categories in the Handbook, they must be submitted to the Chancellor's Office for approval before being offered.
- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this funding must be approved at the appropriate level and through the appropriate process as described in subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (Commencing with section 55000) and the Program and Course Approval Handbook published by the Chancellor's Office. In general, any new degree major, and any certificate that requires 18 semester units or 27 quarter units or more of coursework, must be approved by the Chancellor's Office before it is initiated or substantially modified.

13. AUDIT

SUBGRANTEE shall be subject to the examination and audit by the State Auditor or the DISTRICT or its representatives anytime during the grant period, and for a period of five (5) years after final payment under the grant agreement. SUBGRANTEE agrees to obtain an audit of the funds received under this agreement consistent with the requirements of Government Code Section 88500. The audit shall adhere to generally accepted accounting principles, and shall include, but not necessarily be limited to, determining SUBGRANTEE's compliance with all state laws and regulations concerning each of the following: (a) procedures for subcontracts or grant amendments, (b) procurement procedures, (c) travel authorization, (d) hiring procedures, and (e) appropriate use of fiscal agents. This audit shall be completed by a certified public accountant.

14. SUBCONTRACTS/SUBGRANTS

Prior written approval for any subsequent tier subcontracts must be obtained from the State Project Monitor.

15. NONDISCRIMINATION CLAUSE

During the performance of this agreement, SUBGRANTEE shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), age (over 40), marital status, denial of family care leave, sexual orientation, political affiliation, or position in a labor dispute. SUBGRANTEE shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. SUBGRANTEE shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this agreement by reference and made a part hereof as if set forth in full. SUBGRANTEE shall give written notice of its obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

SUBGRANTEE shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated there under by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.).

SUBGRANTEE shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

16. PARTICIPATION IN GRANT-FUNDED ACTIVITIES

During the performance of this agreement, SUBGRANTEE shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in, any program or activity funded under this agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

Programs funded under this agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors.

17. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

By signing this agreement, SUBGRANTEE assures District that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et. seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

SUBGRANTEE shall, upon request by any person, make any materials produced with the funds generated by this agreement available in Braille, large print, electronic text, or other appropriate alternate format. SUBGRANTEE shall establish policies and procedures to respond to such requests in a timely manner.

All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by SUBGRANTEE, whether purchased, leased or provided under some other arrangement for use in connection with this agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.

Design of computer or web-based instructional materials shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

SUBGRANTEE shall respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et. seq.

SUBGRANTEE shall indemnify, defend, and hold harmless District and Chancellor's Office, its officers, agents, and employees, from any and all claims by persons resulting from the failure to comply with the requirements of this section.

18. DRUG-FREE WORKPLACE CERTIFICATION

By signing this agreement, the SUBGRANTEE hereby certifies under penalty of perjury under the laws of the State of California that the SUBGRANTEE will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The organization's policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation, and employee assistance programs; and
 - iv. Penalties that may be imposed upon employees for drug abuse violations.

- c. Every employee who work on this agreement will:
 - i. Receive a copy of the Grantee's drug-free policy statement; and,
 - ii. Agree to abide by the terms of the SUBGRANTEE's policy statement as a condition of this Agreement.

Failure to comply with these requirements may result in suspension of payments under this agreement or the termination of this agreement or both.

19. TERMINATION

Either party may at its option, terminate this agreement at any time upon giving 30 days advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, DISTRICT shall pay SUBGRANTEE for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of SUBGRANTEE have been avoided, but not in excess of the maximum payable under this agreement. In such event, SUBGRANTEE agrees to relinquish possession of equipment purchased for this project to DISTRICT, or SUBGRANTEE may, with approval of DISTRICT, purchase said equipment.

20. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

SUBGRANTEE agrees to comply with 45 CFR Part 76, Appendix B – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions.

In addition, SUBGRANTEE certifies by signing this agreement, to the best of his or her knowledge and belief, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

21. PROGRAM CONTACT INFORMATION

All program related questions and communication should be addressed to:

Christie A. Campbell
North Orange County Community College District
School of Continuing Education/TDI
Orange County Digital Media Center
Multimedia & Entertainment Initiative
1830 W. Romneya Drive
Anaheim, CA 92801
(714) 808-4617

22. NOTICES

All notices and other communications required or permitted to be given hereunder shall be deemed given when delivered in person or mailed by regular mail addressed to the recipient at the address specified below, unless that party shall have given such written notice of change of address to the sending party:

SUBGRANTEE Contact:

District Contact:

Susan Corum,
Dean of Business & Social Sciences,
South Orange County Community
College District
Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618
(949) 451-5758

Claudette Dain
District Director, Fiscal Affairs
North Orange County Community
College District
1830 W. Romneya Drive
Anaheim, CA 92801
(714) 808-4751

IN WITNESS WHEREOF, said parties have executed this agreement as of the date written below.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

By: _____

Gary Poertner

Title: Deputy Chancellor

By: _____

Claudette Dain

Title: District Director, Fiscal Affairs

Date: _____

Date: _____

TO: Board of Trustees
FROM: Gary L. Poertner Chancellor
RE: Irvine Valley College: Landscaping Project; Change Order No. 2
ACTION: Approval

BACKGROUND

On August 31, 2009, and May 24, 2010, the Board of Trustees approved funding from basic aid for the Irvine Valley College Landscaping Project. On August 30, 2010, the Board of Trustees approved a construction contract for \$1,200,000 with Belaire-West Landscaping. After Belaire-West Landscaping went bankrupt, the Board approved a completion contract for \$1,196,552 to Diversified Landscape Management, Inc. Previously approved change orders increased the contract amount by \$4,982 for a revised contract amount of \$1,201,534.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 10, 12, 13, 14, 15 & 16. Approval of this CO will result in an increase of \$2,274.04 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$1,203,808.04.

Funds for these services are available in the project budget which is \$1,796,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request numbers (COR) numbers 10, 12, 13, 14, 15 & 16 for the Irvine Valley College Landscaping project as described in EXHIBIT A and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$2,274.04 in the total project cost. The revised total contract amount is \$1,203,808.04.

IVC Landscape Project

Exhibit A

Board Change Order No. 2

February 27, 2012

BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO #1 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension
General Contractor	Diversified Landscape Management, Inc.		\$1,196,552.00	\$4,982.00	\$2,274.04	\$1,203,808.04	
	23052 Alicia Parkway, Suite 385 Mission Viejo, CA 92692	TOTAL	1,196,552.00			1,203,808.04	0

COR No.	Date	Description	Requested	Status	Amount	Time Extension
10	1/27/2012	Delete flatwork, add planting and irrigation	District	reviewed	\$0.00	0
12	1/27/2012	Alterations to underground conduit	District	reviewed	\$0.00	0
13	1/27/2012	Delete 12-24" trees, add 3-36" trees	District	reviewed	\$496.00	0
14	1/27/2012	Mowstrip and irrigation modification	District	reviewed	\$0.00	0
15	2/9/2012	Drain Relocation	District	reviewed	\$0.00	0
16	2/9/2012	Add windscreen to fence	District	reviewed	\$1,778.04	0
TOTAL THESE CHANGE ORDER REQUESTS					\$2,274.04	

EXHIBIT A
Page 1 of 1

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Irvine Valley College: Life Sciences: Geotechnical Consultant Agreement Amendment No. 2
ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$7,468,000 in basic aid for the Irvine Valley College Life Sciences building. On October 26, 2009, the Board of Trustees approved CEM Laboratory Corporation to perform geotechnical and special inspection services which are currently underway. On October 26, 2011, the Board approved a no cost change to align the inspection hourly rates with the prevailing wage rate requirements.

STATUS

Original welding inspection estimates, based on a typical two story steel frame structure equaled 900 hours. The contractor has understaffed the project resulting in a need for more welding inspection hours than originally estimated. Additionally, the contractor chose an out of state fabricator increasing the amount of per diem costs.

Staff has reviewed CEM Laboratory Corporations request for a change to their contract (Exhibit A) for additional funding of \$57,927 to meet these increased expenses and recommends Board approval.

Staff will include the consideration of increased inspection cost when negotiating related change orders with the contractor.

Funds are available within the approved project budgets which are \$7,468,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 to the agreement (EXHIBIT A) with C.E.M. Lab Corp. for \$57,927 to provide additional inspection services for the Life Sciences building project at Irvine Valley College. The total revised contract amount is \$234,552.00.

**AMENDMENT NO. 2
GEOTECHNICAL SERVICES AGREEMENT
LIFE SCIENCES PROJECT
IRVINE VALLEY COLLEGE**

February 27, 2012

THIS AMENDMENT shall modify the original agreement dated October 27, 2009, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and C.E.M. Lab Corp., Inc. hereinafter referred to as "CONSULTANT."

WHEREAS, Article IV of the original agreement establishes that the Board of Trustees must approve an amendment to this Agreement; and

WHEREAS, the original estimate for welding costs was based on a typical two story steel frame structure and construction schedule equaling 900 hours; and

WHEREAS, the contractor has staffed the project with fewer personnel than is typical resulting in a need to extend the inspection schedule by an additional 650 hours; and

WHEREAS, the shop fabrication occurred in Utah increasing the per diem cost beyond the original estimate;

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

1. Increase number of hours assigned to welding inspection by 650 hours at the contract rate of \$70/hour	\$45,500
2. Increase per diem charges for out of state fabrication	\$12,427
Total	\$57,927

for a revised contract amount of $\$176,625 + \$57,927 = \$234,552$.

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
C.E.M Lab Corp., Inc.

By: _____
Debra Fitzsimons
Title: Vice Chancellor, Business Services

By: _____
Sohail A. Binaei
Title: President

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Landscaping Project, Contract Amendment No.3 for Increased Architectural Services

ACTION: Approval

BACKGROUND

On April 27, 2009, the Board of Trustees approved \$1,250,000 in basic aid for Irvine Valley College Landscaping Project adjacent to the Performing Arts and Business Sciences Innovation and Technology buildings. On January 25, 2010, the Board approved a contract with RJM Design Group, Inc. for \$102,245. On July 26, 2010, the Board approved contract amendment No.1 for \$5,600 and on February 28, 2011, approved amendment No. 2 for \$39,085 for a new contract total of \$146,930.

STATUS

The architect has provided a proposal for the design of a pedestal for a memorial plaque which is additional scope to the contract. District staff has reviewed the proposal and recommends approval of a \$2,295 increase to the contract.

Funds for these services are available in the project budget which is \$1,796,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve amendment No. 3 in the amount of \$2,295.00 with RJM Design Group, Inc. to provide additional architectural services for the Irvine Valley College Landscape project. The total revised contract amount is \$149,225.00.

**AMENDMENT NO. 3
ARCHITECTURAL SERVICES AGREEMENT
LANDSCAPE PROJECT
IRVINE VALLEY COLLEGE**

February 27, 2012

THIS AMENDMENT shall modify the original agreement executed January 29, 2010, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and RJM Design Group, Inc. 31591 Camino Capistrano, San Juan Capistrano, CA 92675, hereinafter referred to as "ARCHITECT."

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

WHEREAS, the scope of services has been increased to address additional architectural services as requested by the District; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "ARCHITECT" for additional services described in the original agreement and issued after the date of this amendment as follows:

FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:

1. Provide design services to add pedestal for memorial plaque	\$2,295
Total	\$2,295

for a total contract amount of \$146,930 + \$2,295 = \$149,225.

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
RJM Design Group, Inc.

By: _____
Dr. Debra L. Fitzsimons

By: _____

Title: Vice Chancellor, Business Services

Title: _____

Date: _____

Date: _____

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and IVC: Curriculum and Certificates/Degrees
Revisions for the 2012-2013 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 2012-2013 Academic Year.

RECOMMENDATION

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

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

SCHOOL OF FINE ARTS

APPLIED MUSEUM STUDIES

Certificate of Achievement

The applied museum studies Certificate of Achievement emphasizes the development and practical application of up-to-date museum-related job skills and museum theory. This comprehensive program is designed to serve students preparing to enter the museum profession, those re-entering the work force, and current museum workers looking for professional development opportunities. Coursework includes topics related to all areas of museum operations. Courses are taught in the context of the museum community to allow students to gain an insider's understanding of the demands of a career in the arts.

Complete the following courses in order as listed:

ARTH 110	Introduction to Museums	3
ARTH 115	Collections Management	3
ARTH 135	Art Handling and Preparator Studies	1
ARTH 130	Museum Technologies	1
ARTH 120	Curatorial Practice	3
ARTH 125	Visitor Services and Museum Education	3
ARTH 140	Museum Publicity and Marketing	2
ARTH 145	Museum Fundraising and Development	1
CWE 168	Cooperative Work Experience: Applied Museum Studies	1
	Total Units:	18

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

SCHOOL OF FINE ARTS

ART
Associate in Arts

Complete the following course:

ART 40	2-D Design and Color	3
ART 41	3D Design	3
ART 50	Beginning Oil Painting	3
ART 80	Drawing Fundamentals	3
ART 85	Life Drawing I	3

Complete a total of 6 units from the following courses:

ARTH 4	Introduction to Art Theory	3
ARTH 25	Art History Survey I: Western	3
ARTH 26	Art History Survey II: Western	3
ARTH 27	Art History Survey III: Non-Western	3

Complete an additional 6 units from the following course areas.

ARTH 4	Introduction Art Theory	3
ARTH 20 , 22,		
23, 24, 25,		
26, 27, 28,		
29, 30, 31	Art History Courses	3
ART 80 , 81,		
82, 85, 86,		
186, 195	Drawing Courses	3
ART 50 , 51,		
52, 253	Painting Courses	3
ART 191	Portfolio Development	3
	Total Units:	27

Recommended Electives: FA 27; MUS 20; TA 20, 21, 26; any course in photography

ART
Associate in Arts

Complete the following course:

ART 40	2-D Design and Color	3
ART 41	3D Design	3
ART 50	Beginning Oil Painting	3
ART 80	Drawing Fundamentals	3
ART 85	Life Drawing I	3

Complete a total of 6 units from the following courses:

ARTH 4	Introduction to Art Theory	3
ARTH 25	Art History Survey I: Western	3
ARTH 26	Art History Survey II: Western	3
ARTH 27	Art History Survey III: Non-Western	3

Complete an additional 6 units from the following course areas.

ARTH 4	Introduction Art Theory	3
ARTH 22, 23		
24, 25, 26		
27, 28, 29		
30, 31	Art History Courses	3
ART 80, 81,		
82, 85, 86,		
186, 195	Drawing Courses	3
ART 50, 51,		
52, 253	Painting Courses	3
ART 191	Portfolio Development	3
	Total Units:	27

Recommended Electives: FA 27; MUS 20; TA 20, 21, 26; any course in photography

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

SCHOOL OF FINE ARTS

ART HISTORY
Associate in Arts

Complete the following course:

ARTH 4	Introduction to Art Theory	3
ARTH 25	Art History Survey I: Western	3
ARTH 26	Art History Survey II: Western	3
ARTH 27	Art History Survey III: Non-Western	3
ARTH 104	Introduction to Art Media	3

Complete a total of 9 units from the following courses:

ARTH 1	History of Photography	3
ARTH 22	Survey of Asian Art	3
ARTH 23	African and Oceanic Art	3
ARTH 24	Ancient Art	3
ARTH 28	Contemporary Art History	3
ARTH 29	19 th and Early 20 th Century Art	3
ARTH 30	Renaissance and Baroque Art	3
ARTH 31	Medieval Art	3
ARTH 133	American Art	3
ARTH 150	History of Graphic Design	3
	Total Units:	24

Recommended Electives: ARTH 110, 211; HUM 1, 21, 22, 50, 70, 71; WR 2

ART HISTORY
Associate in Arts

Complete the following course:

ARTH 4	Introduction to Art Theory	3
ARTH 25	Art History Survey I: Western	3
ARTH 26	Art History Survey II: Western	3
ARTH 27	Art History Survey III: Non-Western	3
ARTH 104	Introduction to Art Media	3

Complete a total of 9 units from the following courses:

ARTH 1	History of Photography	3
ARTH 22	Survey of Asian Art	3
ARTH 23	African and Oceanic Art	3
ARTH 24	Ancient Art	3
ARTH 28	Contemporary Art History	3
ARTH 29	19 th and Early 20 th Century Art	3
ARTH 30	Renaissance and Baroque Art	3
ARTH 31	Medieval Art	3
ARTH 32	History of World Architecture	3
ARTH 133	American Art	3
ARTH 150	History of Graphic Design	3
	Total Units:	24

Recommended Electives: ARTH 110, 211; HUM 1, 21, 22, 50, 70, 71; WR 2

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

SCHOOL OF FINE ARTS

SPEECH
Associate in Arts

Complete the following courses:

SP 1 Communication Fundamentals 3

Complete 15 units from any of the following courses:

SP 2	Persuasion	3
SP 3	Argumentation and Debate	3
SP 9	Intercultural Communication	3
SP 30	Introduction to Oral Interpretation	3
SP 35	Voice and Diction	3
SP 100	Group Dynamics and Leadership	3
SP 105	Interpersonal Communication	3
SP 106A	Forensic Activity A	1
SP 106B	Forensic Activity B	2.5
SP 106C	Forensic Activity C	4
TA 1	Acting	3
TA 12	Directing	3
	Total Units:	18

SP 106 is recommended each semester

COMMUNICATION STUDIES
Associate in Arts

Complete the following courses:

COMM 1 Communication Fundamentals 3

Complete 15 units from any of the following courses:

COMM 2	Persuasion	3
COMM 3	Argumentation and Debate	3
COMM 9	Intercultural Communication	3
COMM 30	Introduction to Oral Interpretation	3
COMM 35	Voice and Diction	3
COMM 100	Group Dynamics and Leadership	3
COMM 105	Interpersonal Communication	3
COMM 106A	Forensic Activity A	1
COMM 106B	Forensic Activity B	2.5
COMM 106C	Forensic Activity C	4
TA 1	Acting	3
TA 12	Directing	3
	Total Units:	18

SP 106 is recommended each semester

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES
SCHOOL OF MATH, COMPUTER SCIENCE, AND ENGINEERING

COMPUTER LANGUAGES
Associate in Science and Certificate of Achievement

Complete the following course:

CS 1 Introduction to Computer Systems -4

Complete any four of the following courses:

CS 6A Computer Discrete Mathematics I 3
CS 6B Computer Discrete Mathematics II 3
CS 36 C Programming -4
CS 37 C++ Programming -4
CS 50A HTML/XHTML Programming -4
CS 130 Visual Basic programming -4
CS 131 Database Management Programming -4

Complete any two of the following courses:

CS 39 C# Programming Using
Microsoft.NET -4
CS 40A Computer Organization and Assembly
Language I -4
CS 40B Computer Organization and Assembly
Language II -4
CS 41 Data Structures -4
Total Units: 26-28

COMPUTER LANGUAGES
Associate in Science and Certificate of Achievement

Complete the following course:

CS 1 Introduction to Computer Systems 3

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 50 HTML/XHTML Programming 3
CS 130 Visual Basic programming 3
CS 131 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

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

SCHOOL OF FINE ARTS

CURATORIAL STUDIES
Certificate of Proficiency

This certificate is intended to help students to qualify for entry-level museum positions such as curatorial assistant, collections manager assistant, gallery assistant, and registration assistant. Courses examine the fundamentals of curatorial practice including research and writing, exhibition development and design, and collection development and care.

Complete the following courses:

ARTH 110 Introduction to Museums	3
ARTH 115 Collections Management	3
ARTH 120 Curatorial Practice	3
Total Units:	9

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

SCHOOL OF SOCIAL SCIENCES

EARLY CHILDHOOD ASSISTANT TEACHER

Certificate of Proficiency

Completion of the Early Childhood Teacher Assistant certificate enables the student to meet basic Title 22 course requirements for preschool teaching. Title 22 licensing also requires work experience of a minimum of 50 days of 3 hours per day in an Early Childhood setting. This requirement may be met through a 3-unit CWE 168: Human Development course.

Complete the following courses:

HD 7	Developmental Psychology: Childhood and Adolescence	3
Or		
PSYC 7	Developmental Psychology: Childhood and Adolescence	3
HD 15	Socialization of the Child: Child, Family, Community	3
SOC 15	Socialization of the Child: Child, Family, Community	3

Complete 6 units from the following courses:

HD 110	Principles and Practices of Teaching Young Children	3
HD 115	Introduction to Curriculum	3
HD 120	Child Guidance and Discipline	3
HD 131	Creative Development in Young Children	3
HD 145	Language and Literacy Foundations	3
HD 150	Health, Safety and Nutrition of Children	3
	Total Units:	12

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

SCHOOL OF SOCIAL SCIENCES

EARLY CHILDHOOD ASSOCIATE TEACHER
Certificate of Proficiency

The Early Childhood Associate Teacher Certificate of Proficiency meets the academic requirements of the California Child Development Associate Teacher Permit which enables teachers to work in state or federally funded programs. This Permit also requires work experience of a minimum of 50 days of 3 hours per day in an Early Childhood setting. This requirement may be met through a 3-unit CWE 168: Human Development course.

Complete the following courses:

HD 7	Developmental Psychology: Childhood And Adolescence	3
Or		
PSYC 7	Developmental Psychology: Childhood And Adolescence	3
HD 15	Socialization of the Child: Child, Family, Community	3
SOC 15	Socialization of the Child: Child, Family, Community	3
HD 110	Principles and Practices of Teaching Young Children	3
HD 115	Introduction to Curriculum	3
HD 120	Child Guidance and Discipline	3

Complete 2 units from the following courses:

HD 231	Child Maltreatment: Identification And Treatment	1
HD 232	Children and Divorce	1
HD 250	Teaching Mathematics in Play-Based Early Childhood Programs	1
HD 251	Teaching Science in a Play-Based Early Childhood Program	1
HD 252	Teaching Literacy in a Play-Based Early Childhood Program	1
HD 253	Dealing with Challenging Children	1
	Total Units:	17

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

SCHOOL OF PHYSICAL SCIENCES

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	—4
CS 40A	Computer Organization and Assembly Language I	—4
CS 40B	Computer Organization and Assembly Language II	—4
Total Units:		28

Recommended Electives: ET 101, PHYS 20

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:		28

Recommended Electives: ET 101, PHYS 20

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

SCHOOL OF HUMANITIES AND LANUAGES

FRENCH
Associate in Arts

Complete the following course:

FR 1	Beginning French I {or FR 1A and 1B}	5
FR 2	Beginning French II {or FR 2A and 2B}	5
FR 3	Intermediate French	5
FR 4	Intermediate French	5
FR 5	Advanced French	5
FR 10	Intermediate Conversational French	3
FR 221	French Culture and Cuisine	3
	Total Units:	34

FRENCH
Associate in Arts

Complete the following course:

FR 1	Beginning French I {or FR 1A and 1B}	5
FR 2	Beginning French II {or FR 2A and 2B}	5
FR 3	Intermediate French	5
FR 4	Intermediate French	5

Complete a minimum of 6 units from the following courses:

FR 5	Advanced French	5
FR 10	Intermediate Conversational French	3
FR 11	Advanced Conversational French	3
FR 15A	Intermediate French Composition and Grammar I	3
FR 15B	Intermediate French Composition and Grammar II	3
FR 221	French Culture and Cuisine	3
	Total Units:	26

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

SCHOOL OF HUMANITIES AND LANGUAGES

HUMANITIES AND LANGUAGES

Associate in Arts

The intent of this degree is to prepare students for careers and/or higher education in the humanities and languages, generally, or in specific disciplines within this broad designation.

This degree emphasizes the methods and values of humanistic study. Students investigate the role that philosophy, literature, religion, history, and the arts play in the shaping of human cultures. ~~Students also consider how the central traditions, values, ideas and texts, and the aesthetic concepts of a culture reflect the human condition. Students explore the connection of language to daily life and cultural context, regardless of which language they use to conduct their study and to converse.~~

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

ART: ARTH/PHOT 1, ARTH 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 133
 CHINESE*: CH 2
 DIGITAL MEDIA ART: DMA 150
 FRENCH*: FR 2, [or 2A+2B], 3, 4, 5, 10
 HISTORY: HIST 1, 2, 10, 11, 20, 21, 24, 33, 40, 41, 51
 HUMANITIES: HUM 2, 20, 21, 22, 27, 50, 70, 71, 73
 JAPANESE*: JA 2 [2A+2B], 3, 4, 5, 10, 21
 LITERATURE: LIT 1, 20, 21, 22, 23, 24, 30, 31, 32, 33, 40, 41, 42, 43, 46, 47, 110
 PHILOSOPHY: PHIL 1, 2, 3, 5, 10, 11
~~POLITICAL SCIENCE: PS 1, 4, 14~~
 READING: RD 174
 SIGN LANGUAGE: SIGN 21, 22, 23
 SPANISH*: SPAN 2 [or 2A+2B], 3, 4, 10
 WRITING: WR 2, 10, 13

Total Units: 18

HUMANITIES AND LANGUAGES

Associate in Arts

The intent of this degree is to prepare students for careers and/or higher education in the humanities and languages, generally, or in specific disciplines within this broad designation.

This degree emphasizes the methods and values of humanistic study. Students investigate the role that language, philosophy, literature, religion, history, and the arts play in the shaping of human cultures. The curriculum also encourages students to consider how the central traditions, values, ideas, and texts, and the aesthetic concepts of a culture, reflect the human condition.

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

CHINESE*: CH 2
 FRENCH*: FR 2, [or 2A+2B], 3, 4, 5, 10
 HISTORY: HIST 1, 2, 10, 11, 20, 21, 24, 33, 40, 41, 51
 HUMANITIES: HUM 2, 3, 4, 20, 21, 22, 27, 50, 70, 71, 72, 73, 74, 80
 JAPANESE*: JA 2 [2A+2B], 3, 4, 5, 10, 21, 23
 JOURNALISM: JRNL 40
 LITERATURE: LIT 1, 20, 21, 22, 23, 24, 30, 31, 32, 33, 40, 41, 42, 43, 46, 47, 110
 PHILOSOPHY: PHIL 1, 2, 3, 5, 10, 11
 READING: RD 174
 SIGN LANGUAGE: SIGN 22, 23
 SPANISH*: SPAN 2 [or 2A+2B], 3, 4, 10
 WRITING: WR 2, 10, 13

Total Units: 18

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

SCHOOL OF GUIDANCE AND COUNSELING

LIBERAL STUDIES: TEACHER EDUCATION

Associate in Arts

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

ARTS AND HUMANITIES:

ARTH 20; FA 27; MUS 1, 20; TA 20

ENGLISH COMMUNICATION:

PHIL 3; RD 174; SP 1, 2, 3; WR 1, 2

LITERATURE:

LIT 7, 20, 21, 22, 23

MATHEMATICS:

MATH 105

NATURAL SCIENCES:

BIO 1; EARTH 20, GEOL 1; PHYS 20

SOCIAL SCIENCES:

GEOG 2, 3; HIST 1, 20; HD 7 or PSYC 7; HD 15 or
SOC 15; PS 1

Total Units: 18

LIBERAL STUDIES: TEACHER EDUCATION

Associate in Arts

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

ARTS AND HUMANITIES:

ARTH 20; DNCE 12; FA 27; HIST 1, 10; MUS 1, 20;
TA 20

ENGLISH COMMUNICATION:

COMM 1, 2, 3; PHIL 3; RD 174; WR 1, 2

LITERATURE:

LIT 1, 7, 20, 21, 22, 23

MATHEMATICS:

CS 6A or MATH 30, CS 6B or MATH 31; ECON 10
or MGT 10; MATH 2, 3A, 3B, 4A, 8, 10, 11, 13, 24,
26, 105, 124; PSYC 10

NATURAL SCIENCES:

BIO 1 or BIO 1 and 1L; EARTH 20; GEOL 1; PHYS 20

SOCIAL SCIENCES:

GEOG 2, 3; HIST 1, 20, 21; HD 7 or PSYC 7; HD 15 or
SOC 15; PS 1, PSYC 13

Total Units: 18

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

SCHOOL OF MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING

MATHEMATICS
Associate in Arts

Complete the following courses:

MATH 3A	Analytic Geometry and Calculus I	5
MATH 3B	Analytic Geometry and Calculus II	5
MATH 4A	Analytic Geometry and Calculus III	5
MATH 24	Elementary Differential Equations	4
MATH 26	Introduction to Linear Algebra	4

Complete one of the following courses:

PHYS 4A	General Physics	4
CS 36	C Programming	4
CS 37	C** Programming	4
	Total Units:	27

MATHEMATICS
Associate in Arts

Complete the following courses:

MATH 3A	Analytic Geometry and Calculus I	5
MATH 3B	Analytic Geometry and Calculus II	5
MATH 4A	Analytic Geometry and Calculus III	5
MATH 24	Elementary Differential Equations	4
MATH 26	Introduction to Linear Algebra	4

Complete one of the following courses:

PHYS 4A	General Physics	4
CS 36	C Programming	3
CS 37	C** Programming	3
	Total Units:	26-27

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

SCHOOL OF FINE ARTS

MUSEUM EDUCATION AND VISITOR SERVICES
Certificate of Proficiency

This certificate is intended to help prepare students to qualify for entry-level museum positions such as education assistant, outreach coordinator assistant, visitor assistant, docent, and museum teacher assistant. Courses examine the fundamentals of writing age-based museum curriculum, developing outreach programs and materials, valuating the visitor experience, and implementing improvements.

Complete the following courses:

ARTH 110 Introduction to Museums	3
ARTH 125 Visitor Services and Museum Education	3
ARTH 130 Museum Technologies	1
Total Units:	7

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

SCHOOL OF BUSINESS SCIENCE

PARALEGAL STUDIES

Associate in Science and Certificate of Achievement

Complete the following courses:

LGL 201	Introduction to Paralegal Studies and Ethics	2
LGL 202	Computer Technology and Electronic Research	3.5
LGL 203	Business law Contracts and Torts	3
LGL 205	Introduction to Legal Research and Writing	3
LGL 206A	Civil Litigation I	3
LGL 206B	Civil Litigation II	3
CWE 168	Cooperative Work Experience: Paralegal	1-4

Complete a minimum of 9 semester units from the following courses:

ACCT 215	General Accounting	3
AJ 2*	Introduction to Administration of Justice	3
CIM 107.1	Introduction to Personal Computer Applications	3.5
CIM 210.3	Word Processing III Certification	3.5
MGT 12A*	Legal Environment of Business	3
MGT 104	Business Communications	3
LGL 208	Wills, Trusts and Estates	3
LGL 209	Bankruptcy	3
RE 174A*	Legal Aspects of Real Estate	3
	Total Units:	27.5-30.5

AJ 2, MGT 12A and RE 174 recommended

PARALEGAL STUDIES

Associate in Science and Certificate of Achievement

Complete the following courses:

LGL 201	Introduction to Paralegal Studies and Ethics	2
LGL 202	Computer Technology and Electronic Research	3.5
LGL 203	Business law Contracts and Torts	3
LGL 205	Introduction to Legal Research and Writing	3
LGL 206A	Civil Litigation I	3
LGL 206B	Civil Litigation II	3

Complete a minimum of 9 semester units from the following courses:

ACCT 215	General Accounting	3
AJ 2*	Introduction to Administration of Justice	3
CWE 168	Cooperative Work Experience: Paralegal	1-4
MGT 12A*	Legal Environment of Business	3
MGT 104	Business Communications	3
LGL 208	Wills, Trusts and Estates	3
LGL 209	Bankruptcy	3
RE 174A*	Legal Aspects of Real Estate	3
	Total Units:	26.5

AJ 2, MGT 12A and RE 174 recommended

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

SCHOOL OF PHOTOGRAPHY

PHOTOGRAPHY
Associate in Arts

Complete the following course:

PHOT 1	History of Photography	3
PHOT 54	Beginning Photography	3
PHOT 55	Intermediate Photography	3
PHOT 56	Advanced Photography	3

~~Complete a minimum of 9 units from the following courses:~~

DMA 52	Intermediate Digital Photography	3
PHOT 51	Digital Photography	3
PHOT 55	Intermediate Photography (additional units)	3
PHOT 56	Advanced Photography (additional units)	3
PHOT 191	Portfolio Development	3
Total Units:		21

~~Recommended Electives: Any of the photography courses listed above that have not been selected in fulfillment of the major.~~ ART 40; courses in art and art history

PHOTOGRAPHY
Associate in Arts

Complete the following course:

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

Recommended Electives: ART 40; courses in art and art history

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.

<i>Required Core (9 units):</i>		TA 142A Theatre Production A	1
<i>Introduction to Theatre (3) or Theatre History I (3)</i>		TA 142B Theatre Production B	2
TA 20 Theatre Appreciation: Classical		TA 142C Theatre Production C	3
Overview	3		
TA 25 Great Plays: Primitive to Renaissance	3		
TA 26 Great Plays: Renaissance to Contemporary	3		
		<i>LIST A (Select 3): 9 UNITS</i>	
		<i>Acting II</i>	
		TA 8 Advanced Acting	3
<i>Acting I (3 units)</i>		<i>Introduction to Design</i>	
TA 1 Acting	3	TA 40B Introduction to Theatre Design	3
<i>Rehearsal and Performance (maximum 3 units) or Technical Theatre Practicum (maximum 3 units):</i>		<i>Introduction to State Lighting</i>	
TA 15 Rehearsal and Performance: Drama	2	TA 41 State Lighting	3
TA 15A Introduction to Rehearsal and Performance: Drama	1	<i>Introduction to State Costume</i>	
TA 15B Continuation of Rehearsal and Performance: Drama	1	TA 42 Costume Design	3
TA 16 Rehearsal and Performance: Comedy	2	<i>State Makeup</i>	
TA 16A Introduction to Rehearsal and Performance: Comedy	1	TA 43 Stage Makeup	1
TA 16B Continuation of Rehearsal and Performance: Comedy	1	<i>Script Analysis</i>	
TA 17 Rehearsal and Performance: Mixed Genres	2	TA 2 Beginning Scene Study	3
TA 17A Introduction to Rehearsal and Performance: Mixed Genres	1	Or	
TA 17B Continuation of Rehearsal and Performance: Mixed Genres	1	TA 3 Advanced Scene Study	3
TA 18 Rehearsal and Performance: Dance	2	<i>Stagecraft</i>	
TA 18A Introduction to Rehearsal and Performance: Dance	1	TA 40C Scenic Design for the Theatre	2
TA 18B Continuation of Rehearsal and Performance: Dance	1	Total Units:	18
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		

IRVINE VALLEY COLLEGE
Curriculum Changes for 2012/13

	A	B	C	D	E
1				KEY CODE	assign: Assignments
2					c/l w/+: cross-listed with (and list the other crs id)
3					ce: contract education
4					co: corequisite
5					crsd: course id
6					dc: delete course
7					dv: delete version of course
8					hrs: hours
9					lim: limitation
10					lrng obj: learning objectives
11					moe: methods of evaluation
12					nc: new course
13					nv: new version of an existing course
14					prereq: prerequisite
15					rec: recommended preparation
16					rpt: repeatability
17					sam: SAM code
18					sr: scheduled review with no significant revisions
19					ti: title
20					top: TOP code
21					tps: topics
22					txt: textbook
23					un: units
24					val: validation
25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
26	Business Science	ACCT 114	110.00	Business Mathematics	desc, tps, lrng obj, moe, assign, txt
27	Business Science	ACCT 202A	13234.00	Intermediate Accounting I	dc
28	Business Science	ACCT 215	155.05	General Accounting	desc, lrng obj, moe, assign, txt
29	Social Sciences	AJ 161	3420.00	Organized Crime and Criminal Enterprise in America	desc, txt, val
30	Fine Arts	ARTH 1	9163.10	History of Photography	desc, assign, top
31	Fine Arts	ARTH 104	11013.00	Introduction to Art Media	desc, top
32	Fine Arts	ARTH 133	11012.00	American Art	desc, top
33	Fine Arts	ARTH 150	10315.10	History of Graphic Design	desc, rec, top, text
34	Fine Arts	ARTH 20	855.00	Art Appreciation	desc, assign, top, txt
35	Fine Arts	ARTH 115	14206.00	Collections Management	ti, crsid
36	Fine Arts	ARTH 22	10506.00	Survey of Asian Art	desc, moe, assign, top
37	Fine Arts	ARTH 120	14254.00	Curatorial Practice	nc
38	Fine Arts	ARTH 125	14257.00	Visitor Services and Museum Education	nc
39	Fine Arts	ARTH 23	11006.00	African and Oceanic Art	desc, top
40	Fine Arts	ARTH 130	14263.00	Museum Technologies	nc
41	Fine Arts	ARTH 135	14262.00	Art Handling and Preparator Studies	nc

IRVINE VALLEY COLLEGE
Curriculum Changes for 2012/13

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
42	Fine Arts	ARTH 24	11007.00	Ancient Art	desc, top
43	Fine Arts	ARTH 140	14265.00	Museum Publicity and Marketing	nc
44	Fine Arts	ARTH 145	14267.00	Museum Fundraising and Development	nc
45	Fine Arts	ARTH 25	880.00	Art History Survey I: Western	desc, top
46	Fine Arts	ARTH 26	885.00	Art History Survey II: Western	desc, top
47	Fine Arts	ARTH 27	11008.00	Art History Survey III: Non-Western	desc, top
48	Fine Arts	ARTH 28	890.00	Contemporary Art History	desc, moe, top, assign, txt
49	Fine Arts	ARTH 29	11009.00	19th and 20th Century Art	desc, top
50	Fine Arts	ARTH 30	11010.00	Renaissance and Baroque Art	desc, top
51	Fine Arts	ARTH 31	11011.00	Medieval Art	desc, top
52	Fine Arts	ARTH 32	14258.00	History of World Architecture	nc
53	Fine Arts	ARTH 4	715.00	Introduction to Art Theory	desc, assign, top, val
54	Physical Sciences	ASTR 20	950.00	General Astronomy	assign, txt
55	Physical Sciences	ASTR 25	955.00	Observational Astronomy	tps, assign, txt
56	Life Sciences	BIO 101	11017.00	Field Biology: Coastal Marine Ecosystems	desc, rec, tps, assign, txt, val

IRVINE VALLEY COLLEGE
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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
57	Life Sciences	BIO 19	1035.00	Marine Biology	c/l w/+: cross-listed with ENV 19 rec, desc, tps, lmg obj, moe, assign, txt
58	Life Sciences	BIO 2	985.00	Plant Biology	c/l w/ENV 2, desc, tps, lmg obj, moe, assign, txt, val
59	Life Sciences	BIO 32	14214.00	Micobes and You: Allis and Enemies	dc
60	Life Sciences	BIO 32		Micobes and You: Allis and Enemies	nc (un)
61	Life Sciences	BIO 93L	14190.00	From DNA to Organisms Laboratory	nc
62	Life Sciences	BIO 94	14157.00	From Organisms to Ecosystems	prereq, rec
63	Fine Arts	COMM 1	6310.00	Communication Fundamentals	crsid (formerly SP 1)
64	Fine Arts	COMM 100	4190.15	Group Dynamics and Leadership	crsid (formerly SP 100)
65	Fine Arts	COMM 105	9367.00	Interpersonal Communication	crsid (formerly SP 105)
66	Fine Arts	COMM 106A	6325.05	Forensic Activity A	crsid (formerly SP 106A)
67	Fine Arts	COMM 106B	6325.10	Forensic Activity B	crsid (formerly SP 106B)
68	Fine Arts	COMM 106C	6325.25	Forensic Activity C	crsid (formerly SP 106C)
69	Fine Arts	COMM 2	6315.00	Persuasion	crsid (formerly SP 2)
70	Fine Arts	COMM 3	6320.00	Argumentation and Debate	crsid (formerly SP 3)

IRVINE VALLEY COLLEGE
Curriculum Changes for 2012/13

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
71	Fine Arts	COMM 30	6335.05	Introduction to Oral Interpretation	crsid (formerly SP 30)
72	Fine Arts	COMM 35	6350.05	Voice and Diction	crsid (formerly SP 35)
73	Fine Arts	COMM 9	9366.00	Intercultural Communication	crsid (formerly SP 9)
74	Math, CS Engr	CS 1	1620.30	Introduction to Computer Systems	nc
75	Math, CS Engr	CS 1	1620.05	Introduction to Computer Systems	dc
76	Math, CS Engr	CS 10	14275.00	Introduction to Programming Using Python	nc
77	Math, CS Engr	CS 130	9369.10	Visual Basic Programming	nc
78	Math, CS Engr	CS 130	9369.00	Visual Basic Programming	dc
79	Math, CS Engr	CS 131	1690.20	Database Management Programming	nc
80	Math, CS Engr	CS 131	1690.05	Database Management Programming	dc
81	Math, CS Engr	CS 36	1730.15	C Programming	nc
82	Math, CS Engr	CS 36	1730.05	C Programming	dc

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
83	Math, CS Engr	CS 37	9263.10	C++ Programming	nc
84	Math, CS Engr	CS 37	9263.00	C++ Programming	dc
85	Math, CS Engr	CS 38	9642.10	Java Programming	nc
86	Math, CS Engr	CS 38	9642.00	Java Programming	dc
87	Math, CS Engr	CS 39	10805.10	C# Programming Using Microsoft.NET	nc
88	Math, CS Engr	CS 39	10805.00	C# Programming Using Microsoft.NET	dc
89	Math, CS Engr	CS 40A	1715.05	Computer Organization and Assembly Language I	nc
90	Math, CS Engr	CS 40A	1720.25	Computer Organization and Assembly Language I	dc
91	Math, CS Engr	CS 40B	1720.30	Computer Organization and Assembly Language II	nc
92	Math, CS Engr	CS 40B	1720.05	Computer Organization and Assembly Language II	dc
93	Math, CS Engr	CS 41	1645.25	Data Structures	nc

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94	Math, CS Engr	CS 41	1645.05	Data Structures	dc
95	Math, CS Engr	CS 50	9641.10	HTML/XHTML Programming	nc
96	Math, CS Engr	CS 50A	9641.00	HTML/XHTML Programming	dc
97	Life Sciences	CWE 167	14164.00	Cooperative Work Experience: Life Sciences	crsid (formerly CWE 168)
98	Social Sciences	CWE 167	10729.00	Cooperative Work Experience: Economics	crsid (formerly CWE 168)
99	Social Sciences	CWE 167	10729.10	Cooperative Work Experience: Economics	crsid (formerly CWE 168)
100	Social Sciences	CWE 167	10729.20	Cooperative Work Experience: Economics	crsid (formerly CWE 168)
101	Social Sciences	CWE 167	10729.30	Cooperative Work Experience: Economics	crsid (formerly CWE 168)
102	Physical Sciences	CWE 168	11131.00	Cooperative Work Experience: Electronic Technology	sr
103	Physical Sciences	CWE 168	11131.20	Cooperative Work Experience: Electronic Technology	sr
104	Physical Sciences	CWE 168	11131.30	Cooperative Work Experience: Electronic Technology	sr

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
105	Physical Sciences	CWE 168	11131.40	Cooperative Work Experience: Electronic Technology	sr
106	Social Sciences	CWE 168	11123.00	Cooperative Work Experience: Administration of Justice	sr
107	Social Sciences	CWE 168	11123.20	Cooperative Work Experience: Administration of Justice	sr
108	Social Sciences	CWE 168	11123.30	Cooperative Work Experience: Administration of Justice	sr
109	Social Sciences	CWE 168	11123.40	Cooperative Work Experience: Administration of Justice	sr
110	Social Sciences	CWE 168	3392.00	Cooperative Work Experience: Human Development	sr
111	Social Sciences	CWE 168	3392.10	Cooperative Work Experience: Human Development	sr
112	Social Sciences	CWE 168	3392.20	Cooperative Work Experience: Human Development	sr
113	Social Sciences	CWE 168	3392.30	Cooperative Work Experience: Human Development	sr
114	Fine Arts	CWE 168	14290.00	Cooperative Work Experience: Applied Museum Studies	nc
115	Fine Arts	DMA 150	10315.00	History of Graphic Design	desc, rec, text

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
116	Math, CS Engr	DMP 200	10500.00	Introduction to Model Making and Design	txt
117	Math, CS Engr	DMP 210	10502.00	Rapid Visualization	tps, lrng objc, assign, txt
118	Math, CS Engr	DMP 220	10503.00	Basic Model Making	lrng obj, moe, txt
119	Math, CS Engr	DMP 230	10556.00	3D Computer Design	tps, moes, assign, txt
120	Math, CS Engr	DMP 240	10669.00	3D Rapid Model Making and Prototype Development I	tps, lrng obj, txt, val
121	Math, CS Engr	DMP 260	10505.00	Modeling and Prototyping Meghods and Materials	rpt, tps, lrng obj, assign, txt
122	Math, CS Engr	DR 101	2050.00	Engineering Drawing and Design	prereq, tps, lrng obj, assign, moe, txt, val
123	Social Sciences	ECON 1	2100.00	Principles of Economics-Micro	prereq, txt
124	Social Sciences	ECON 105	10740.00	Personal Financial Planning	desc, tps, lrng obj, moe, txt, val
125	Social Sciences	ECON 2	2105.00	Principles of Economics-Macro	rec, prereq, txt
126	Physical Sciences	ELEC 200A		OSHA 10	nc

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
127	Physical Sciences	ELEC 201		Residential Wiring	nc
128	Physical Sciences	ELEC 203	13247.10	Commercial and Industrial Wiring	nc
129	Physical Sciences	ELEC 210	14278.00	Introduction to Renewable Energy	nc
130	Life Sciences	ENV 19	1035.10	Marine Biology	nc (c/l w/ BIO 19)
131	Life Sciences	ENV 2	TBD	Plant Biology	nc (c/l w/BIO 2)
132	Life Sciences	ENVT 180	14216.00	Introduction to recycling and Resource Management	crsid (formerly ENV)
133	Life Sciences	ENVT 185	14217.00	Culture and Zero Waste	crsid (formerly ENV)
134	Life Sciences	ENVT 190	14218.00	Recourse Management and Zero Waste for Communities	crsid (formerly ENV)
135	Life Sciences	ENVT 195	14219.00	resource Management and Zero Waste in Business	crsid (formerly ENV)
136	Humanities	ESS 310	6297.00	Basic Grammar and Paragraphing Skills	desc, tps, lmg obj, moe, assign, txt, val
137	Humanities	ESS 345	6303.00	Basic Reading and Vocabulary Development	tps, lmg objc, moe, assign, txt
138	Physical Sciences	ET 101	2180.00	Electronics in Everyday Life	desc, tps, assign, lmg obj, txt

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139	Physical Sciences	ET 102	2190.00	Basic Electric Circuits I	desc, rec, tps, moe, assign, txt
140	Physical Sciences	ET 104	2192.00	Basic Electric Circuits II	desc, tps, moe, assign, txt, val
141	Physical Sciences	ET 105	2193.00	Electronic Devices and Circuits I	tps, lrng, obj, moe, assign
142	Physical Sciences	ET 107	2195.00	Electronic Devices and Circuits II	desc, tps, lrng, obj, moe, assign, val
143	Physical Sciences	ET 116	2200.00	Industrial Electronics	tps, lrng obj, moe, assign, prereq, rec, txt
144	Physical Sciences	ET 119	10713.00	Industrial Automation Using PLCs	tps, lrng obj, moe, assign, txt
145	Physical Sciences	ET 120	2220.00	Introduction to Micrororcessors and Microcontrollers	desc, prereq, rec, tps, moe, assign, txt, val
146	Physical Sciences	ET 201	11116.00	Residential Wiring	dc
147	Physical Sciences	ET 203	13247.00	Commercial and Industrial Wiring	dc
148	Fine Arts	FA 27	2915.00	Introduction to Fine Arts	dc
149	Humanities	FR 1	2930.00	Beginning French I	tps, lrng objc, moe, assign, txt

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150	Fine Arts	FR 15A	14153.00	Intermediate French Composition and Grammar I	desc, tps, lrng obj, moe, assign,
151	Fine Arts	FR 15B	14154.00	Intermediate French Composition and Grammar I	desc, tps, lrng obj, moe, assign, val
152	Humanities	FR 180	13230.00	French Language Conference	desc, coreq, val
153	Humanities	FR 19	11146.00	Basic French Pronunciation	crsid (formerly FR 100C), desc, rpt, moe, assign, txt
154	Social Sciences	GEOG 10	14274.00	Introduction to Weather and Climate	nc
155	Social Sciences	GEOG 110	14288.00	Introduction to Geographic Information systems	nc
156	Physical Sciences	GEOL 170	3050.25	Geology Field Studies: National Parks and Monumnts	dc
157	Physical Sciences	GEOL 170	3050.09	Geology Field Studies: National Parks and Monumnts	desc, lim, tps, moe, assign, txt
158	Physical Sciences	GEOL 3	3020.00	Geology of California	desc, tps, lrng obj, moe, assign, txt
159	Social Sciences	HD 120	3830.00	Child Guidance and Discipline	desc, tps, moe, assign, txt,
160	Social Sciences	HD 160	3795.10	Advanced Curriculum Planning	desc, prereq, rec, SAM, tps, moe, txt, val

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
161	Social Sciences	HD 161	11117.00	Principles of Adult Supervision in Early childhood Programs	desc, txt, val
162	Social Sciences	HD 190	3815.00	Administration of Schools for Young Children-Program	txt, val
163	Social Sciences	HD 191	3820.00	Administration of Schools for Young Children-Budget/Management	assign, txt, val
164	Social Sciences	HD 250	11118.00	Teaching Mathematics in Play-Based Early Childhood Programs	txt
165	Social Sciences	HD 251	11119.00	Teaching Science in Play-Based Early Childhood Programs	assign, txt
166	Social Sciences	HD 252	11120.00	Teaching Literacy in Play-Based Early Childhood Programs	txt
167	Social Sciences	HD 265	11141.00	Introduction to School-Age Child Development	rec, assign, txt
168	Social Sciences	HD 266	8971.00	Program Planning for School-Age Children	desc, tps, txt, val
169	Social Sciences	HD 268	8973.00	Guidance and Discipline for School-Age Childcare	txt, val

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
170	Social Sciences	HD 269	8974.00	Holiday and Summer Programs for School-Age Children	txt, val
171	Social Sciences	HD 271	8976.00	Recreation, Sports and Fitness for School-Age Children	ti, txt, val
172	Humanities	HIST 24	3615.00	American After the Bomb 1945 to the Present	desc, lrng obj, assign, txt
173	Humanities	HIST 40	3467.00	The History of East Asia Before 1800	desc, tps, lrng obj, moe, assign, txt
174	Humanities	HIST 41	3469.00	The History of East Asia Since 1800	lrng obj, moe, assign, txt
175	Humanities	HUM 72	14149.00	Film and American Culture	desc, tps, lrng obj, moe, assign, txt
176	Humanities	HUM 80	13232.00	Digital Media and Culture	desc, tps, lrng obj, moe, assign
177	Humanities	JA 180	13231.00	Japanese Language Conference	coreq, val
178	Kinesiology	KNES 85	9299.00	Introduction to Athletic Training	Ti, desc, SAM, assign, moe
179	Humanities	LIT 21	4203.00	British Literature from Blake to the Present	desc, moe, assign, txt
180	Humanities	LIT 46	4222.00	Intercultural Literature	desc, tps, lrng obj, moe, assign, txt
181	Math, CS Engr	MATH 10	4640.00	Introduction to Statistics	txt, val
182	Math, CS Engr	MATH 105	4620.00	Mathematics for Liberal Arts Students	txt, val

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25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
183	Math, CS Engr	MATH 11	4645.00	A Brief course in Calculus	assign, txt, val
184	Math, CS Engr	MATH 124	4670.00	Trigonometry	assing, txt, val
185	Math, CS Engr	MATH 2	4595.05	Pre-Calculus	tps, assign, txt, val
186	Math, CS Engr	MATH 24	3490.00	Elementary Differential Equations	assign, txt, val
187	Math, CS Engr	MATH 252	4700.00	Plane Geometry	moe, assign, txt, val
188	Math, CS Engr	MATH 253	4665.00	Intermediate Algebra	txt, val
189	Math, CS Engr	MATH 26	3489.00	Introduction to Linear Algebra	assign, txt, val
190	Math, CS Engr	MATH 351	3492.00	Arithmetic Review and Pre-Algebra Mathematics	rec, assign, txt, val
191	Math, CS Engr	MATH 353	4695.10	Elementary Algebra	moe, assign, txt, val
192	Math, CS Engr	MATH 3A	4600.00	Analytic Geometry and Calculus I	assign, moe, txt, val
193	Math, CS Engr	MATH 3B	4605.00	Analytic Geometry and Calculus II	assign, txt, val

	A	B	C	D	E
1				KEY CODE	assign: Assignments
2					c/l w/+: cross-listed with (and list the other crs id)
3					ce: contract education
4					co: corequisite
5					crsd: course id
6					dc: delete course
7					dv: delete version of course
8					hrs: hours
9					lim: limitation
10					lrng obj: learning objectives
11					moe: methods of evaluation
12					nc: new course
13					nv: new version of an existing course
14					prereq: prerequisite
15					rec: recommended preparation
16					rpt: repeatability
17					sam: SAM code
18					sr: scheduled review with no significant revisions
19					ti: title
20					top: TOP code
21					tps: topics
22					txt: textbook
23					un: units
24					val: validation
25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
194	Math, CS Engr	MATH 4A	4610.00	Analytic Geometry and Calculus II	moe, assign, txt, val
195	Business Science	MGT 1	4295.00	Introduction to Business	desc, tps, lrng obj, moe, assign, txt
196	Business Science	MGT 104	4310.05	Business Communication	lrng obj, moe, assign, txt, val
197	Business Science	MGT 105	10740.10	Personal Financial Planning	desc, tps, lrng obj, moe, txt, val
198	Business Science	MGT 12A	4320.00	The Legal Environment of Business	desc, tps, lrng obj, moe, assign, txt
199	Business Science	MGT 203	4305.05	Business English	desc, assign, moe, txt, crsid (formerly MGT 103)
200	Business Science	MGT 235	11005.00	Advertising	tps, lrng obj, moe, assign, txt
201	Fine Arts	MUS 3	4750.00	Harmony I	desc, tps, lrng obj, moe, assign, txt
202	Fine Arts	MUS 4	4755.00	Harmony II	desc, prereq, rec, tps, lrng obj, moe, assign, txt, val
203	Fine Arts	MUS 5	4760.00	Harmony III	desc, tps, lrng obj, moe, assign, text, val
204	Fine Arts	MUS 6	4765.00	Harmony IV	desc, tps, lrng obj, moe, assign, text, val
205	Fine Arts	PHOT 1	9163.00	History of Photography	lrng obj, assign, text

	A	B	C	D	E
1				KEY CODE	assign: Assignments
2					c/l w/+: cross-listed with (and list the other crs id)
3					ce: contract education
4					co: corequisite
5					crsd: course id
6					dc: delete course
7					dv: delete version of course
8					hrs: hours
9					lim: limitation
10					lrng obj: learning objectives
11					moe: methods of evaluation
12					nc: new course
13					nv: new version of an existing course
14					prereq: prerequisite
15					rec: recommended preparation
16					rpt: repeatability
17					sam: SAM code
18					sr: scheduled review with no significant revisions
19					ti: title
20					top: TOP code
21					tps: topics
22					txt: textbook
23					un: units
24					val: validation
25	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
206	Social Sciences	PSYC 1	5870.00	Introduction to Psychology	tps, assign
207	Social Sciences	PSYC 106	10728.00	Developmental Psychology: Lifespan	rec, tps, moe, assign, txt
208	Social Sciences	PSYC 25		Academic Success Strategies in Psychology	nc
209	Humanities	SIGN 21	6215.00	Beginning American Sign Language I	desc, lrng obj, assign, txt
210	Humanities	SIGN 22	6220.00	Beginning American Sign Language II	desc, lrng obj, assign, moe, txt, val
211	Fine Arts	TA 44	14266.00	Stagecraft	nc
212	Humanities	WR 13	6587.00	Writing Poetry	tps, lrn obj, moe, assign, txt, val
213	Humanities	WR 181		Writing Conference	nc
214	Humanities	WR 182		Writing Conference	nc
215	Humanities	WR 201	6569.00	Introduction to College Writing	desc, tps, lrng obj, moe, assign, txt, val
216	Humanities	WR 280	11072.00	Writing Conference	desc, coreq, tps, lrng obj, moe, assign, text, val
217	Humanities	WR 301	9711.00	Introduction to Basic Writing	desc, tps, lrng obj, moe, assign, txt, val
218	Humanities	WR 380		Writing Conference	nc

BS	ACCT 1A	601000.00	FINANCIAL ACCOUNTING	cat desc, tps, moe, txt
BS	ACCT 1A	601000.20	FINANCIAL ACCOUNTING	DE Deletion
BS	ACCT 1B	602000.00	MANAGERIAL ACCOUNTING	cat desc, sch desc, tps, moe, lrng obj, txt
BS	ACCT 1B	602000.15	MANAGERIAL ACCOUNTING	DE Deletion
BS	ACCT 120	428465.15	INTRODUCTION TO FINANACIAL PLANNING	DE Deletion
BS	ACCT 214	603000.20	BUSINESS ANALYSIS AND CALCULATIONS	DE Deletion
BS	ACCT 216	615000.00	INDIVIDUAL INCOME TAX	lrng ctr hrs fr 1.0 to <u>0.0</u> , sch desc, moe, assign, txt
BS	ACCT 235	450146.15	ENTREPRENEURIAL ACCOUNTING	DE Deletion
BS	ACCT 421	430457.00	STOCK/BOND/GOVT SEC	dc
BS	ACCT 600	992582.00	ACCOUNTING LAB	nc, 2.25 hrs lrning cntr/0 units
BS	CWE 180	992580.00	CWE-ACCTG INTERNSHIP	nc, 4.50 hrs lrning cntr/1 unit, rec prep <u>ACCT 1A & 1B</u>
BS	CWE 180	992581.00	CWE-ACCTG INTERNSHIP	nc, 9.04 hrs lrning cntr/2 units, rec prep <u>ACCT 1A & 1B</u>
BS	CWE 180	992569.00	CWE-ACCTG INTERNSHIP	tps, moe, val
BS	AMT 200	450177.00	APARTMENT MAINTN TECH	dc
BS	BUS 1	500010.05	INTRO TO BUSINESS	cat desc, sch desc, lrng obj, moe, assign, txt
BS	BUS 1	500010.10	INTRO TO BUSINESS	DE Deletion
BS	BUS 12	500060.00	BUSINESS LAW	sr
BS	BUS 12	500060.25	BUSINESS LAW	DE Deletion
BS	BUS 14	428957.10	LGL ENVIRON OF BUS	cat desc, lrng obj, moe
BS	BUS 14	428957.25	LGL ENVIRON OF BUS	DE Deletion
BS	BUS 102	500030.15	ORAL BUSINESS COMMUNICATIONS	DE Deletion
BS	BUS 103	500040.05	BUSINESS ENGLISH	lrng obj, moe, assign, txt
BS	BUS 103	500040.20	BUSINESS ENGLISH	DE Deletion
BS	BUS 116	431677.00	PERSONAL LAW	txt
BS	BUS 120	500090.15	BUSINESS MANAGEMENT	DE Deletion
BS	BUS 125	500130.00	HUMAN RELAT IN BUSN	cat desc, sch desc, tps, lrng obj, moe, assign

BS	BUS 125	500130.15	HUMAN RELAT IN BUSN	DE Deletion
BS	BUS 135	500160.05	ELEMENTS OF MARKETING	ti fr ELEMENTS OF MARKETING to <u>MARKETING</u> , moe, txt
BS	BUS 135	500160.20	ELEMENTS OF MARKETING	DE Deletion
BS	BUS 136	500180.00	PRIN OF RETAILING	lrng obj, moe, assign, txt
BS	BUS 138	500200.15	ADVERTISING	DE Deletion
BS	BUS 150	428228.15	INTERNATIONAL BUSINESS	DE Deletion
BS	BUS 160	500300.07	ENTREPRENEURSHIP	cat desc, sch desc, tps, lrng obj, moe, assign
BS	BUS 160	500300.20	ENTREPRENEURSHIP	DE Deletion
BS	BUS 195	429188.15	INTERNSHIP	DE Deletion
BS	BUS 223	450163.00	HR & EMPLOYMENT LAW	cat desc, sch desc, txt
BS	BUS 223	450163.15	HR & EMPLOYMENT LAW	DE Deletion
BS	BUS 237	450205.00	FINANCE ENTREP BUS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
BS	BUS 260	431663.15	SURVEY OF EXPORTING AND IMPORTING	DE Deletion
BS	BUS 290	500390.05	JOB SEARCH DYNAMICS	dc
BS	BUS 292	434013.00	PATENTS/TRADE SECRETS	dc
BS	BUS 293	434014.00	COPYRIGHT/TRADEMARK	dc
BS	CWE 180	431108.00	CO-OP-ED-BUS MGMT	4.50 hrs lrning cntr/1 unit; cat desc, sch desc, lrng obj, moe, assign
BS	CWE 180	429980.00	CO-OP-ED-BUS MGMT	9.04 hrs lrning cntr/2 units; cat desc, sch desc, tps, lrng obj, moe, assign
BS	CWE 180	431090.00	CO-OP-ED-BUS MGMT	13.55 hrs lrning cntr/3 units; cat desc, sch desc, tps, lrng obj, moe, assign
BS	CWE 180	431092.00	CO-OP-ED-BUS MGMT	18.10 hrs lrning cntr/4 units; cat desc, sch desc, lrning obj, moe, assign
BS	CIM 1	192010.20	INTRO TO COMPUTER INFO SYSTEMS	DE Deletion
BS	CIM 2A	192280.20	BUS PROG I: VIS BASIC	DE Deletion
BS	CIM 2B	192280.25	BUS PROG II: VIS BASIC	dc
BS	CIM 2B	192280.30	BUS PROG II: VIS BASIC	DE Deletion
BS	CIM 6A	429336.00	BUS PROGRAM I : C++	dc
BS	CIM 7A	430488.15	BUS PROG: JAVA--BEG	DE Deletion
BS	CIM 7B	430488.25	BUS PROG: JAVA--ADV	DE Deletion

BS	CIM 10	500260.45	INTO TO INFORMATION SYSTEMS	DE Deletion
BS	CIM 112	192300.20	MICROSOFT OFFICE	DE Deletion
BS	CIM 120	192265.10	COMPUTER LITERACY	DE Deletion
BS	CIM 121A	192290.55	KEYBOARDING FOR COMPUTERS: BEG	DE Deletion
BS	CIM 121B	192290.50	KEYBOARDING FOR COMPUTERS: INTRMED	DE Deletion
BS	CIM 171	431690.10	WINDOWS COMMAND LINE	DE Deletion
BS	CIM 172	431691.10	COMP OPER SYS: UNIX/LINUX	DE Deletion
BS	CIM 174	431692.00	COMP OPER SYS: WINDOWS	cat desc, sch desc, tps, lrng obj, moe, txt
BS	CIM 174	431692.15	COMP OPER SYS: WINDOWS	DE Deletion
BS	CIM 205A	429892.10	WEB DEVELOP & DB: INTRO SQL & MYSQL	DE Deletion
BS	CIM 205B	433416.00	WEB 2.0 APPLICATIONS	dc
BS	CIM 213A	431069.15	OFFICE SKILLS--OFFICE PROCEDURES	DE Deletion
BS	CIM 213B	431070.15	OFFICE SKILLS--KEYBOARDING	DE Deletion
BS	CIM 213D	431072.15	OFFICE SKILLS--WINDOWS	DE Deletion
BS	CIM 213E	431073.15	OFFICE SKILLS--WORD PROCESS (WORD)	DE Deletion
BS	CIM 213F	431074.15	OFFICE SKILLS--SPREADSHEETS (EXCEL)	DE Deletion
BS	CIM 213G	431998.15	OFFICE SKILLS--DESKTOP PRESEN (POWERPOINT)	DE Deletion
BS	CIM 213H	431999.15	OFFICE SKILLS--DATABASE (ACCESS)	DE Deletion
BS	CIM 213J	432591.15	OFFICE SKILLS--DESKTOP PUB (PUBLISHER)	DE Deletion
BS	CIM 214	431695.10	WORD PROC: WORD	DE Deletion
BS	CIM 214A	192360.55	WORD PROC: WORD--BEG	DE Deletion
BS	CIM 214B	192360.60	WORD PROC: WORD--ADV	DE Deletion
BS	CIM 216	431697.15	SPREADSHTS: EXCEL	DE Deletion
BS	CIM 216A	612000.45	SPREADSHTS: EXCEL--BEG	DE Deletion
BS	CIM 216B	612000.50	SPREADSHTS: EXCEL--INT	DE Deletion
BS	CIM 216C	612000.40	SPREADSHTS: EXCEL--ADV	dc
BS	CIM 218	431698.10	DATABASE: ACCESS	DE Deletion
BS	CIM 223A	430472.15	COMP ACCT: QUICKBOOKS--BEG	DE Deletion
BS	CIM 225	432603.15	WEB DEVELOPMENT: PHP	DE Deletion
BS	CIM 229A	430750.00	BUS GRAPHICS--BEG	dc
BS	CIM 229B	430750.10	BUS GRAPHICS--ADV	dc

BS	CIM 230	192402.15	BUS PRESENTATIONS: POWERPOINT	DE Deletion
BS	CIM 231	992269.00	AJAX-ADV JAVASCRIPT	Irng cntr fr 3 hrs/wk to <u>0 hrs/wk</u> , sch desc, tps
BS	CIM 246	430460.00	VB FOR APPLIC--EXCEL	dc
BS	CIM 248	430486.00	VB FOR APPLIC--ACCESS	dc
BS	CIM 249	430871.00	ADMIN WINDOWS CLIENTS	dc
BS	CIM 251	192398.10	INTRO TO NETWORKING	DE Deletion
BS	CIM 253	430435.00	SUPPORTING WIN SERVER	dc
BS	CIM 254	430434.00	WIN SERVER ACTIVE DIR	dc
BS	CIM 256	432334.15	FUND UNIX/LINUX SYSTEM ADMIN	DE Deletion
BS	CIM 257	432335.15	NETWORK & SECURITY ADMIN USING UNIX/LINUX	DE Deletion
BS	CIM 258	432336.00	ADV NTWK/SEC ADMIN	dc
BS	CIM 259	430469.00	WIN SERVER NET INF	dc
BS	CIM 264A	432007.15	WEB ANIMATION: FLASH BEG	DE Deletion
BS	CIM 264B	432007.25	WEB ANIMATION: FLASH INTERMEDIATE	DE Deletion
BS	CIM 264C	432776.15	WEB ANIMATION: FLASH ACTIONSCRIPT BEG	DE Deletion
BS	CIM 264D	432776.25	WEB ANIMATION: ADV FLASH SITES & ACTIONSCRIPT HACKS	DE Deletion
BS	CIM 268	432023.00	WEB ADV MEDIA INTEGR	dc
BS	CIM 269A	432013.15	JAVASCRIPT--BEGINNING	DE Deletion
BS	CIM 269B	432013.25	JAVASCRIPT/Frameworks	DE Deletion
BS	CIM 275	432016.00	WEB MARKETING	dc
BS	CIM 271A	433032.15	XHTML-BEGINNING	DE Deletion
BS	CIM 271B	433032.25	XHTML--ADVANCED	DE Deletion
BS	CIM 272	430446.10	WEB 2.0: CASCADING STYLE SHEETS	DE Deletion
BS	CIM 274A	431658.15	PHOTOSHOP--BEGINNING	DE Deletion
BS	CIM 274B	431658.25	PHOTOSHOP--ADVANCED	DE Deletion
BS	CIM 277	431702.00	E-COMM/WEB SITE DESIG	dc
BS	CIM 278A	431703.15	DREAMWEAVER--BEGINNING	DE Deletion
BS	CIM 278B	431703.25	DREAMWEAVER--ADVANCED	DE Deletion
BS	CIM 279	431704.15	INFORMATION SECURITY FUNDAMENTALS	DE Deletion
BS	CIM 281	432596.15	ADOBE FIREWORKS	DE Deletion
BS	CIM 282	433075.15	NETWORK DEFENSE & COUNTERMEASURES	DE Deletion
BS	CIM 283	433076.15	INFORMATION SECURITY MANAGEMENT	DE Deletion

BS	CIM 284	433077.15	SECURITY+	DE Deletion
BS	CIM 286	433418.15	INTRO TO COMPUTER & VIDEO GAME DESIGN	DE Deletion
BS	CIM 289	992430.15	SP TOP: MCITP CERT EXAM PREP VI	DE Deletion
BS	CIM 291K	450168.00	MCSE CERT PREP XV	dc
BS	CIM 291K	450168.15	MCSE CERT PREP XV	DE Deletion
BS	CIM 292A	992295.15		DE Deletion
BS	CIM 292B	992296.15		DE Deletion
BS	CIM 292C	992297.15		DE Deletion
BS	CIM 292D	992298.15	MCITP EXAM PREP IV	DE Deletion
BS	CIM 292E	992299.15	MCITP CERT EXAM PREP V	DE Deletion
BS	CIM 294	450172.15	CYBERLAW	DE Deletion
BS	CIM 298	432597.15	WEB DESIGN: CAPSTONE PORTFOLIO PROJECT	DE Deletion
BS	CIM 600		ANDROID APPS-BEG	nc, rec prep <u>CIM 271A & 287</u> , 3 lec/3 lrng cntr/3 units
BS	CIM 601		MCITP EXAM PREP VI	nc, 3 lec/3 lrng cntr/3 units
BS	RE 170	740020.15	REAL ESTATE PRINCIPLES	DE Deletion
BS	RE 172	740040.15	REAL ESTATE PRACTICE	DE Deletion
BS	RE 174	740050.15	LEGAL ASPECTS OF REAL ESTATE	DE Deletion
BS	RE 175	740070.15	REAL ESTATE FINANCE	DE Deletion
BS	RE 176A	740080.15	REAL ESTATE APPRAISAL I	DE Deletion
BS	RE 178	740100.15	REAL ESTATE ECONOMICS	DE Deletion
BS	RE 190	740160.10	ESCROW	DE Deletion
BS	RE 195	740190.15	PROPERTY MANAGEMENT	DE Deletion
BS	RE 202	433673.15	COMPUTER APPLICATIONS IN REAL ESTATE	DE Deletion
BS	RE 250	740220.10	REAL ESTATE LICENSE PREPARATION	DE Deletion
BS	RE 280	431685.15	MORTGAGE LOAN BROKERING & LENDING	DE Deletion
CS	APSY 1	432800.00	ACADEMIC PLANNING	txt
CS	APSY 1	432800.15	ACADEMIC PLANNING	DE Deletion
CS	APSY 140	36010.00	EDUCAT/VOCATION PLAN	moe, txt
CS	APSY 140	36010.15	EDUCAT/VOCATION PLAN	DE Deletion
CS	APSY 141	36020.00	PORTFOLIO DEVELOPMENT	Pending Clarification from Division
CS	APSY 150	36050.00	HELPING RELATIONSHIPS	moe, txt
CS	APSY 160	36060.05	CAREER & VOC. EXPLOR.	txt

CS	APSY 161A	36090.00	LEARNING/STUDY TECHS.	txt
CS	APSY 161B	431097.00	ADV LRNG/STUDY TECHS	txt
CS	APSY 166	429608.00	THEORTCL/AP.LEADRSHIP	txt
CS	KNEA 1	692010.10	ADAPTED PERS. FITNESS	fr oe/oe to <u>not oe/oe</u>
CS	KNEA 1	692010.15	ADAPTED PERS. FITNESS	fr oe/oe to <u>not oe/oe</u>
CS	KNEA 1	692010.20	ADAPTED PERS. FITNESS	fr oe/oe to <u>not oe/oe</u>
CS	KNEA 2	692040.10	ADAPT. WATER EX./SWIM	fr oe/oe to <u>not oe/oe</u>
CS	KNEA 2	692040.15	ADAPT. WATER EX./SWIM	fr oe/oe to <u>not oe/oe</u>
CS	KNEA 2	692040.20	ADAPT. WATER EX./SWIM	fr oe/oe to <u>not oe/oe</u>
CS	KNEA 6	692100.00	ADAPTED SPORTS	units fr 1.5 to <u>1.0</u> , assign, txt
CS	KNEA 107	428975.00	SURVEY/ASSESS FITNESS	tps, moe, assign, txt
CS	KNEA 310	692130.00	ADAPT WATER EX & SWIM	tps, lrng obj, moe, assign, txt
CS	SPS 300	800065.00	ED PLAN,ASSESS,ORIENT	moe, txt
CS	SPS 351	430291.00	ADAPTED COMPUTER TECH	dc
CS	SPS 347	428980.00	BEG. LIPREADING	dc
CS	SPS 360	430294.10	ADAPTED COMPUTER LAB	fr not-oe/oe to <u>oe/oe</u>
EI	ART 10X	971001.20	CERAMICS HANDBUILD-EI	cat desc, sch desc, tps, moe, assign, txt
EI	ART 10X	971001.10	CERAMICS HANDBUILD-EI	cat desc, sch desc, tps, moe, assign, txt
EI	ART 11X	971002.10	BEG CERAMICS-WHEEL-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 12X	971003.20	INT CERAMICS-EI	rec prep fr ART 11X to <u>ART 10X</u> , cat desc, sch desc, tps, lrng obj, moe, txt, val
EI	ART 12X	971003.10	INT CERAMICS-EI	rec prep fr ART 11X to <u>ART 10X</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 14XD	970504.00	CERAMIC DEC-EI	cat desc, tps, moe, txt
EI	ART 20X	970541.00	ART APPRECIATION-EI	cat desc, sch desc, lrng obj
EI	ART 25X	970554.00	ART HISTORY-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 31XB	970579.00	INT INTARSIA-EI	cat desc, tps, lrng obj, moe, txt
EI	ART 33XA	970595.00	BEG ENAMELING-EI	tps, moe, txt
EI	ART 33XB	970602.00	INT ENAMELING-EI	tps, lrng obj, moe, txt
EI	ART 35XA	970618.00	BEG STAINED GLASS-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 35XB	430890.00	ADV STAINED GLASS-EI	tps, moe, txt, val
EI	ART 53X	970640.10	PAINT SUBJECT AREA-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 53X	970640.00	PAINT SUBJECT AREA-EI	sch desc, tps, lrng obj, moe, txt

EI	ART 54X	431082.00	PORTRAIT PAINTING-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 55XB	970702.00	INT CHINESE BRUSH-EI	tps, moe, txt
EI	ART 58X	971011.10	BEG WATERCOLOR-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 58X	971011.20	BEG WATERCOLOR-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 59X	971013.10	INT/ADV WATERCOLOR-EI	sch desc, tps, moe, txt, val
EI	ART 59X	971013.20	INT/ADV WATERCOLOR-EI	cat desc, sch desc, tps, lrng obj, moe, txt, val
EI	ART 61XA	972550.00	BEG LAPIDARY-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 61XB	972545.00	INT LAPIDARY-EI	cat desc, sch desc, tps, moe, txt
EI	ART 70X	971015.10	BEG SCULPTURE-EI	tps, lrng obj, moe, txt
EI	ART 71X	971017.10	INT SCULPTURE-EI	cat desc, sch desc, tps, lrng obj, moe, txt, val
EI	ART 71X	971017.20	INT SCULPTURE-EI	cat desc, sch desc, tps, moe, txt, val
EI	ART 80X	971021.10	BEG SKETCHING-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 80X	971021.20	BEG SKETCHING-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ART 81X	971023.20	INT SKETCHING-EI	cat desc, sch desc, tps, lrng obj, moe, txt, val
EI	ART 81X	971023.10	INT SKETCHING-EI	cat desc, sch desc, tps, lrng obj, moe, txt, val
EI	ART 85X	970706.00	BEG LIFE DRAWING-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ENG 3X	971995.00	INTRO CREAT WRITNG-EI	cat desc, sch desc, tps, lrng obj, moe, txt
EI	ENG 4X	971996.00	ADV CREATIVE WRITG-EI	cat desc, sch desc, moe, txt, val
EI	ENG 40XA	972079.00	BIBLE PSALMS-GOSP-EI	cat desc, sch desc, tps, lrng obj, moe
EI	ENG 40XA	972082.00	BIBLE- LATER LIT (EI)	cat desc, tps, lrng obj, moe, txt
EI	ENG 40XA	972081.10	BIBLE GOSPEL-REV-EI	cat desc, sch desc, tps, lrng obj, moe
EI	ENG 40XA	972077.00	BIBLE GEN-PSALMS-EI	cat desc, sch desc, tps, lrng obj, moe
EI	ENG 40XA	972081.00	BIBLE GOSPEL-REV-EI	cat desc, sch desc, tps, lrng obj, moe
EI	ENG 52X	972091.00	FILM AS LITERATURE-EI	cat desc, tps, lrng obj, moe, txt
EI	ENG 52X	972091.10	FILM AS LITERATURE-EI	cat desc, tps, lrng obj, moe, txt
EI	FASH 282XA	971292.00	BEG CROCHETING-EI	cat desc, tps, moe, txt
EI	FASH 282XA	971292.10	BEG CROCHETING-EI	tps, moe, txt
EI	FASH 286X	971296.20	QUILTING/PATCHWORK-EI	tps, lrng obj, moe, txt
EI	FASH 286X	971296.10	QUILTING/PATCHWORK-EI	tps, lrng obj, moe, txt
EI	HLTH 600		HLTH AND WELLNESS-EI	nc, non-credit, 1.0 lec/1.0 lab=2 hrs
EI	HLTH 601	992578.00	HEALTH AND WELLNESS-EI	nc, non-credit, 1.5 lec/1.5 lab=3 hrs
EI	KNEA 2X	971123.10	MILD WATER EXER-EI	cat desc, tps, moe, txt
EI	KNEA 2X	971123.20	MILD WATER EXER-EI	cat desc, tps, moe, txt
EI	SPS 145X	975710.00	BEG LIPREADING-EI	moe, txt

EI	TA 2X	976003.00	BEGIN SCENE STUDY-EI	cat desc, sch desc, tps, lrng obj, moe, txt
FA	ART 25	96140.15	SURVEY OF ART HISTORY: ANCIENT WORLDS TO GOTHIC	DE Deletion
FA	ART 26	96190.15	SURVEY OF ART HISTORY: RENAISSANCE TO MODERN	DE Deletion
FA	ART 27	992465.00	HIST OF AMERICAN ART	nc, 3 lec/0 lab/3 units
FA	ART 28	96240.00	HISTORY OF MODERN ART	assign, txt
FA	ART 40	72010.00	TWO-DIMENSION DESIGN	tps, moe, txt
FA	CTVR 1	464010.20	MASS MEDIA & SOCIETY	DE Deletion
FA	CTVR 3	180200.15	HISTORY & APPRECIATION OF AMERICAN CINEMA	DE Deletion
FA	CTVR 42	180280.00	TV & FILM DIRECTING	cat desc, sch desc
FA	CTVR 100	432578.15	INTRO TO CINEMA, TV, & RADIO	DE Deletion
FA	CTVR 101	432311.00	VIDEO PRODUCTION	tps, txt
FA	CTVR 110	180020.00	RADIO PRODUCTION	ti fr RADIO PRODUCTION to AUDIO PRODUCTION
FA	CTVR 124	180130.00	TV PRODUCTION I	tps, val
FA	CTVR 125	180140.00	TV PRODUCTION II	cat desc, sch desc, val
FA	CTVR 138	500200.25	ADVERTISING	DE Deletion
FA	CTVR 266	433973.15	SCRIPT SUPERVISING FOR FILM & TV	DE Deletion
FA	CTVR 280	429268.00	CINEMA/TV/RADIO INTERN	ti fr CINEMA/TELEVISION/RADIO INTERNSHIP to CINEMA/TELEVISION/RADIO EMPLOYMENT SKILLS , units fr 1 to 3 , hrs fr 1.0 lec/wk to 3.0 lec/wk , coreq fr CWE 180 to none , rec prep fr CTVR 31 or 110 or 124 to CTVR 31 or 110 or 124 or 290 or 291 , cat desc, sch desc, tps, lrng obj, moe, assign, val
FA	MUS 1	542010.15	BASICS OF MUSIC	DE Deletion
FA	MUS 20	548010.15	MUSIC APPRECIATION	DE Deletion
FA	MUS 34	554027.00	EARLY MUSIC ENSEMBLE	cat desc, sch desc, tps, moe, assign
FA	MUS 35	554062.00	CONTEMPORARY ENSEMBLE	ti fr CONTEMPORARY VOCAL ENSEMBLE to CONTEMPORARY CHOIR , cat desc, tps, lrng obj, moe
FA	MUS 43	560060.00	STRING ORCHESTRA	cat desc, sch desc, tps, moe

FA	MUS 50	566010.20	AP MUSIC:INSTRUMENTAL	lim fr College audition and concurrent enrollment in ensemble course: MUS 31, 32, 33, 34, 35, 40, 41, 42, 43, 47, 62, 63, 64 or 65 to <u>College audition and concurrent enrollment in ensemble course: MUS 40, 41, 42, 43, 47, 62, 148, 297</u> , moe, val
FA	MUS 51	566020.20	AP MUSIC:KEYBOARD	lim fr College audition and concurrent enrollment in ensemble course: MUS 31, 32, 33, 34, 35, 40, 41, 42, 43, 47, 62, 63, 64, or 65 to <u>College audition and concurrent enrollment in ensemble course: MUS 48, 63, 64, 65, 66, 148, 297</u> , moe, val
FA	MUS 52	566030.20	APPLIED MUSIC: VOICE	lim fr College audition and concurrent enrollment in ensemble course: MUS 31, 32, 33, 34, 35, 40, 41, 42, 43, 47, 62, 63, 64, or 65 to <u>College audition and concurrent enrollment in ensemble music course: MUS 31, 32, 33, 34, 35</u> , moe, val
FA	MUS 65	560110.00	PIANO ACCOMPANYING	tps, moe
FA	MUS 66	560170.00	CHAMBER MUSIC	tps, moe
FA	MUS 232	433694.00	CHORAL TECHNIQUES	fr not ee/oe to <u>oe/oe</u> , tps, moe
FA	PHOT 50	992343.00	DIGITAL PHOTO I	sch desc, tps, obj
FA	PHOT 190	174140.00	SPEC. PROBLEMS PHOTO	prereq fr PHOT 55 to <u>PHOT 50</u> , tps, txt, val
FA	SP 1	806010.05	COMMUNICATION FUND	moe, txt
FA	SP 30	806140.05	INTRO.ORAL INTERPRET.	txt
FA	TA 30	806140.10	INTRO.ORAL INTERPRET.	txt
FA	SP 32	806160.05	INTERPRETERS' THEATRE	moe, txt
FA	TA 32	806160.10	INTERPRETERS' THEATRE	moe, txt
FA	TA 1	812010.00	ACTING	ti fr ACTING to <u>FUNDAMENTALS OF ACTING</u> , grade opt fr P/NP/LG to <u>Letter Grade Only</u> , cat desc, sch desc, tps, txt

FA	TA 2	812020.00	BEG SCENE STUDY	ti fr BEGINNING SCENE STUDY to SCENE STUDY I , prereq fr none to TA 1 , rec prep fr TA-1 to none , cat desc, sch desc, tps, obj, moe, assign, txt, val
FA	TA 3	812030.00	ADVANCED SCENE STUDY	ti fr ADVANCED SCENE STUDY to SCENE STUDY II , prereq fr none to TA 2 , rec prep fr TA-2 to none , grade opt fr P/NP/LG to Letter Grade Only , cat desc, sch desc, tps, assign, val
FA	TA 4	812040.00	ACT.STYLES-CLASSICAL	ti fr ACTING STYLES-CLASSICAL to ACTING STYLES I , prereq fr none to TA 3 , rec prep fr TA-2 to none , grade opt fr P/NP/LG to Letter Grade Only , tps, txt, val
FA	TA 5	812050.00	ACT. STYLES-CONTEMP	ti fr ACTING STYLES-CONTEMPORARY to ACTING STYLES II , prereq fr none to TA 3 , rec prep fr TA-2 to none , grade opt from P/NP/LG to Letter Grade Only , tps, moe, val
FA	TA 10	818010.00	MUSICAL THEATRE TECH	grade opt fr P/NP/LG to Letter Grade Only , cat desc, tps, txt
FA	TA 15	818055.20	REHEARSAL/PERF DRAMA	grade opt fr P/NP/LG to Letter Grade Only , sch desc, tps, moe
FA	TA 15	818055.10	REHEARSAL/PERF DRAMA	dv
FA	TA 16	818056.10	REHEARSAL & PERF/COM	dv
FA	TA 16	818056.20	REHEARSAL & PERF/COM	grade opt fr P/NP/LG to Letter Grade Only , sch desc, moe
FA	TA 17	818057.10	REH & PERF:MIXED GENR	dv
FA	TA 17	818057.20	REH & PERF: MIXED GEN	grade opt fr P/NP/LG to Letter Grade Only , sch desc, moe
FA	TA 18	824000.10	REH&PERFORMANCE:DANCE	grade opt fr P/NP/LG to Letter Grade Only , sch desc, moe
FA	TA 18	824000.20	REH&PERFORMANCE:DANCE	dv
FA	TA 19	818059.10	REH/PERF:MUSIC TH	dv
FA	TA 19	818059.20	REH/PERF:MUSIC TH	grade opt fr P/NP/LG to Letter Grade Only , sch desc, tps, lring obj

FA	TA 20	824010.00	THEATRE APPREC	grade opt fr <u>P/NP/LG</u> to <u>Letter Grade Only</u> , sch desc
FA	TA 20	824010.15	THEATRE APPREC	DE Deletion
FA	TA 22	429242.15	MUSICAL THEATRE HISTORY & APPRECIATION	DE Deletion
FA	TA 25	824030.00	THEA HIST:PRIM-RENAS	grade opt fr <u>P/NP/LG</u> to <u>Letter Grade Only</u> , txt
FA	TA 26	824040.00	THEA HIST:RENAS-CONT	grade opt fr <u>P/NP/LG</u> to <u>Letter Grade Only</u>
FA	TA 26	824040.15	THEA HIST: RENAS-CONT	DE Deletion
FA	TA 43	836050.00	STAGE MAKE-UP	grade opt fr <u>P/NP/LG</u> to <u>Letter Grade Only</u>
FA	TA 108	428415.00	AUDITION TECHNIQUES	grade opt fr <u>P/NP/LG</u> to <u>Letter Grade Only</u> , moe
FA	TA 110	429459.00	CHICANO/LATINO THEATR	grade opt fr <u>P/NP/LG</u> to <u>Letter Grade Only</u> , moe, txt
FA	TA 113	818035.10	REH AND PERF:CHILD TH	dv
FA	TA 113	818035.20	REH & PERF: CHILD TH	grade opt fr <u>P/NP/LG</u> to <u>Letter Grade Only</u> , cat desc, sch desc, tps, moe
FA	TA 125		REH & PERF: N WRK MUS	nc, rec prep <u>TA 1 and 10</u> , 0 lec/6 lab/2 units
HS	EMT 205	386270.00	EMER MED TECH PROC	dc
HS	EMT 205L	433992.00	EMER MED TECH LAB	dc
HS	EMT 210	386320.00	REFRESH EMER MED CARE	rec prep fr <u>EMT 205</u> to <u>EMT 600</u> , txt, val
HS	EMT 219	434037.00	PARAMEDIC PREP COURSE	rec prep fr <u>EMT 205</u> to <u>EMT 600 and 601C</u> , txt, val nc, lim of <u>Physical exam and background check required by JCAHCO</u> , coreq <u>EMT 601C</u> , 10 lec/3 lab/11 units
HS	EMT 600	386270.00	EMT PROCEDURES	nc, lim of <u>Physical exam and background check required by JCAHCO</u> , coreq <u>EMT 600</u> , 0 lec/2 lab/.75 units
HS	EMT 601C	433992.00	EMT CLINICAL OBSERVATION	
HS	HIT 204	992444.00	QUAL PERF IN HLTHCRE	rec prep fr none to <u>MATH 251</u> , val
HS	HIT 207	992458.00	INFO TECH/EFR HLTHCRE	prereq fr none to <u>CIM 112</u> , txt, val

HS	HIT 216	992442.00	DIRECTED PRACTICE I	prereq fr HIT 200, 207, 221, INSR 224A, 226A, 228A, 260, MA 206, 222 to <u>HIT 200, 207, 221, HSC 244, INSR 224A, 226A, 228A, 260; MA 206, 222, & ENG 200</u> , lim fr 1) Health clearance required , 2) background clearance to 1) Physical examination and health clearance required, 2) Background clearance, 3) Professional liability insurance required, val
HS	HIT 219	992443.00	DIRECTED PRACTICE II	lim fr 1) Health clearance required , 2) background clearance to <u>1) Physical examination and health clearance required, 2) Background clearance, 3) Professional liability insurance required</u> , val
HS	HIT 221	992446.00	ADVANCED CODING	prereq fr HSC 244 to CIM 112, rec prep fr none to <u>HSC 201 and HSC 244</u> , txt, val
HS	HS 100	422010.05	HUM.SERV.CHNG.SOCIETY	cat desc, rec prep fr none to <u>ENG 300</u> , grade opt, sch desc, moe, assign, txt, val
HS	HS 181	422400.15	INTRO TO EATING DISORDERS	DE Deletion
HS	HS 184	422190.15	MEDICAL ASPECTS OF EATING DISORDERS	DE Deletion
HS	HS 185	422500.15	BACKGROUND & TREATMENT OF EATING DISORDERS	DE Deletion
HS	HS 220	450203.00	BENEFITS ENTITLEMENT	cat desc, rec prep fr HS 172 to <u>none</u> , grade opt, sch desc, lrng obj, moe, assign, txt
HS	HSC 102	386250.00	COMP HLTH ASSESSMENT	dc
HS	HSC 222	386380.00	CPR-HEALTHCARE PRVDRS	moe, txt
HS	HSC 223	386400.00	CPR-HLTHCARE RENEWAL	moe, txt
HS	HSC 226	386425.00	ADV CARD LIFE SUPPORT	moe, txt, val
HS	HSC 227	430827.00	PALS	rec prep fr none to <u>HSC 217</u> , tps, lrng obj, moe, txt, val
HS	HSC 228	386435.00	CALC FOR MEDS	moe, txt
HS	INSR 200	450003.00	ADV CODE CRT PRP	rec prep fr MA 214A and 215A to <u>INSR 224A, INSR 226A, and INSR 228A</u> , txt, val

HS	MA 217A	429438.00	MA CLINICAL EXP-ADMIN	lim fr Must have current CPR certification to <u>1) Must have current Basic Life Support CPR card for Healthcare Providers; 2) Must have professional liability insurance; 3) Physical examination and health clearance are required,</u> val
HS	MA 217B	429440.00	MA CLIN EXP-BACK OFFI	lim fr Must have current CPR certification to <u>1) Must have current Basic Life Support CPR card for Healthcare Providers; 2) Must have professional liability insurance; 3) Physical examination and health clearance are required,</u> val
HS	MA 217C	485300.00	MA CLIN EXP-COMPREEN	lim fr Must have current CPR certification to <u>1) Must have current Basic Life Support CPR card for Healthcare Providers; 2) Must have professional liability insurance; 3) Physical examination and health clearance are required,</u> val
HS	MLT 210	450148.00	INTRO CLIN LAB PROF	tps, lrng obj, moe, txt
HS	MLT 211	450149.00	CLIN LAB CALCULATIONS	ti fr CLINICAL LABORATORY CALCULATIONS to <u>BASIC LABORATORY PROCEDURES,</u> cat desc, sch desc, topics, lrng obj, moe
HS	MLT 231	450152.00	CLINICAL CHEMISTRY I	dc
HS	MLT 232	450156.00	CLINICAL MICROBIOLOGY	rec prep fr none to <u>MLT 211,</u> lrng obj, val
HS	MLT 233	450154.00	CLINICAL HEMATOLOGY	dc
HS	MLT 234	450155.00	CLINICAL COAGULATION	dc
HS	MLT 235	450150.00	CLINICAL URINALYSIS	rec prep fr none to <u>MLT 211,</u> val
HS	MLT 241	450153.00	CLINICAL CHEMISTRY II	dc
HS	MLT 242	450157.00	CLIN CHEM PRACTICUM	units fr 3 to <u>4,</u> hours fr 10 lab/week to <u>12.50 lab/week,</u> prereq fr MLT 231 to <u>MLT 600,</u> sch desc, tps, moe, assign
HS	MLT 243	450151.00	CLINICAL IMMUNOLOGY	ti change fr CLINICAL IMMUNOLOGY to <u>CLINICAL IMMUNO/IMMUNOHEM,</u> assign, txt

HS	MLT 244	450158.00	CLIN HEMA COAG UA PR	prereq fr MLT 233 to MLT 601 and MLT 235 , units fr 3 to 4 , hours fr 10 lab/week to 12.50 lab/week , sch desc, tps, assign, txt, val
HS	MLT 252	450159.00	CLIN MICRO PRACTICUM	units fr 3 to 4 , hours fr 10 lab/week to 12.50 lab/week , sch desc, tps, moe, assign, txt
HS	MLT 253	450160.00	CLIN IMMUNOLOGY PRAC	ti fr CLINICAL IMMUNOLOGY PRACTICUM to CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY PRACTICUM , cat desc, sch desc, tps, assign, txt
HS	MLT 600		CLINICAL CHEMISTRY	nc, prereq MLT 210 and official admission to the MLT program , rec prep MLT 211 , 5 lec/1 lab/5 un
HS	MLT 601		CLINICAL HEMATOLOGY	nc, prereq MLT 210 and official admission to the MLT program , rec prep MLT 211 , 3 lec/1 lab/3 units
HS	N 160	386223.00	PHARMACOLOGY FOR NURS	lrng obj, moe, assign, txt
HS	N 161	386225.00	LIFECYCLE 2 GROW DEV	moe
HS	N 162	450137.00	SUC TRNS PROF NSG LAB	cat desc, grade opt, moe, assign, txt, val
HS	N 162	639500.00	SUCCESS TRNS PROF NSG	grade opt, tps, lrng obj, moe, txt, val
HS	N 164	992364.00	LVN TO RN CLINICAL LAB	cat desc, lim fr Current LVN License, IV certification or N 244, physical exam and immunizations, TB test, Malpractice insurance to Current LVN License, American Heart BLS certified, IV certification, physical exam and immunizations, TB test, malpractice insurance, background check , rec prep fr HSC 228, N244 or 245 to HSC 228 and N 245 , grade opt, moe, assign, txt, val
HS	N 165	368010.10	LIFECYCLE 1 FUND AGING	lrng obj, moe, assign, txt
HS	N 170	639000.00	NURSING PROCESS	lrng obj, moe, txt, val
HS	N 170	639010.00	NURSING PROCESS LAB	sch desc, lrng obj, moe, txt, val
HS	N 171	639200.00	MENTAL HEALTH NURSING	lrng obj, moe, txt, val
HS	N 171	639210.00	MENTAL HEALTH NSG LAB	lrng obj, moe, assign, txt, val
HS	N 172	639100.00	MED-SURG NURSING	lrng obj, moe, txt, val

HS	N	172	639110.00	MED-SURG NURSING LAB	lrng obj, moe, txt, val
HS	N	173	431709.00	NRSRG CARE CHLD & FMLS	sch desc, moe, assign, val
HS	N	173	431713.00	NSG CARE CHLD FML LAB	lrng obj, moe, val
HS	N	174	639310.00	WOMEN'S HLTH NRSRG LAB	lrng obj, moe, assign, txt, val
HS	N	174	639300.00	WOMEN'S HEALTH NRSRG	sch desc, lrng obj, moe, assign, txt, val
HS	N	176	639410.00	ADVANCED NURSING LAB	rec prep fr none to <u>HSC 217, 226</u> , lrng obj, moe, assign, txt, val
HS	N	176	639400.00	ADVANCED NURSING	rec prep fr none to <u>HSC 217, 226</u> , tps, lrng obj, moe, assign, txt, val
HS	N	202	433723.00	SUCCESS IN NURSING	tps, lrng obj, moe, assign, txt
HS	N	204	475002.00	BEG NURSING CONCEPTS	cat desc, rec prep fr BIO 11, 12, or 15 to <u>BIO 11 and 15</u> , tps, lrng obj, moe, assign, txt, val
HS	N	244	431105.00	IV THERAPY FOR LVNS	dc
HS	N	245	644053.00	IV THERAPY TECH NSG	cat desc, prereq fr none to <u>N 170</u> , rec prep from N-170 to <u>none</u> , sch desc, moe, txt, val
HS	SL	1	794060.15	AMERICAN SIGN LANGUAGE I	DE Deletion
HS	SL	2	794070.15	AMERICAN SIGN LANGUAGE II	DE Deletion
HS	SL	101	794050.15	DEAF CULTURE & ITS HISTORY	DE Deletion
HS	SL	103	794090.00	SL INTERPRETING I	dc
HS	SL	104	794110.00	SL INTERPRETING I LAB	dc
HS	SL	105	794121.00	SL INTERPRETING II	dc
HS	SL	106	794115.00	SL INTERPRET II LAB	dc
HS	SL	107	794125.00	INTERP SIGN TO VOICE	dc
HS	SL	600	0.00	SL SKILLS LAB-BEGINNING	nc, prereq <u>SL 1</u> , 0 lec/1.5 lab/0.5 units
HS	SL	601	0.00	SL SKILLS LAB-INTERMEDIATE	nc, prereq <u>SL 2</u> , 0 lec/1.5 lab/0.5 units
HS	SL	602	0.00	SL SKILLS LAB-ADVANCED	nc, prereq <u>SL 3</u> , 0 lec/1.5 lab/0.5 units
KN	DANC	51	992346.00	INTRO TO BALLET	tps, assign
KN	DANC	51	992346.05	INTRO TO BALLET	Pending Division Review & Tech Review
KN	DANC	63	675060.20	EXERCISE FOR DANCERS	dc
KN	DANC	64	429264.15	HISTORY OF DANCE	DE Deletion
KN	DANC	65	432277.00	PILATES CONDITIONING	Pending Division Review & Tech Review
KN	DANC	65	432277.15	PILATES CONDITIONING	Pending Division Review & Tech Review
KN	DANC	66	433725.00	LATIN DANCE	Pending Division Review & Tech Review

KN	DANC 66	433725.05	LATIN DANCE	Pending Division Review & Tech Review
KN	DANC 68	992281.00	SOCIAL DANCE	ti fr SOCIAL DANCE to INTRO TO SOCIAL DANCE , tps
KN	DANC 69	992588.00	INT. SOCIAL DANCE	nc, rec prep DANC 68 , 1 unit/.67 lec/1.33 lab
KN	DANC 70	992587.00	INTERMED. LATIN DANCE	nc, rec prep DANC 66 , 1 unit/.67 lec/1.33 lab
KN	HLTH 1	380010.10	CONTEMPORARY HEALTH ISSUES	DE Deletion
KN	KNES 1	674010.10	CARDIOVASCULAR COND.	tps, moe, txt
KN	KNES 1	674010.05	CARDIOVASCULAR COND.	tps, moe, txt
KN	KNES 2	674075.00	STRENGTH TRAINING	tps, moe, txt
KN	KNES 3	674070.15	CIRCUIT WEIGHT TRNG	Pending Division Review & Tech Review
KN	KNES 3	674070.10	CIRCUIT WEIGHT TRNG	tps, moe, txt
KN	KNES 4	674110.05	WGT TRNG/PHYSICAL FIT	tps, moe, txt
KN	KNES 4	674110.10	WGT TRNG/PHYSICAL FIT	tps, moe, txt
KN	KNES 5	674110.15	ADV. WEIGHTLIFTING	tps, moe, txt
KN	KNES 5	674110.20	ADV. WEIGHTLIFTING	tps, moe, txt
KN	KNES 6	674170.05	CONDITIONING	tps, moe, txt
KN	KNES 6	674170.10	CONDITIONING	tps, moe, txt
KN	KNES 7	429186.05	STEP TRAINING	tps, moe, txt
KN	KNES 7	429186.00	STEP TRAINING	dv
KN	KNES 8	674185.20	CARDIO KICKBOXING	moe, txt
KN	KNES 8	674185.00	CARDIO KICKBOXING	moe, txt
KN	KNES 9	428249.10	STRETCH/FLEX/COND	tps, moe, txt
KN	KNES 9	428249.00	STRETCH/FLEX/COND	tps, moe, txt
KN	KNES 17	432280.05	BEGINNING BOWLING	units fr 2 to 1.5 , tps, moe, assign, txt
KN	KNES 17	432280.00	BEGINNING BOWLING	hrs fr .5 lec/1.5 lab to .67 lec/1.33 lab , tps, moe, txt
KN	KNES 18	432280.10	INTERMEDIATE BOWLING	hrs fr .5 lec/1.5 lab to .67 lec/1.33 lab , tps, moe, txt
KN	KNES 18	432280.15	INTERMEDIATE BOWLING	tps, moe, txt
KN	KNES 19	674410.05	CYCLING/SPINNING	tps, moe, txt
KN	KNES 19	674410.10	CYCLING/SPINNING	tps, moe, txt
KN	KNES 20	674430.05	BEGINNING GOLF I	moe, txt
KN	KNES 20	674430.10	BEGINNING GOLF I	moe, txt
KN	KNES 21	674430.20	BEGINNING GOLF II	tps, moe, txt, val
KN	KNES 21	674430.15	BEGINNING GOLF II	tps, moe, txt, val

KN	KNES 22	674430.25	INTERMEDIATE GOLF	tps, moe, val
KN	KNES 22	674430.30	INTERMEDIATE GOLF	tps, moe, val
KN	KNES 23	674430.35	ADVANCED GOLF	tps, moe, txt, val
KN	KNES 23	674430.40	ADVANCED GOLF	tps, moe, txt, val
KN	KNES 24	674510.10	BEGINNING TENNIS I	tps, moe, txt
KN	KNES 24	674510.05	BEGINNING TENNIS I	tps, moe, txt
KN	KNES 25	674510.20	BEGINNING TENNIS II	tps, moe, txt, val
KN	KNES 25	674510.15	BEGINNING TENNIS II	tps, moe, txt, val
KN	KNES 26	674510.30	INTERMEDIATE TENNIS	Pending Division Review & Tech Review
KN	KNES 26	674510.25	INTERMEDIATE TENNIS	tps, moe, txt, val
KN	KNES 27	674510.35	ADVANCED TENNIS	Pending Division Review & Tech Review
KN	KNES 27	674510.40	ADVANCED TENNIS	moe, txt, val
KN	KNES 28	674590.05	YOGA	tps, moe, txt
KN	KNES 28	674590.10	YOGA	tps, moe, assign, txt
KN	KNES 29	674610.05	TAI CHI CH'UAN	tps, moe, txt
KN	KNES 29	674610.10	TAI CHI CH'UAN	tps, moe, txt
KN	KNES 30	674640.10	ADVANCE TRACK & FIELD	tps, txt
KN	KNES 30	674640.05	ADVANCE TRACK & FIELD	tps, txt
KN	KNES 31	432285.00	MUSCLE TONING WOMEN	tps, moe, txt
KN	KNES 31	432285.05	MUSCLE TONING WOMEN	tps, moe, txt
KN	KNES 33	432270.00	BEGINNING SURFING I	tps, moe, txt
KN	KNES 34	432270.05	BEGINNING SURFING II	moe, txt, val
KN	KNES 35	432270.10	INTERMEDIATE SURFING	moe, txt, val
KN	KNES 36	432270.15	ADVANCED SURFING	Pending Division Review & Tech Review
KN	KNES 40	432539.00	POWER YOGA	tps, moe, txt, val
KN	KNES 40	432539.05	POWER YOGA	Pending Division Review & Tech Review
KN	KNES 41	674680.05	SWIM FOR NONSWIMMERS	tps, moe, txt
KN	KNES 41	674680.10	SWIM FOR NONSWIMMERS	tps, moe, txt
KN	KNES 42	674680.15	INTERMEDIATE SWIMMING	tps, moe, txt, val
KN	KNES 42	674680.20	INTERMEDIATE SWIMMING	tps, moe, txt, val
KN	KNES 43	674680.25	ADV SWIMMING & DIVING	tps, moe, txt, val
KN	KNES 43	674680.30	ADV SWIMMING & DIVING	tps, moe, txt, val
KN	KNES 44	674770.10	AQUATIC CONDITIONING	moe, txt
KN	KNES 44	674770.05	AQUATIC CONDITIONING	tps, moe, txt

KN	KNES 45	674800.05	ADV. WATER POLO(COED)	tps, txt
KN	KNES 45	674800.10	ADV. WATER POLO(COED)	tps, moe, txt
KN	KNES 47	680080.00	LIFEGUARD TRAINING	moe, txt
KN	KNES 48	680090.00	ARC WSI/ICT	dc
KN	KNES 49	433741.00	AQUA AEROBICS	tps, moe, txt
KN	KNES 49	433741.05	AQUA AEROBICS	Pending Division Review & Tech Review
KN	KNES 50	674820.15	AEROBIC DANCE	tps, moe, txt
KN	KNES 50	674820.20	AEROBIC DANCE	tps, moe, txt
KN	KNES 51	680010.00	INTRO TO KINES & ATH	moe, txt
KN	KNES 52	680020.00	FUND OF MOVEMENT	moe, txt
KN	KNES 53	680030.00	PREV CARE ATH.INJURY	tps, moe, txt
KN	KNES 54	680040.00	PRIN/FUND OF COACHING	moe, txt
KN	KNES 54	680040.15	PRIN/FUND OF COACHING	DE Deletion
KN	KNES 56	429945.05	ATHLETIC TRNG FLD WRK	tps, moe, txt
KN	KNES 57	680100.00	SKLS,TECHS,SONG/CHEER	moe, txt
KN	KNES 63	433726.00	ROCK CLIMBING	dc
KN	KNES 64	992283.00	DISTANCE RUNNING	txt
KN	KNES 65	432277.05	PILATES CONDITIONING	tps, moe, txt
KN	KNES 65	432277.10	PILATES CONDITIONING	tps, moe, txt
KN	KNES 66	433727.00	CORE TRAINING	Pending Division Review & Tech Review
KN	KNES 66	433727.05	CORE TRAINING	moe, txt
KN	KNES 66	433727.10	CORE TRAINING	moe, txt
KN	KNES 67	432770.00	LIFETIME FITNESS	tps, moe
KN	KNES 68	432765.05	WALKING FOR FITNESS	moe, txt
KN	KNES 68	432765.00	WALKING FOR FITNESS	Pending Division Review & Tech Review
KN	KNES 69	433719.00	TRAIL HIKING	tps, txt
KN	KNES 69	433719.05	TRAIL HIKING	tps, txt
KN	KNES 70	675110.05	BASKETBALL	tps, moe, txt
KN	KNES 70	675110.10	BASKETBALL	tps, moe, txt
KN	KNES 71	675110.20	ADVANCED BASKETBALL	tps, txt
KN	KNES 71	675110.15	ADVANCED BASKETBALL	tps, txt
KN	KNES 72	675150.05	BEGINNING SOCCER	tps, txt
KN	KNES 72	675150.10	BEGINNING SOCCER	tps, txt
KN	KNES 73	675150.15	ADVANCED SOCCER	tps, txt

KN	KNES 73	675150.20	ADVANCED SOCCER	tps, txt
KN	KNES 74	675190.05	COED SFTBL-SLOW PITCH	txt
KN	KNES 74	675190.10	COED SFTBL-SLOW PITCH	tps, txt
KN	KNES 76	675230.05	BEGINNING VOLLEYBALL	tps, txt
KN	KNES 76	675230.10	BEGINNING VOLLEYBALL	tps, txt
KN	KNES 77	675230.15	INTERMED. VOLLEYBALL	tps, txt
KN	KNES 77	675230.20	INTERMED. VOLLEYBALL	tps, txt
KN	KNES 78	675230.30	ADVANCED VOLLEYBALL	tps, txt
KN	KNES 78	675230.25	ADVANCED VOLLEYBALL	tps, txt
KN	KNES 79	675290.10	ADVANCED BASEBALL	tps, txt
KN	KNES 79	675290.05	ADVANCED BASEBALL	tps, txt
KN	KNES 80	675310.05	ADVANCED FOOTBALL	tps, txt
KN	KNES 80	675310.10	ADVANCED FOOTBALL	tps, txt
KN	KNES 81	433755.00	BEACH VOLLEYBALL	moe, txt
KN	KNES 82	433969.00	RECREATIONAL BASEBALL	tps, moe
KN	KNES 82	433969.05	RECREATIONAL BASEBALL	tps
KN	KNES 83	992282.00	FAST PITCH SOFTBALL	tps, txt
KN	KNES 90	428244.00	SELF-DEFENSE (COED)	tps, moe, txt
KN	KNES 90	428244.10	SELF-DEFENSE (COED)	tps, moe, txt
KN	KNES 93	675350.10	KARATE	tps, moe, txt
KN	KNES 93	675350.20	KARATE	tps, moe, txt
KN	KNES 94	675355.20	BEGINNING AIKIDO	tps, moe, txt
KN	KNES 94	675355.10	BEGINNING AIKIDO	tps, txt
KN	KNES 96	675355.30	ADVANCED AIKIDO	tps, moe, txt
KN	KNES 96	675355.25	ADVANCED AIKIDO	tps, moe, txt
KN	KNES 105	680104.00	MENTAL SPORTS SKILLS	moe, txt
KN	KNES 107	674180.00	SURVEY/ASSESS FITNESS	tps, moe, txt
KN	KNES 107	674180.15	SURVEY/ASSESS FITNESS	DE Deletion
KN	REC 105	746050.00	SUP. REC. FIELD WORK	dc
LA	ARAB 1	42010.15	ELEMENTARY ARABIC	DE Deletion
LA	ARAB 3	433411.00	INTERMEDIATE ARABIC	moe, txt
LA	ARAB 3	433411.15	INTERMEDIATE ARABIC	DE Deletion
LA	ARAB 4	433412.00	INTERMEDIATE ARABIC	moe, txt

LA	ARAB 4	433412.15	INTERMEDIATE ARABIC	DE Deletion
LA	ARAB 250	429590.00	PRACTICAL ARABIC	dc
LA	ARAB 999A	432366.00	ARABIC LANGUAGE LAB	sr
LA	ARAB 999B	433420.00	ARABIC LANGUAGE LAB	sr
LA	CHI 3	433730.00	INTERMEDIATE CHINESE	moe, txt
LA	CHI 4	433731.00	INTERMEDIATE CHINESE	moe, txt
LA	CHI 250	429544.00	PRACTICAL CHINESE	dc
LA	CHI 999A	430741.00	CHINESE LANGUAGE LAB	sr
LA	CHI 999B	433734.00	CHINESE LANGUAGE LAB	sr
LA	ENG 1A	284010.15	PRIN OF COMPOSITION I	DE Deletion
LA	ENG 1B	284020.00	PRIN OF COMPOSITION II	txt
LA	ENG 1B	284020.15	PRIN OF COMPOSITION II	DE Deletion
LA	ENG 3	290010.05	INTRO CREATIVE WRNG	prereq fr eligibility for enrollment or completion of ENG 1A to <u>eligibility for ENG 1A</u> , txt
LA	ENG 4	290040.00	FICTION FUNDAMENTALS	prereq fr eligibility for enrollment or completion of ENG 1A to <u>eligibility for ENG 1A</u> , assign, txt
LA	ENG 5	290060.00	POETRY FUNDAMENTALS	dc
LA	ENG 7	290100.00	CREATIVE WRTG: SCRIPT	txt
LA	ENG 15A	314010.00	AMER LIT 1620-1860	tps, lrng obj, moe, assign, txt
LA	ENG 15B	314020.00	AMER LIT 1860-CONTEMP	tps, lrng obj, assign, txt
LA	ENG 17A	314050.00	ENG LIT/BEOWULF-ROMAN	txt
LA	ENG 17B	314060.00	ENG LIT/ROMAN-PRESENT	txt
LA	ENG 18	314090.00	SHAKESPEARE TRAGEDIES	txt
LA	ENG 19	314100.00	SHAKESPEARE COMEDIES	txt
LA	ENG 20	314110.00	SHAKESPEARE HISTORIES	txt
LA	ENG 21A	314130.00	WORLD LIT/ANCIENT-17C	txt, val
LA	ENG 21B	314140.00	WORLD LIT/17TH C/MDRN	txt, val
LA	ENG 23A	314170.00	AM ETH WR/AFRI AM LIT	dc
LA	ENG 25	314190.00	INTRO TO LITERATURE	txt
LA	ENG 27A	314210.00	INTRO TO THE NOVEL	txt
LA	ENG 27B	314220	INTRO TO DRAMA	dc
LA	ENG 27E	314250.00	INTRO TO SHORT STORY	dc

LA	ENG 44	314540.00	CLASSICAL MYTHOLOGY	txt
LA	ENG 50	314580.00	WOMEN AUTHORS	dc
LA	ENG 65	160000.05	BUILDING VOCABULARY	dc
LA	ENG 110	308010.00	INTRO TO LANG. LING.	dc
LA	ENG 160	431929.00	LITERARY MAGAZINE	txt
LA	ENG 180	320040.05	SPEED READG/COMP TRNG	tps, lrng obj, moe, assign, txt
LA	ENG 190	296040.00	ACADEMIC READING	units fr 2-to 3 , hrs fr 2-<u>lec</u>/wk to 3 <u>lec</u>/wk , txt
LA	ENG 190	296040.15	ACADEMIC READING	DE Deletion
LA	ENG 200	284030.15	FUNDAMENTALS OF COMPOSITION	DE Deletion
LA	ENG 311	428972.00	ENGLISH GRAMMAR	dc
LA	ENG 315	430443.00	GEARING/COLLEGE READ	dc
LA	ENG 316	430444.00	GEAR/COLLEGE WRITING	dc
LA	FR 10	344120.00	INTERM CONVER FRENCH	tps, lrng obj, moe, txt, val
LA	FR 20	344140.00	INTRO TO FRENCH CIVIL	dc
LA	FR 999A	430735.00	FRENCH LANGUAGE LAB	sr
LA	FR 999B	431719.00	FRENCH LANGUAGE LAB	sr
LA	GER 10	362120.00	INTER CONVER GERMAN	tps, lrng obj, moe, txt, val
LA	GER 250	429542.00	PRACTICAL GERMAN	dc
LA	GER 999A	430736.00	GERMAN LANGUAGE LAB	sr
LA	GER 999A	430736.15	GERMAN LANGUAGE LAB	DE Deletion
LA	GER 999B	431720.00	GERMAN LANGUAGE LAB	sr
LA	GER 999B	431720.15	GERMAN LANGUAGE LAB	DE Deletion
LA	HEBR 4	434005.00	INTERMEDIATE HEBREW	dc
LA	HUM 2	428020.00	ORIG WEST CULT IN LIT	moe, assign, val
LA	HUM 10A	428229.00	CULTR SCNCE SOCIETY I	prereq fr none to Eligibility for ENG 1A , rec prep fr Admission to the Honors Program to none , cat desc, tps, lrng obj, moe, assign, txt, val
LA	HUM 10B	428230.00	CULTR SCNCE SOCIETY II	prereq fr none to Eligibility for ENG 1A , rec prep fr Admission to the Honors Program to none , cat desc, tps, lrng obj, moe, assign, txt, val
LA	ITA 10	452110.00	INTER CONVER ITALIAN	reactv, tps, lrng obj, moe, txt, val
LA	ITA 21	452120.15	INTRO TO ITALIAN CULTURE	DE Deletion

LA	ITA 999A	430737.00	ITALIAN LANGUAGE LAB	sr
LA	ITA 999A	430737.15	ITALIAN LANGUAGE LAB	DE Deletion
LA	ITA 999B	431721.00	ITALIAN LANGUAGE LAB	tps
LA	ITA 999B	431721.15	ITALIAN LANGUAGE LAB	DE Deletion
LA	JA 3	428381.00	INTERMEDIATE JAPANESE	moe, txt
LA	JA 4	428382.00	INTERMEDIATE JAPANESE	moe, txt
LA	JA 999A	430738.00	JAPANESE LANGUAGE LAB	sr
LA	JA 999B	431722.00	JAPANESE LANGUAGE LAB	sr
LA	JRN 1	464010.15	MASS MEDIA & SOCIETY	DE Deletion
LA	JRN 2	464030.00	NEWS WRITING	moe
LA	JRN 105	464080.00	FEATURE WRITING	moe
LA	JRN 120	464100.05	NEWSPAPER PUBLICATION	txt
LA	JRN 125	464160.05	MAGAZINE JOURNALISM	moe
LA	PHIL 1	662010.00	INTRO TO PHILOSOPHY	tps, lrng obj, moe, assign, txt, val
LA	PHIL 1	662010.15	INTRO TO PHILOSOPHY	DE Deletion
LA	PHIL 14	992574.00	PHIL OF RELIGION	nc, rec prep PHIL 1 , 3 lec/0 lab/3 units
LA	PORT 1		ELEMENTARY PORTUGUESE	nc, coreq PORT 999A , rec prep College-level reading ability , 5 lec/0 lab/5 units
LA	PORT 2		ELEMENTARY PORTUGUESE	nc, prereq PORT 1 or two years of high school Portuguese , coreq PORT 999A , 5 lec/0 lab/5 units
LA	PORT 21	716010.00	PORT AND BRAZ CULTURE	reactv, tps, lrng obj, moe, txt, val
LA	PORT 999A		PORTUGUE LANGUAGE LAB	nc, coreq PORT 1 & 2 , 0 lec/1 lrng cntr/.25 units
LA	PRSN 3	433061.00	INTERMEDIATE PERSIAN	moe, txt
LA	PRSN 4	433062.00	INTERMEDIATE PERSIAN	moe, txt
LA	PRSN 999A	432588.00	PERSIAN LANGUAGE LAB	sr
LA	PRSN 999B	433064.00	PERSIAN LANGUAGE LAB	sr
LA	SPAN 1	788010.00	ELEMENTARY SPANISH	moe, txt
LA	SPAN 1	788010.15	ELEMENTARY SPANISH	DE Deletion
LA	SPAN 1A	788020.00	INTROD. ELEM. SPANISH	moe, txt
LA	SPAN 1B	788030.00	CONT ELEM SPANISH	moe, txt
LA	SPAN 2	788060.00	ELEMENTARY SPANISH	moe, txt, val
LA	SPAN 3	788080.00	INTERMEDIATE SPANISH	txt, val
LA	SPAN 4	788100.00	INTERMEDIATE SPANISH	moe, txt

LA	SPAN 6	429574.00	INT SPAN GRAMMAR/COMP	txt
LA	SPAN 10	788120.00	INTER CONVER SPANISH	tps, moe, txt, val
LA	SPAN 20A	788140.00	CIVIL SPAIN THRU 1898	tps, lrng obj, moe, txt
LA	SPAN 20B	431966.00	CIVIL SPAIN 1898-PRES	moe, txt
LA	SPAN 21A	788160.00	LATIN AMER THRU 1900	txt
LA	SPAN 250	429506.00	PRACTICAL SPANISH	tps, moe, txt
LA	SPAN 999A	430740.00	SPANISH LANGUAGE LAB	sr
LA	SPAN 999A	430740.15	SPANISH LANGUAGE LAB	DE Deletion
LA	SPAN 999B	431723.00	SPANISH LANGUAGE LAB	sr
LA	SPAN 999B	431723.15	SPANISH LANGUAGE LAB	DE Deletion
LR	LIB 2	473011.10	ADV. INFO COMPETENCY	cat desc, tps, moe, assign, txt, val
LR	LIB 2	473011.20	ADV. INFO COMPETENCY	DE Deletion
LR	LIB 100	473010.15	BASIC INFO COMPETENCY SKILLS: LIB RESEARCH	DE Deletion
MSE	ASTR 20	114020.15	GENERAL ASTRONOMY	DE Deletion
MSE	ASTR 21	431639.00	THE SOLAR SYSTEM	moe, txt
MSE	GEO 21	431639.10	THE SOLAR SYSTEM	moe, txt
MSE	BIO 11	144090.15	HUMAN ANATOMY	DE Deletion
MSE	BIO 19	144160.05	MARINE BIOLOGY	ENV 19 c/l removed, txt
MSE	BIO 20	144180.05	INTRO. TO BIOLOGY	txt
MSE	BIO 20	144180.15	INTRO TO BIOLOGY	DE Deletion
MSE	BIO 22	144240.15	HUMAN GENETICS	DE Deletion
				ti fr MODERN THEORIES OF EVOLUTION TO
MSE	BIO 40	144230.00	MODERN THRY EVOLUTION	<u>EVOLUTION</u> , cat desc, sch desc, txt
MSE	BIO 40	144230.15	MODERN THRY EVOLUTION	DE Deletion
MSE	BIO 43	144260.00	ANIMAL BEHAVIOR	txt
MSE	BIO 45	432301.00	BIOL OF HUMAN DISEASE	dc
MSE	BIO 112	429435.00	PATHOPHYSIOLOGY	txt
MSE	BIO 113	144990.00	HUMAN ANATMY & PHYSIO	cat desc, txt
MSE	BIO 175	144380.05	BFS: E SIERRA MTS	tps, moe, assign, txt
MSE	BIO 176	144460.00	BFS: SAGUARO NATL PK	dc
MSE	BIO 179	144510.05	BFS: COLORADO RIVER	dc
MSE	BIO 181	144550.05	BFS: DEATH VALLEY	dc

MSE	BIO 186	144650.05	BGS: GRAND CYN NAT PK	dc
MSE	BIO 188	144750.05	BFS: YOSEMITE NATL PK	dc
MSE	BIO 191	144850.05	BFS: SEQUOIA NATL PARK	dc
MSE	BIO 194	144910.05	BFS: CALIF COASTLINE	dc
MSE	BIO 201	432646.00	ANATMY/PHYSIO-PARAMED	dc
MSE	BIO 600		BFS: COAST ECOSYSTEMS	nc, 0.5 lec/1.5 lab/1 unit
MSE	BIO 601		BFS: ISLAND ECOSYSTEMS	nc, 0.5 lec/1.5 lab/1 unit
MSE	BIO 602		BFS: MOUNTAIN ECOSYS	nc, 0.5 lec/1.5 lab/1 unit
MSE	BIO 603		BFS: DESERT ECOSYSTEM	nc, 0.5 lec/1.5 lab/1 unit
MSE	BIO 604-48	992583.00	LAB RESEARCH	nc , prereq BIO 3A or 3B or 3C , 1 lec/3 lab/2 units
MSE	CHEM 12A	150080.00	ORGANIC CHEMISTRY	tps, txt
MSE	CHEM 106	150120.00	BASICS OF CHEMISTRY	tps, txt
MSE	CS 3A	192180.05	COMP. ORG/MACH LANG	rec prep fr MATH 253 or 255 and concurrent enrollment in CS 1B or any programming language course to <u>MATH 253 and concurrent enrollment in CS 1B or any programming language course</u> , tps, moe, val
MSE	GEOL 2	356020.00	HISTORICAL GEOLOGY	tps, txt
MSE	GEOL 4	432549.00	NATURAL DISASTERS	moe, txt
MSE	GEOL 5	512010.00	MARINE GEOLOGY	dc
MSE	GEOL 6	356050.00	PRIN. OF MINERALOGY	dc
MSE	GEOL 7	432552.15	WEATHER & CLIMATE	DE Deletion
MSE	GEOL 10	356040.00	GEOLOGY OF NATL PARKS	dc
MSE	GEOL 162	356120.00	GEMS AND MINERALS	dc
MSE	GEOL 170	356130.07	GFS: NAT PKS/MONUMENT	txt
MSE	GEOL 175	356370.05	GFS:SAN ANDREAS FAULT	tps, txt
MSE	GEOL 185	356870.05	GFS: YOSEMITE	tps, txt
MSE	MATH 2	518010.05	PRE-CALCULUS MATH	txt
MSE	MATH 10	518100.00	INTRO. TO STATISTICS	fr 3 lec/3 lrng cntr/3 units to <u>3 lec/0 lrng cntr/3 units</u> , sch desc, txt
MSE	MATH 205	433685.00	MATH FOR THE AA/AS	txt
MSE	MATH 251	518190.15	BEGINNING ALGEBRA	DE Deletion
MSE	MATH 251A	433952.00	BEG. ALGEBRA PART I	txt

MSE	MATH 251B	433953.00	BEG. ALGEBRA PART II	txt
MSE	MATH 253	518150.15	INTERMEDIATE ALGEBRA	DE Deletion
MSE	MATH 351	428409.15	PRE-ALGEBRA MATH	DE Deletion
MSE	MATH 924	430938.00	DIFFERENTIAL EQUA LAB	dc
MSE	MS 4	512040.00	SO.CALIF.COASTAL ECOL	moe, assign, txt
MSE	MS 20	512070.15	INTRO TO OCEANOGRAPHY	DE Deletion
MSE	PHYS 20	698060.15	THE IDEAS & EVENTS OF PHYSICS	DE Deletion
SBS	ANTH 1	30010.00	BIOLOGICAL ANTHRO	lrng obj, moe, txt
SBS	ANTH 1	30010.15	BIOLOGICAL ANTHRO	DE Deletion
SBS	ANTH 1L	430508.00	BIO ANTH LAB	cat desc, sch desc, lrng obj, moe, assign, txt
SBS	ANTH 2	30030.00	CULTURAL ANTHROPOLOGY	cat desc, sch desc, tps, obj, moe, assign, txt
SBS	ANTH 2	30030.15	CULTURAL ANTHROPOLOGY	DE Deletion
SBS	ANTH 3	30050.00	CULTURE AND LANGUAGE	cat desc, lrng obj, moe, assign, txt, val
SBS	ANTH 3	30050.15	CULTURE AND LANGUAGE	DE Deletion
				ti fr NATIVE AMERICAN INDIAN CULTURE to <u>NATIVE AMERICAN INDIAN CULTURES</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
SBS	ANTH 4	30060.00	NATIVE AMER IND.CULTR	tps, lrng obj, moe, assign, txt
SBS	ANTH 6	30090.00	GLOBAL ISSUES IN ANTH	moe, txt, val
SBS	ANTH 7	30100.00	INDIANS OF SO CALIF	tps, lrng obj, moe, assign, txt
SBS	ANTH 8	431936.00	WORLD PREHISTORY	lrng obj, moe, txt
SBS	ANTH 9	30120.15	INTRO TO ARCHAEOLOGY	DE Deletion
SBS	ANTH 10	430507.00	CELTIC CULTURES	cat desc, sch desc, lrng obj, moe, assign, txt
SBS	ANTH 11	4340002.00	MYST ANCIENT MAYA	dc
SBS	ANTH 13	429275.00	MAGIC, WITCHCRFT, RELIG	lrng obj, moe, assign, txt
SBS	ANTH 14	430512.00	INTRO VISUAL CULTURE	lrng obj, moe, assign, txt
SBS	ANTH 15	430814.15	THE WORLD OF PRIMATES	DE Deletion
				units fr 4 to <u>1</u> , hrs fr 2 lec/4 lab to <u>.5 lec/1.5 lab</u> , cat desc, lrng obj, moe, assign
SBS	ANTH 16	30130.00	ARCH FIELD METHODS	units fr 4 to <u>1</u> , hrs fr 2 lec/4 lab to <u>.5 lec/1.5 lab</u> , cat desc, lrng obj, moe, assign
SBS	ANTH 42	433997.00	CULTURE AND FOOD	dc
SBS	CCS 1	429609.15	MULTICULTURAL EXPERIENCES IN THE U.S.	DE Deletion
SBS	CD 101	433414.00	PRIN PRAC YNG CHLD	txt
SBS	CD 101	433414.15	PRIN PRAC YNG CHLD	DE Deletion
SBS	CD 105	992365.15	CHILD, FAMILY, & COMMUNITY	DE Deletion

SBS	CD 107	992366.15	CHILD GROWTH & DEVELOPMENT	DE Deletion
SBS	CD 110	416080.15	INTRO TO EARLY CHILDHOOD CURRICULUM	DE Deletion
SBS	CD 111	416230.00	CHILD GUIDE/COM	txt
SBS	CD 111	416230.15	CHILD GUIDE/COM	DE Deletion
SBS	CD 112	432508.00	HEALTH,SAFETY,NUTRIT	txt
SBS	CD 112	432508.15	HEALTH,SAFETY,NUTRIT	DE Deletion
SBS	CD 113	416140.00	MATH AND SCIENCE	cat desc, sch desc
SBS	CD 113	416140.15	MATH AND SCIENCE	DE Deletion
SBS	CD 114	406105.00	ARTS EARLY CHILDHOOD	cat desc, sch desc, txt
SBS	CD 114	406105.15	ARTS EARLY CHILDHOOD	DE Deletion
SBS	CD 115	416130.00	LITERACY IN EC	cat desc, sch desc, txt
SBS	CD 115	416130.15	LITERACY IN EC	DE Deletion
SBS	CD 116	432785.00	ENG LANG & MULTILING	dc
SBS	CD 117	416070.00	TEACH DIVERSE SOCIETY	cat desc, sch desc, moe, txt
SBS	CD 117	416070.15	TEACH DIVERSE SOCIETY	DE Deletion
SBS	CD 119	416170.10	PHYS DEV IN EARLY CHILD	dc
SBS	CD 119	416170.16	PHYS DEV IN EARLY CHILD	DE Deletion
SBS	CD 120	416040.00	OBSV/ASSESSMENT	cat desc, sch desc
SBS	CD 120	416040.15	OBSV/ASSESSMENT	DE Deletion
SBS	CD 121	416160.10	PRACT. ST TEACH	prereq fr CD 110 to CD 110 and 120 , tps, lrng obj, moe, assign, val
SBS	CD 121	416160.15	PRACT. ST TEACH	DE Deletion
SBS	CD 123	416055.00	INF/TODD DEV	txt
SBS	CD 123	416055.15	INF/TODD DEV	DE Deletion
SBS	CD 124	429279.00	INFANT/TODDLER PRACT	dc
SBS	CD 124	429279.15	INFANT/TODDLER PRACT	DE Deletion
SBS	CD 125	431635.15	SCHOOL-AGE BEFORE & AFTER SCHOOL PROGRAMS	DE Deletion
SBS	CD 127	430818.15	ADULT SUPERVISION & MENTOR PRACTICES	DE Deletion
SBS	CD 128	416200.00	ADMIN YNG CHILD SET	tps, lrng obj, moe, txt
SBS	CD 128	416200.15	ADMIN YNG CHILD SET	DE Deletion
SBS	CD 129	416210.00	ADMIN YNG CHILD SETT	tps, lrng obj, moe
SBS	CD 129	416210.15	ADMIN YNG CHILD SETT	DE Deletion
SBS	CD 133	416060.00	INF/TODD/CURRIC GROUP	txt
SBS	CD 133	416060.15	INF/TODD/CURRIC GROUP	DE Deletion

SBS	CD 135	450180.00	YNG CHLD W/SPCL NEEDS	txt
SBS	CD 135	450180.15	YNG CHLD W/SPCL NEEDS	DE Deletion
SBS	CD 140	450181.00	ERLY INTERVEN INCL	txt
SBS	CD 140	450181.15	ERLY INTERVEN INCL	DE Deletion
SBS	CD 202	431644.00	FOUND FAM CHILD CARE	dc
SBS	CD 202	431644.15	FOUND FAM CHILD CARE	DE Deletion
SBS	CD 250	450192.00	GARD WITH YOUNG CHILD	sr
SBS	CD 251	450193.00	COOK WITH YOUNG CHILD	dc
SBS	CD 252	450188.00	MASS MEDIA INFLUENCE	dc
SBS	CD 270	450186.00	LRNG:SOC AND EMOTION	sr
SBS	CD 271	450189.00	LRNG FOUND: LANG/LIT	sr
SBS	CD 272	450184.00	LRNG FOUND:ELD	sr
SBS	CD 273	450185.00	LEARNING FOUND: MATH	sr
SBS	ECON 2	248020.15	PRINCIPLES (MACRO)	DE Deletion
SBS	ECON 4	248010.15	PRINCIPLES (MICRO)	DE Deletion
SBS	ECON 6	429463.00	SCARCITY AND ENVIRON	dc
SBS	ECON 20	248030.15	THE AMERICAN ECONOMY	DE Deletion
SBS	EDUC 90	432604.00	INTRO ELEMENTARY ED	cat desc, sch desc
SBS	EDUC 90	432604.15	INTRO ELEMENTARY ED	DE Deletion
SBS	EDUC 115	450194.00	SECONDARY SCH TEACHING	lim fr TB results on file in Student Health Center to <u>none</u> , cat desc, sch desc, txt, val
SBS	EDUC 118	416090.15	EXCEPTIONAL CHILDREN	DE Deletion
SBS	EDUC 131	254020.00	EDUC.PSYCHOLOGY	cat desc, sch desc, moe, assign, txt
SBS	EDUC 131	254020.15	EDUC.PSYCHOLOGY	DE Deletion
SBS	EDUC 200	450195.00	INTRO ONLINE TCH LRNG	cat desc, sch desc, tps
SBS	EDUC 200	450195.15	INTRO ONLINE TCH LRNG	DE Deletion
SBS	EDUC 205	450196.00	MODELS ONL INST	rec prep fr EDUC 200 to <u>none</u> , val
SBS	EDUC 205	450196.15	MODELS ONL INST	DE Deletion
SBS	EDUC 210	450197.00	TECH FOR ONLINE INST	reactv, rec prep fr EDUC 200 to <u>none</u> , tps, txt, val
SBS	EDUC 210	450197.15	TECH FOR ONLINE INST	DE Deletion
SBS	EDUC 215	450198.00	ONLINE CRS INTERACTION	rec prep fr EDUC 200 to <u>none</u> , txt, val
SBS	EDUC 215	450198.15	ONLINE CRS INTERACTION	DE Deletion
SBS	EDUC 220	450199.00	UNIVERSAL DESIGN	rec prep fr EDUC 200 to <u>none</u> , moe, val

SBS	EDUC 220	450199.15	UNIVERSAL DESIGN	DE Deletion
SBS	EDUC 225	450200.00	STUDENT ASMT ONLINE	rec prep fr EDUC 200 to <u>none</u> , txt, val
SBS	EDUC 225	450200.15	STUDENT ASMT ONLINE	DE Deletion
				units fr 2 to <u>3</u> , hrs fr 1 lec/wk to <u>2 lec/wk</u> , lim fr FB- results on file in Student Health Center to <u>none</u> , cat
SBS	EDUC 240	254030.00	INSTRUCTIONAL ASSIST	desc, tps, lrng obj, moe, txt, val
SBS	EDUC 240	254030.15	INSTRUCTIONAL ASSIST	DE Deletion
SBS	GIS 110	430513.15	INTRO TO GIS	DE Deletion
SBS	GIS 211	430514.15	INTERMEDIATE GIS	DE Deletion
SBS	GIS 212	430781.00	ADVANCED GIS	dc
SBS	GEOG 1	350010.15	PHYSICAL GEOGRAPHY	DE Deletion
SBS	GEOG 2	350020.15	CULTURAL GEOGRAPHY	DE Deletion
SBS	GEOG 3	350030.15	WORLD REGIONAL GEOGRAPHY	DE Deletion
SBS	GEOG 110	430513.25	INTRO TO GIS	DE Deletion
SBS	GEOG 211	430514.25	INTERMEDIATE GIS	DE Deletion
SBS	GEOG 600		DESERT REGIONS	nc, 0.5 lec/1.5 lab/1 unit
SBS	GEOG 601		MOUNTAIN AREAS	nc, 0.5 lec/1.5 lab/1 unit
SBS	GEOG 602		GEOGRAPHY FIELD STUDY	nc, 1 lec/3 lab/2 units
SBS	HIST 4	404010.15	WORLD HISTORY TO 1750	DE Deletion
SBS	HIST 5	404020.15	WORLD HISTORY FROM 1750	DE Deletion
SBS	HIST 9	404030.05	DIPLOMATIC HIST OF US	dc
SBS	HIST 11	404050.00	PERSP OF PEACE STUDIE	txt
SBS	HIST 16	404060.15	HISTORY OF THE U.S. TO 1876	DE Deletion
SBS	HIST 17	404090.15	HISTORY OF THE U.S. SINCE 1876	DE Deletion
SBS	HIST 19	404130.15	U.S. SINCE 1945	DE Deletion
SBS	HIST 20	404140.15	ETHNIC CULTURES OF THE UNITED STATES	DE Deletion
SBS	HIST 21	404150.00	WOMEN IN U.S. HISTORY	moe, txt
SBS	HIST 21	404150.15	WOMEN IN U.S. HISTORY	DE Deletion
SBS	HIST 22	404160.15	BASIC U.S. HISTORY	DE Deletion
SBS	HIST 25	404170.00	HIST OF AMERICAN WEST	dc
SBS	HIST 27	430498.15	LATIN AMERICA: PRE-EUROPEAN TO INDEPENDENT NATIONHOOD	DE Deletion
SBS	HIST 28	430499.15	LATIN AMERICA: 1800 TO PRESENT	DE Deletion
SBS	HIST 30	404190.15	HISTORY OF MEXICO	DE Deletion

SBS	HIST 32	404230.15	CALIFORNIA HISTORY	DE Deletion
SBS	HIST 33	429739.15	POLITICAL/SOCIAL HISTORY OF THE CHICANAS/OS	DE Deletion
SBS	HIST 71	404360.00	HIST ASIA SINCE 1800	cat desc, sch desc, moe, txt
SBS	HIST 80	404400.05	INTRO CONTEMP. AFRICA	moe, assign, txt
SBS	PS 80	404400.10	INTRO-CONTEMP. AFRICA	moe, assign, txt
SBS	PS 1	710010.15	AMERICAN GOVERNMENT	DE Deletion
SBS	PS 4	710060.15	INTRO TO POLITICAL SCIENCE	DE Deletion
SBS	PS 12	710090.15	COMPARATIVE POLITICS & GOVT	DE Deletion
SBS	PSYC 1	728010.15	INTRO TO PSYCHOLOGY	DE Deletion
SBS	PSYC 2	728020.15	RESEARCH METHODS IN PSYCHOLOGY	DE Deletion
SBS	PSYC 3	728030.15	BIOLOGICAL PSYCHOLOGY	DE Deletion
SBS	PSYC 4	450127.15	INTRO TO COGNITIVE PSYCHOLOGY	DE Deletion
SBS	PSYC 5	728036.15	PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY	DE Deletion
SBS	PSYC 7	416010.25	DEVELOPMENTAL PSYCHOLOGY: CHILD THROUGH ADOLESCENCE	DE Deletion
SBS	PSYC 16	428838.15	INTRO TO CROSS-CULTURAL PSYC	DE Deletion
SBS	PSYC 30	728070.15	SOCIAL PSYCHOLOGY	DE Deletion
SBS	PSYC 33	728090.15	PSYCHOLOGY OF ADJUSTMENT	DE Deletion
SBS	PSYC 37	728120.15	ABNORMAL BEHAVIOR	DE Deletion
SBS	PSYC 125	992369.15	PSYCHOLOGY OF AGING	DE Deletion
SBS	PSYC 601	992584.00	STATS FOR BEH. SCIENC	nc, prereq <u>MATH 253 and completion of or concurrent enrollment in PSYC 2</u> , 3 lec/0 lab/3 units
SBS	PSYC 602		INTRO PSYC PROFESSION	nc, 1.5 lec/0 lab/1.5 units
SBS	SOC 1	776010.15	INTRO TO SOCIOLOGY	DE Deletion
SBS	SOC 2	776030.15	SOCIAL PROBLEMS	DE Deletion
SBS	SOC 6	429602.00	INTRO ASIAN CULT U.S.	moe, txt
SBS	SOC 10	776070.00	INTRO TO MAR AND FAMILY	cat desc, sch desc, lrng obj, moe, txt
SBS	SOC 10	776070.15	INTRO TO MAR AND FAMILY	DE Deletion
SBS	SOC 15	416030.15	SOCIALIZATION OF THE CHILD	DE Deletion
SBS	SOC 20	404140.20	ETHNIC CULTURES OF THE UNITED STATES	DE Deletion
SBS	SOC 21	776100.15	WOMEN IN CONTEMPORARY SOCIETY	DE Deletion
SBS	SOC 25	776120.15	SOCIAL STRATIFICATION	DE Deletion
SBS	SOC 30	728070.25	SOCIAL PSYCHOLOGY	DE Deletion

SBS	SOC 125	992291.15	SOCIOLOGY OF AGING	DE Deletion
SBS	SOC 126	992292.15	DEATH & DYING	DE Deletion
SBS	SOC 180	992290.15	INTRO TO GERONTOLOGY	DE Deletion
SBS	WS 10	860010.15	INTRO TO WOMEN'S STUDIES	DE Deletion
SBS	WS 40	428840.00	WOMEN AND RELIGION	dc
ATAS	ARCH 12	48020.15	HISTORY OF ARCHITECTURE	DE Deletion
ATAS	ARCH 122	48030.00	ARCHITECTURAL PRACTIC	moe
ATAS	ARCH 124A	48040.00	ARCHITECTURAL DWG I	moe
ATAS	ARCH 124B	48050.00	ARCHITECTURAL DWG II	prereq fr none to ARCH 124A , rec prep fr ARCH 124A- to none , moe, val
ATAS	ARCH 124C	48060.00	ARCHITECTURAL DWG III	prereq fr none to ARCH 124B , rec prep fr ARCH 124B- to none , moe, val
ATAS	ARCH 126	48070.00	MATRLS/MTHDS OF CONST	moe
ATAS	ARCH 132	48090.00	RES PLANNING & DESIGN	moe
ATAS	ARCH 136	48110.00	BASIC ARCH DESIGN 2	moe
ATAS	ARCH 161	198060.10	PRINT PLANS SPEC READ	moe
ATAS	ARCH 162	198080.00	CONSTRUCTION ESTIMAT.	moe
ATAS	ARCH 163	198070.00	IBC INSPECTION	moe
ATAS	ARCH 164	198090.00	RESIDENTIAL INSPECT.	moe
ATAS	ARCH 165	198120.00	ELECTRICAL CODE INSP.	moe
ATAS	ARCH 211	198240.00	CONCRETE INSPECTION	moe
ATAS	ARCH 212	198135.00	PLUMBING CODES	moe
ATAS	ARCH 213	198260.00	MECHANICAL CODES	moe
ATAS	ARCH 600		LA ARCH	nc, 1 lec/1 lab/1.5 units
ATAS	ARCH 601	992274.00	ARCH IN NORTHERN CA	nc, 1 lec/1 lab/1.5 units
ATAS	ARCH 602		ARCH IN ORANGE/S.D.	nc, 1 lec/1 lab/1.5 units
ATAS	ARCH 604		REVIT AND BIM	nc, rec prep ARCH 51 or DR 51 , 3 lec/3 lab/4 units
ATAS	ARCH 605		ADV REVIT/BIM II	nc, rec prep ARCH 289/604 , 3 lec/3 lab/4 units
ATAS	AUTO 100	120010.00	AUTO. FUNDAMENTALS	moe, assign, txt
ATAS	AUTO 101	120020.00	AUTO ELECTRIC SYSTEMS	moe, assign, txt
ATAS	AUTO 102	120030.00	ENGINE PERF/IGN	moe, txt
ATAS	AUTO 104A	120050.00	AUTOMOTIVE ENGINES	moe, assign

ATAS	AUTO 104B	120060.00	AUTOMOTIVE ENGINES	moe, assign
ATAS	AUTO 105	120070.00	AUTO POWER TRAIN	moe, txt
ATAS	AUTO 106A	120080.00	AUTO SUSP AND ALIGN	moe, txt
ATAS	AUTO 106B	428167.00	AUTOMOTIVE BRAKE SYS	moe, txt
ATAS	AUTO 107	120090.00	AUTO TRANSMISSION	moe, assign, txt
ATAS	AUTO 108	120100.00	AUTO AIR CONDITIONING	moe, assign, txt
ATAS	AUTO 109	120110.00	CLEAN AIR CAR COURSE	moe, txt
ATAS	AUTO 200	433654.00	ENHANCD CLEAN AIR CRS	tps, moe
ATAS	AUTO 205	433053.00	SMOG UPDATE TRAINING	sch desc, moe
ATAS	AUTO 207	433426.00	AUTO ENG FUNDAMENTALS	moe
ATAS	AUTO 220	430307.00	ALT PROP SYS-AUTO	moe, assign, txt
ATAS	AUTO 226	450026.00	AUTO SERV CONSULTANT	moe
ATAS	AUTO 227	450147.00	AUTO SERVICE MGMT	moe
ATAS	AUTO 228	450025.00	ADV VEHICLE PERFORM	moe
ATAS	AUTO 229	450113.00	DIESEL TECHNOLOGY	moe, txt
ATAS	AUTO 600		HEV-HYBRID ELEC TECH	nc, rec prep AUTO 100 and 207 , 2 lec/2 lab/3 units
ATAS	AUTO 601		DIESEL SYSTEMS TECH	nc, rec prep AUTO 100 , 2.5 lec/1.5 lab/3 units
ATAS	CMT 215	430336.00	ELEC. FOR COMP TECHS	lrng obj, moe, assign, txt
ATAS	DR 23	429627.00	GRAPHIC/DESCRIP GEOM	ti fr ENGINEERING GRAPHICS AND DESCRIPTIVE GEOMETRY to ENGINEERING GRAPHICS , rec prep fr DR 100 or one year of high school mechanical drafting to none , cat desc, sch desc, tps, lrng obj, moe, txt, val
ATAS	DR 51	428935.00	COMPUTER-AIDED DR	cat desc, sch desc, tps, moe, val
ATAS	ARCH 51	428935.10	COMPUTER-AIDED DR	cat desc, sch desc, moe, val
ATAS	DR 100	236020.00	FUND OF MECH DRAFTING	ti fr FUNDAMENTALS OF MECHANICAL DRAFTING to FUNDAMENTALS OF INDUSTRIAL AND MECHANICAL DESIGN , cat desc, sch desc, tps, lrng obj, moe, txt
ATAS	DR 101	236030.00	MECHANICAL DRAFTING	ti fr MECHANICAL DRAFTING to MECHANICAL DESIGN , sch desc, tps, moe, txt

ATAS	DR 102	236040.00	MECH DRAFTING DESIGN	ti fr MECHANICAL DRAFTING AND DESIGN to MECH DESIGN AND MARKETING PORTFOLIO , rec prep fr DR 101 to none , cat desc, sch desc, tps, lrng obj, moe, txt, val
ATAS	DR 120	236060.00	FUND/TECHNICAL ILLUSTR	ti fr FUNDAMENTALS OF TECHNICAL ILLUSTRATION to ENGINEERING TECHNOLOGY , units fr 2 to 3 , hrs fr 1-1ec/wk to 2 lec/wk , rec prep fr DR 100 to none , cat desc, sch desc, tps, lrng obj, moe, txt, val
ATAS	DR 152	48180.10	ADV COMPUTER AIDED DR	ti fr ADVANCED COMPUTER-AIDED DRAFTING to ADVANCED COMPUTER-AIDED DESIGN , cat desc, sch desc, tps, moe, val
ATAS	ARCH 152	48180.00	ADV COMPUTER AIDED DR	ti fr ADVANCED COMPUTER-AIDED DRAFTING to ADVANCED COMPUTER-AIDED DESIGN , cat desc, sch desc, tps, moe, txt, val
ATAS	DR 600		3D PARAMETRIC MOD	nc, rec prep DR or ARCH 50 , 2 lec/4 lab/3 units
ATAS	DR 601		ADV 3D PARAMETRIC	nc, rec prep DR 289/600 , 2 lec/4 lab/3 units
ATAS	DR 602		GEO DIMENSIONING	nc, rec prep DR or ARCH 50 , 2 lec/4 lab/3 units
ATAS	DR 604		GREEN DESIGN	nc, 1.5 lec/4.5 lab/3 units
ATAS	ENV 1	326010.00	INTRO.ENVIR.STUDIES	tps, moe, txt
ATAS	ENV 6	429463.10	SCARCITY AND ENVIRONM	cat desc, sch desc, assign, moe, txt, val
ATAS	ENV 18	144150.10	INTRO TO ECOLOGY	tps, moe, txt
ATAS	ENV 19	144160.10	MARINE BIOLOGY	dc
ATAS	ENV 24	144280.10	NAT HISTORY CALIF	units fr 3 to 4 , hrs fr 2 lec/wk to 3 lec/wk , tps, moe, txt
ATAS	ENV 30	326180.00	ALT ENERGY TECH	tps, moe, txt
ATAS	ENV 40	450024.00	ENVIRON LAW/POLICY	tps, moe, txt
ATAS	ENV 105	326240.00	ENV STDIES INTERNSHIP	coreq fr CWE 180/181 to none , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
ATAS	ENV 106	144980.10	NATURAL RESOURCE CONS	moe, txt
ATAS	ENV 200	432598.00	NATURALIST TRAINING	tps, moe, txt
ATAS	ENV 202	450022.00	GREEN LIVING	tps, moe, txt
ATAS	ENV 600		INTERP GUIDE TRAIN	nc, 2 lec/0 lab/2 units
ATAS	ET 101	266010.05	SURVEY OF ELECTRONICS	moe, txt

ATAS	ET 118	266100.00	ELCTRNC COMUNCATN SYS	moe, txt
ATAS	FASH 100	162010.30	FASHION SEWING-BEGINNING	DE Deletion
ATAS	FASH 111	162010.10	FASHION SEWING INTERM	tps, moe, txt
ATAS	FASH 112	162010.20	FASHION SEWING ADVAN	tps, txt
ATAS	FASH 113	450210.00	COUTURE SEWING	tps, moe, txt
ATAS	FASH 204	450037.00	AIMS CERTIFICATION	tps
ATAS	FASH 205	450038.00	CORSETS	tps, assign, txt
ATAS	FASH 260	429857.10	COMPUTER APPS FASHION	ti fr COMPUTER APPLICATIONS IN FASHION to <u>THE DIGITAL FASHION IMAGE</u> , rec prep fr none to <u>FASH 154</u> , cat desc, sch desc, tps, lrng obj, txt, val
ATAS	FASH 601		MILLINERY DSGN	nc, 2 lec/2 lab/3 units
ATAS	FASH 606		ACCESSORY DESIGN	nc, 2 lec/2 lab/3 units
ATAS	FASH 607	992595.00	APPAREL CART	nc, 1 lec/1 lab/1 unit
ATAS	FN 50	338050.00	FUND OF NUTRITION	txt
ATAS	FN 64	338100.00	NUTRITION ISSUES	moe, assign
ATAS	FN 110	338010.00	FOOD PREP. ESSENTIALS	txt
ATAS	FN 120	338020.00	CONTEMPORARY MEALS	sr
ATAS	FN 140	338030.00	CULTURAL FOODS	ti fr CULTURAL FOODS to <u>CULTURAL CUISINE</u> , moe, txt
ATAS	FN 142	338040.00	CLASSICAL CUISINE	ti fr CLASSICAL CUISINE to <u>CLASSICAL FRENCH CUISINE</u> , cat desc, sch desc, txt
ATAS	FN 160	338060.00	WT MGT EATING DISORD	txt
ATAS	FN 164	430351.00	SPORTS NUTRITION	sr
ATAS	FN 173	338140.00	CATERING AND BANQUETS	rec prep fr none to <u>FN 240 & 244</u> , units fr 2 to 3, hrs fr 1 hr lec/wk to <u>2 hrs lec/wk</u> , cat desc, assign, txt, val
ATAS	FN 210	450202.00	SERVSAFE	moe
ATAS	FN 220	338160.10	COUNTRY FRENCH FOODS	ti fr COUNTRY FRENCH FOODS to <u>FRENCH BISTRO CUISINE</u> , cat desc, sch desc, txt
ATAS	FN 221	430744.00	FRENCH CUISINE	dc
ATAS	FN 222	338180.00	CHINESE FOODS	ti fr CHINESE FOODS to <u>CHINESE CUISINE</u> , txt
ATAS	FN 223	338190.00	ASIAN FOODS	ti fr ASIAN FOODS to <u>ASIAN CUISINE</u> , txt
ATAS	FN 226	338195.00	MEXICAN FOODS	ti fr MEXICAN FOODS to <u>MEXICAN CUISINE</u> , txt

ATAS	FN 227	429856.00	MEDITERRANEAN FOODS	ti fr MEDITERRANEAN FOODS to <u>MEDITERRANEAN CUISINE</u> , txt
ATAS	FN 228	428946.00	ITALIAN FOODS	ti fr ITALIAN FOODS to <u>ITALIAN CUISINE</u> , moe, txt
ATAS	FN 230	338197.00	VEGETARIAN FOODS	ti fr VEGETARIAN FOODS to <u>VEGETARIAN CUISINE</u> , txt
ATAS	FN 232	428456.00	LITE CUISINE	ti fr LITE CUISINE STRATEGIES to <u>TECHNIQUES OF HEALTHY COOKING</u> , cat desc, txt
ATAS	FN 236	429564.00	AMERICAN REG. FOODS	ti fr AMERICAN REGIONAL FOODS to <u>AMERICAN REGIONAL CUISINE</u> , sch desc, txt
ATAS	FN 240	429854.00	INTRO TO CULINARY ART	ti fr INTRODUCTION TO CULINARY ARTS to <u>CULINARY PRINCIPLES I</u> , units fr 2 to <u>3</u> , hrs fr 1 lec/wk to <u>2 lec/wk</u> , cat desc, tps, moe, txt
ATAS	FN 242	429883.00	MODN GARDE MANGR COLD	dc
ATAS	FN 243	434015.00	MODRN GARDE MANGR HOT	dc
ATAS	FN 244	430233.00	BAKING BASICS	ti fr BAKING BASICS to <u>BAKING FUNDAMENTALS I</u> , hrs fr 1 lec/wk to <u>2 lec/wk</u> , units fr 2 to <u>3</u> , cat desc, sch desc, tps, txt, val
ATAS	FN 245	430235.00	SPECIALTY BAKING	ti fr SPECIALITY AND SAVORY BAKING to <u>BAKING FUNDAMENTALS II</u> , rec prep fr none to <u>FN 244</u> , cat desc, sch desc, tps, txt, val
ATAS	FN 600	992579.00	INTERNSHIP	nc, coreq <u>CWE 180</u> , 1 lec/0 lab/1 unit
ATAS	FN 601		PANTRY	nc, prereq <u>FN 171 or 210 or ServSafe Certificate</u> , 2 lec/3 lab/3 units
ATAS	FN 602		CULINARY PRINCIPLES II	nc, prereq <u>FN 171 or 210 or ServSafe Certificate</u> , rec prep <u>FN 240</u> , 2 lec/3 lab/3 units
ATAS	GC 210	450054.00	LETTERPRESS	cat desc, sch desc, moe
ATAS	GD 150	429123.15	DIGITAL ANIMATION	DE Deletion
ATAS	GD 200	433670.15	PHOTOSHOP SKILLS FOR GRAPHIC DESIGNERS	DE Deletion
ATAS	HORT 10	18010.00	PLNT MAT.HERBACEOUS	tps, lrng obj, moe
ATAS	HORT 10	18010.15	PLNT MAT.HERBACEOUS	DE Deletion
ATAS	HORT 11	18020.15	PLANT MATERIALS-TREES & SHRUBS	DE Deletion
ATAS	HORT 112	18170.15	PLANT PROPAGATION	DE Deletion
ATAS	HORT 113	18030.15	SOILS & FERTILIZERS	DE Deletion

ATAS	HORT 115	429488.15	HISTORY OF LANDSCAPE DESIGN	DE Deletion
ATAS	HORT 116	18188.00	IRRIGATION SYSTEMS	tps, moe, txt
ATAS	HORT 161	18390.05	GRAND CANYON	dc
ATAS	HORT 164	432299.00	ZION NATONAL PARK	dc
ATAS	HORT 600		ADV IRRIGATION SYS	nc, prereq HORT 116 , 2 lec/3 lab/3 units
ATAS	ID 213	429871.00	HEALTHCARE DESIGN	dc
ATAS	MFG 205	450174.00	SILICNE/URETHNE MOLDS	moe
ATAS	MFG 206	450175.00	RESIN & FOAM CASTING	moe
ATAS	MST 10	432564.00	INTRO TO AQUACULTURE	dc
ATAS	MST 100	431969.00	AQUARIUM SYSTEMS	dc
ATAS	MST 100	431969.15	AQUARIUM SYSTEMS	DE Deletion
ATAS	MST 101	431970.00	AQUARIUM MANAGEMENT	dc
ATAS	MST 203	432573.15	ECOLOGY OF CAPTIVE FISH & INVERTEBRATES	DE Deletion
ATAS	MST 207	432575.15	INTERNSHIP AQUARIUM/AQUACULTURE SCIENCE	DE Deletion
ATAS	MST 217	433058.00	SUB SEA ROV	dc
ATAS	MST 219	433425.00	MARINE ECOL SURV/GIS	moe, txt
ATAS	TOUR 255	842070.00	TRAVEL SALES & MKTG	ti fr TRAVEL SALES AND MARKETING to SELLING DREAMS-THE TRAVEL INDUSTRY , cat desc, sch desc

~~Aquarium and Aquaculture Science Certificate Program~~

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The Aquarium and Aquaculture Science certificate program provides students with career preparation for entry-level work in public aquarium, interpretive/education centers, pet industry, private business, or aquaculture related venues. For those already in the field, a skills upgrade in the latest techniques and information relating to water chemistry and toxicology, filtration, life support and habitat design, culture protocols, health, nutrition and disease, and equipment will be covered using hands-on application and innovative scientific approach. Current industry standards, state and federal regulations, and licensing are addressed. Through guided practical and technical experience, field trips, and internships, students will acquire good husbandry skills required to properly care for aquatic organisms and the dynamics involved in aquarium science.

Course ID	Title	Units
MST 10	Introduction to Aquaculture	3
MST 100	Aquarium Systems	3
MST 101*	Aquarium Management	1.5
MST 203	Ecology of Captive Aquatic Fish and Invertebrates	3
MST 204	Aquatic Animal Health and Disease Management	3
MST 205	Water Quality and Toxicity for Aquatic Systems	3
MST 206*	Aquatic System Design and Life Support	3
MST 207*	Internship: Aquarium and Aquaculture	1.5
<i>and</i>		
CWE 180*	Cooperative Work Experience: Aquarium and Aquaculture	2
Total		23

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

It is strongly recommended that students seeking cooperative work experience internships at public aquariums, obtain an Open Water SCUBA Certification from a reputable and nationally recognized organization (PADI, NAUI, etc.), and complete a basic first aid, CPR, and Dan oxygen administration course(s).

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0, qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Suggested coursework not required for the major: BIO 3A or BIO 19/ENV 19; CHEM 108; CIM 1; MATH 351.

Aquaculture Technician Occupational Skills Award

The Aquaculture Technician Occupational Skills Award is designed to increase the ability to master the necessary technical skills and knowledge relating to the aquaculture of organisms. Completion of this program will enhance the opportunity for entry-level employment, as well as, provide advancement in a career in aquaculture and fish hatcheries.

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Course ID	Title	Units
MST 10	Introduction to Aquaculture	3
MST 101*	Aquarium Management	1.5
	Select from below	6
Total		10.5

MST 203	Ecology of Captive Fish and Invertebrates	3
MST 204	Aquatic Animal Health and Disease Management	3
MST 205	Water Quality and Toxicity of Captive Aquatic Systems	3
MST 206*	Aquatic System Design and Life Support	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Aquarium Technician Occupational Skills Award

The Aquarium Technician Occupational Skills Award is designed to increase the ability to master the necessary technical skills and knowledge relating to the care of captive aquatic organisms in aquariums. Completion of this program will enhance the opportunity for entry-level employment as well as, provide advancement in a career in public aquarium, ocean-themed interpretive/education centers, aquatic pet industry and aquarium related venues.

Course ID	Title	Units
MST 100	Aquarium Systems	3
MST 101*	Aquarium Management	1.5
	Select from below	6
Total		10.5

MST 203	Ecology of Captive Fish and Invertebrates	3
MST 204	Aquatic Animal Health and Disease Management	3
MST 205	Water Quality and Toxicity of Captive Aquatic Systems	3
MST 206*	Aquatic System Design and Life Support	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Child Development

Early Interventionist Certificate Program

This certificate prepares students for career placements in public and/or private early intervention and educational settings that service typically and atypically developing young children. Specific jobs and responsibilities may include serving as a special education assistant for children birth to eight years of age, a one-one aide to a child, regular classroom aide with expertise in special needs, or as an assistant to the early intervention team for infants' birth to three years of age. This certificate meets the coursework requirements of the Teacher level Child Development Permit.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses:

Course ID	Title	Units
CD 101*	Principles and Practices for Teaching Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observation and Assessment	3

Early Interventionist Courses

CD 123*	Infant and Toddler Development	3
CD 135*	The Young Child with Special Needs	3
CD 140*	Early Intervention and Inclusion	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Ideally, lab placement must be in a setting that includes atypically developing children

Prerequisite course:

CD 110*	Introduction to Early Childhood Curriculum	3
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General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses:

_____	English/Language Arts	
_____	Science or Math	
_____	Social Sciences	
_____	Humanities/Fine Arts	16
	Total Units	54

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Deleted

Certificates and Degrees

Reactivated**Site Supervisor Certificate Program**

This certificate is designed for students who will be single site supervisors under Title 5 regulations or directors for centers regulated by Title 22. It allows holders to supervise Master Teachers, Teachers, Associate Teacher and assistants as well as manage single site programs, provide instruction and serve as coordinators of curriculum and staff development. To be eligible for this level of the California Children's Center Permit, work experience of 350 days of 3 hours per day within 4 years (100 hours of which must include supervision of adults) must be completed.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 107	Child Growth & Development	3
CD 105	Child, Family & Community	3
CD 101*	Principles & Practice of Teaching Young Children	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance & Communication	3
CD 112*	Health, Safety & Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observation & Assessment	3

Supervised Field Experience Course

CD 121*	Practicum: The Student Teaching Experience	
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Adult Supervision and Administration Courses (8 units)

CD 127*	Adult Supervision and Mentor Practices	2
CD 128	Administration of Young Children's Settings: Program	3
CD 129	Administration of Young Children's Settings: Management	3

General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16
Total	53

*Course has a prerequisite, co-requisite, limitation, or recommended preparation; see course description in catalog.

Associate Degree**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Associate of Science Degree in Child Development for Transfer

New AS-T

The curriculum in the Associate in Arts in Child Development for Transfer is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers, earning the Associate degree may support attempts to gain entry-level employment in social services or promotion.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
Required Courses:		
CD 101*	Principles and Practices for Teaching Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observation and Assessment	3
CD 121*	Practicum: The student teaching experience	5
Sub Total		24
CSU General Education or IGETC pattern		34-40
Transferable units as needed to reach 60 transferable units		_____
Degree Total		60

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Certificates and Degrees

Electronic Technology

Basic Analog and Digital Electronics Occupational Skills Award

New OSA

The Basic Analog and Digital Electronics Occupational Skills Award documents successful completion of the beginning courses in the Electronic Technology certificates. This award established that the student has studied the basics of analog and digital electronics, both in theory and in laboratory testing and troubleshooting.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ET 114	Digital Electronic Circuits	4
ET 133	DC and AC Fundamentals	4
ET 135	Semiconductor Devices and Circuits	4
Total		12

Fashion Design

Fashion Technology Occupational Skills Award

New OSA

The Fashion Technology Occupational Skills Award prepares students with skills and experience in the latest fashion technologies. This award is focused both on students entering into the fashion industry for the first time and students who are already fashion professionals who need to upgrade skills for career advancement and retention.

Upon completion of this certificate students may acquire positions as: Fashion Designer or assistant designer, technical designer, textile surface designer, fashion web store designer, fashion entrepreneur, product development, apparel information manager, pattern maker, pattern grader, pattern marker, fashion CAD designer, fashion buyer, technology trainer for fashion industry and fashion merchandiser.

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
FASH 204	AIMS Certification	1
FASH 607	Apparel Cart: Fashion Retailing online with Easy Shop	1
FASH 260*	Computer Applications in Fashion	2
FASH 254	Fashion in Southern California	1
<i>or</i>		
FASH 207	Eco Friendly Fashion Tour	1
FASH 189/289	Special Topics: Fashion	1-3
FASH 145*/BUS 145*	Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Fashion	1
Total		8-10

Certificates and Degrees

Accessory Design Occupational Skills Award

New OSA

The Accessory Design Occupational Skills Award prepares students with the skill necessary to become a successful designer of shoes, bags, millinery, jewelry, small leather goods, shawls, ties, pocket squares and other accessories. The curriculum prepares students with design skills, product development, technical skills, sourcing materials, and manufacturing the final goods. Students will experience designing a line of accessories and complete an internship/CWE related to the accessory design industry.

After completion of the skills award, students will be eligible for a position in the following areas: assistant accessory designer, accessory designer, shoe designer, high performance shoe designer, eyewear designer, milliner, handbag designer, small leather goods designer, technical designer for accessories, accessory product development, sourcing and manufacturing of accessories.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 100	Basic Sewing	3
FASH 240	Dye Processes on Fabrics	3
FASH 260*	Computer Applications in Fashion	2
<i>or</i>		
FASH 607	Appare Cart	1
<i>and</i>		
FASH 204	AIMS Certification	1
CWE 180	Cooperative Work Experience	1
FASH 254	Fashion in Southern California	1
<i>or</i>		
FASH 207	Eco Friendly Fashion Tour	1
FASH 606	Accessory Design	3
FASH 601	Millinery Design	3
Total		17

New OSA

Event Planner Occupational Skills Award

The Event Planner Occupational Skills Award prepares the student with skills that are necessary to become a successful planner within the industry. The focus will be on details, vision, organization and the means to pull off both big and small events. Event Planners may work on a freelance basis, for an event planning company and/or nonprofit organization and for profit corporations. Coursework covers planning and directing an event from start to finish. This will include: promotions, music, hospitality, merchandise and/or vendors, stage, rentals, culinary, lighting, selecting a venue, budget, and an internship in the field.

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
BUS 160	Small Business Management	3
FASH 147/BUS 147	Special Events Coordination and Promotion (Spring & Fall)	3, 3
FASH 148/BUS 148	Visual Merchandising	3
FASH 145*/BUS 145*	Internship	1
	and	
CWE 180*†	Cooperative Work Experience: Fashion	1
	Total	14

New OSA**Fashion Stylist Occupational Skills Award**

The Fashion Stylist Occupational Skills Award prepares the student with skills that are necessary to develop knowledge of fabrics, fit and trends to create a look that a client will display to the world. The student will use art, science, and psychology of dress to enhance their subjects and project an image. Coursework covers color, line, texture, principles of design, clothing quality and care, wardrobe planning and purchasing, dress codes, body types, face shapes, hair styles, and an internship in the field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 160	Small Business Management	3
FASH 140	Fashion Image	3
FASH 141	Apparel Selection	3
FASH 145*/BUS 145*	Internship	1
FASH 147/BUS 147	Special Events Coordination and Promotion	3
CWE 180*†	Cooperative Work Experience: Fashion	1
	Total	14

Geographic Information- Systems Certificate Program

The Geographic Information Systems (GIS) certificate program is a new technology that has applications in many fields. Successful completion of this program will prepare the student to use this new technology in his/her chosen area of specialization. GIS is an innovative way to organize large amounts of data by geographic area and to present the information in map (spatial) form. Many business organizations and governmental entities are requesting that their employees be trained in this field.

Deleted

Course ID	Title	Units
CIM 2A	Business Programming I: Visual Basic	
DR 56*/ARCH 56*	Introduction to Computer-Aided Drafting	3
GIS 110*/GEOG 110*	Introduction to Geographic Information Systems (GIS)	2
GIS 211*/GEOG 211*	Intermediate Geographic Information Systems (GIS)	2
GIS 212*	Advanced Geographic Information Systems	2
GEOG 1	Physical Geography	3
GEOG 1L*	Physical Geography Lab (Taken within one year of GEOG 1)	1
	Select from Restricted Electives	3-4
Total		19-20

Restricted Electives:

ANTH 2	Cultural Anthropology	3
ANTH 9	Introduction to Archaeology	3
BUS 135	Introduction to Marketing	3
ENV 18	Introduction to Ecology	4
ENV 23/GEOL 23	Environmental Geology	4
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3
GEOG 38	California Geography	3
GEOL 1	Introduction to Physical Geology	4
GEOL 3	Geology of California	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Speech/Communication Associate Degree Program

The curriculum in the Speech/Communication Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Course ID	Title	Units
SP 1	Communication Fundamentals (meets AA Speech requirements)	3
SP 2*	Persuasion	3
SP 3*	Argumentation and Debate	3
SP 5	Interpersonal Communication	3
SP 8	Gender Communication	3
SP 20	Intercultural Communication	3
SP 30/TA 30	Introduction to Oral Interpretation	3
SP 32*/TA 32*	Interpreters' Theatre	3
Total		24

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Suggested coursework not required for the major: SP 106.

Associate of Arts Degree in Speech/Communication Studies for Transfer

The curriculum in the Speech/Communication Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Course ID	Title	Units
Required Courses:		
SP 1	Communication Fundamentals (meets AA Speech requirements)	3
SP 3*	Argumentation and Debate	3
SP 5	Interpersonal Communication	3

Select two of the following courses (6 Units)

JRN/CTVR 1	Mass Media and Society	3??
SP 2*	Persuasion	3
SP 8	Gender Communication	3
SP 20	Intercultural Communication	3
SP 30/TA 30	Introduction to Oral Interpretation	3
SP 106	Forensics Activity	3

Select one of the following courses or any of the courses not selected above (3 Units)

ART 25	Survey of Art History: Ancient Worlds to Gothic	3
ART 26	Survey of Art History: Renaissance to Modern	3
ART 40	Two Dimensional Design	3
ART 80	Drawing I	3
CTVR 3	The History and Appreciation of American Cinema	3
CTVR 40*	Television and Film Scriptwriting I	3
CTVR 100	Introduction to Cinema, Television, and Radio	3
CTVR 114*	Radio Station Activities	2
CTVR 115*	Advanced Radio Broadcasting	2
CTVR 118	Digital Multi-Tracking Music Recording	4
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 128*	Television and Radio News	3
JRN 120*	Newspaper Publication	4
MATH 10*	Introduction to Statistics	3
PHOT 50	Digital Photography I	3
PHOT 51*	Introduction to Photoshop and Digital Imaging	3

Select one of the following courses or any of the courses not selected above (3 Units)

ANTH 2	Cultural Anthropology	3
BUS 138/CTVR 138	Advertising	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Cross Cultural Cinema	3
CTVR 9	Women in Cinema and Television	3
CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 101	Video Production Basics	3
CTVR 110	Radio Production	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 113*	Radio Broadcasting	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 191	Voice-Over and Announcing	3

ENG 1B*	Principles of Composition	3
JRN 2*	News Writing	3
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
SP 32*/TA 32*	Interpreters' Theatre	3
Total		18-19

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete the units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Revised 2012-2013
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 2012-2013. The proposed revised fees for 2012-2013 are presented in Exhibits A and B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for 2012-2013, as presented in Exhibits A and B.

South Orange County Community College District

SADDLEBACK COLLEGE
2012-2013 Revised Laboratory Fees

<u>Course</u>	<u>Cat. I.D.</u>	<u>Title</u>	<u>Fee</u>	<u>Fee</u>	<u>Purpose</u>
<u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u>					
			Current	Proposed	
ID 116	429810.00	Interior Materials and Products	-0-	25.00	Fabric workbook w/swatches
FASH 601	992608.00	Accessory Design	-0-	30.00	Pattern paper, leather, findings
FASH 606	992609.00	Millinery Design	-0-	40.00	Millinery materials
<u>BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT</u>					
ACCT 1B	602000.00	Managerial Accounting	3.00	-0-	
<u>EMERITUS INSTITUTE</u>					
FASH 125X	433664.00	Ribbon Work	-0-	8.00	Ribbon supplies
PHOT 50XB	971039.20	Intermediate Digital Photography	-0-	5.00	Photo paper, flash drives, etc.
PHOT 50XB	971039.10	Intermediate Digital Photography	-0-	5.00	Photo paper, flash drives, etc.
<u>FINE ARTS</u>					
ART 189	992607.00	Sp Tps: Model and Sculpt Animal	-0-	35.00	Art supplies
ART 189	992606.00	Sp Tps: Artisan Jewelry	-0-	35.00	Art supplies
ART 189	72030.00	Sp Tps: 3-D Dimensional Design	-0-	35.00	Art supplies
ART 189	475067.00	Sp TPS: Surface Embellishment for Sculpture	-0-	35.00	Art supplies
CTVR 124	180130.00	Television Production I	-0-	15.00	Materials
CTVR 125	180140.00	Television Production II	-0-	15.00	Materials
MUS 31	554011.00	Baroque Society	-0-	30.00	Sheet music
MUS 32	554022.00	Oratorio Society	-0-	30.00	Sheet music
MUS 33	554025.00	Modern Masterworks Chorale	-0-	30.00	Sheet music
MUS 34	554027.00	Early Music Ensemble	-0-	30.00	Sheet music
MUS 35	554062.00	Contemporary Vocal Ensemble	-0-	30.00	Sheet music
MUS 232	433694.00	Choral Techniques	-0-	30.00	Sheet music
MUS 233	992466.00	Contemp Choral Music for Treble Voices	-0-	30.00	Sheet music
MUS 234	992487.00	SATB Voiced Community Chorale	-0-	30.00	Sheet music
<u>HEALTH SCIENCES & HUMAN SERVICES</u>					
INSR 260	386600.20	Comp App for HealthCare Personnel	5.00	20.00	Paper and printing
MA 212B	530025.00	Medical Lab Procedures	20.00	30.00	tourniquets, dressings, etc
MA 214B	530045.00	Medication Administration	20.00	30.00	Medicine cups, injection pads, etc
MA 218B	485305.00	Electrocardiography	20.00	30.00	ECG tracing papers, ECG mounts, etc
MA 211B	530015.00	Physical Exam Procedure	20.00	30.00	Gloves, thermometers, dressings, etc
MA 213B	530035.00	Asepsis and Surgical Procedure	20.00	30.00	Gloves, bandages, towels, etc

HEALTH SCIENCES & HUMAN SERVICES (cont.)

N 170	639000.00	Nursing Process	150.00	116.00	Decrease in cost of supply kits
N 170 L	639010.00	Nursing Process Lab	150.00	-0-	No ATI costs
N 172	639100.00	Med-Surg Nursing	122.00	112.00	Decrease in cost of supply kits
N 172 L	639110.00	Med-Surg Nursing Lab	122.00	-0-	No ATI costs
N 173	431709.00	Nursing Care Child and Families	60.00	-0-	No ATI costs
N 173 L	431713.00	Nursing Care Child and Families Lab	60.00	-0-	No ATI costs
N 176	639400.00	Advanced Nursing	122.00	60.00	No ATI costs
N 176 L	639410.00	Advanced Nursing Lab	122.00	-0-	No ATI costs

KINESIOLOGY & ATHLETICS

HLTH 2	380030.00	Responding to Emergencies	5.00	10.00	CPR card, mouth piece
KNES 47	680080.00	Lifeguard Training	5.00	35.00	Lifeguard training card & CPR card
KNES 53	680030.00	Preventive Care Athletic Injuries	10.00	15.00	Tape
REC 104	746040.00	Camping & Outdoor Education	30.00	40.00	Compasses, maps, campsite fees, etc.

LIBERAL ARTS

No changes

MATHEMATICS, SCIENCE & ENGINEERING

No changes

SOCIAL & BEHAVIORAL SCIENCES

GEOG 102	430497.00	GFS: Big Sur & Central Coast	50.00	75.00	Supplies
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South Orange County Community College District

IRVINE VALLEY COLLEGE
2012/2013 Revised Instructional Material Fees

<u>Course</u>	<u>Cat. I.D.</u>	<u>Title</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Purpose</u>
<u>KINESIOLOGY, HEALTH & ATHLETICS</u>					
HLTH 2	3265.00	First Aid: Responding to Emergencies	\$8.00	\$12.00	Increase in cost for the certification card from the American Red Cross

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Community Education, Summer 2012

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 2012. 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 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Acting Classes	5/15 - 9/15	Jonelle Allen (E)	50% net	\$175
	Acting Classes	5/15 - 9/15	Maria Mayenzet (E)	50% net	\$175
	Adapted Hiking & Camping	5/15 - 9/15	Pam Patterson (E)	50% net	\$118
	Adapted Yoga & Pilates	5/15 - 9/15	Pam Patterson (E)	50% net	\$118
	Adaptive Recreation: Leaders	5/15 - 9/15	Pam Patterson (E)	50% net	\$99
	Are You the Next Inventor	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Artist Co-op	5/15 - 9/15	Staff (E)	Hourly	\$59
	Basic Skills Classes	5/15 - 9/15	Larry Perez (E)	Hourly	\$99
	Basic Skills Classes	5/15 - 9/15	Patrick Quigley (E)	Hourly	\$99
	Basic Skills Health Care (Gra	5/15 - 12/31	Health Sciences Div.	TBD	Grant
	Be Your Own Private Investig	5/15 - 9/15	Jim Harriger (E)	50% net	\$39
	Behind the Wheel	5/15 - 12/31	Driving Concepts (I)	Rates/Day	Varies
	Blogging	5/15 - 9/15	Robert Cohen (I)	50% net	\$39
	Brewing Basics	5/15 - 9/15	Matthew Johnson (E)	50% net	\$99
	Build Your Own Website For	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Business Classes	5/15 - 9/15	Michelle Berquist (I)	50% net	\$175
	Business Expo	5/15 - 9/15	Business Science Div.	Varies	Varies
	CA Real Estate License	5/15 - 9/15	Barbara Cox (E)	5% gross	Varies
	CA Real Estate License	5/15 - 9/15	Martin Welc (E)	5% Gross	Varies
	CA Real Estate License	5/15 - 9/15	Rockwell Institute (I)	10% gross	Varies
	Cake Decorating	5/15 - 9/15	Jennifer Jensen (I)	50% net	\$59
	California Notary	5/15 - 9/15	Thomas Peavyhouse (I)	50% net	\$70
	California Notary	5/15 - 9/15	Thomas Peavyhouse (I)	50% net	\$70
	Capturing The Essence	5/15 - 9/15	Ralph Velasco (I)	50% net	\$69
	Cashing In On Your Ideas	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Clutterology	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Coaching, Consulting, & Trai	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	College Classic Car Show	5/15 - 9/15	AutoTech Foundation - A	TBD	TBD
	Create a 2nd Income	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Dance Classes	5/15 - 9/15	Kaylaa Fox (I)	40-45% gross	\$50
	Digital Photography Classes	5/15 - 9/15	Parry Shoemaker (E)	50% net	\$65
	Ebay® Classes	5/15 - 9/15	Frances Greenspan (I)	50% net	\$65
	Entertaining	5/15 - 9/15	Farla Binder (E)	50% net	\$49
	ePublishing For iPad	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Feng Shui	5/15 - 9/15	Kartar Diamond (I)	50% net	\$49
	First Time Homeowner	5/15 - 9/15	Ryan Hrisca (I)	50% net	\$50
	Floral Design	5/15 - 9/15	Theresa Hoefnagels (I)	50% net	\$39
	Framing Classes	5/15 - 9/15	Susan Unoura (E)	50% net	\$49-55
	French Classes	5/15 - 9/15	Nancy Allah (E)	50% net	\$79
	Golf Classes	5/15 - 9/15	Emil Scodeller (E)	50% net	\$97

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Green Your Business or Horr	5/15 - 9/15	Christina Schwerdtfeger (50% net	\$39
	Growing the Family Business	5/15 - 9/15	Keanon Alderson (I)	50% net	\$49
	Guitar Classes	5/15 - 9/15	Ron Gorman (E)	60% net	\$90
	Harmonica Classes	5/15 - 9/15	David Broida (E)	50% net	\$39
	Hollywood 2.0	5/15 - 9/15	Belma Johnson (E)	50% net	\$49
	Hollywood 2.0	5/15 - 9/15	Dreambooks (I)	50% net	\$49
	HVAC Technician Certificate	5/15 - 9/15	Gatlain Educational Servi	pp	\$3,095
	Hypnotherapist Certification	5/15 - 9/15	Balaji Nettiimi (E)	50% net	\$799
	Hypnotherapist Certification	5/15 - 9/15	California Mind Inst. (I)	50% net	\$799
	Internet Dating	5/15 - 9/15	April Braswell (E)	50% net	\$59
	Internet Marketing	5/15 - 9/15	Robert Cohen (I)	50% net	\$39
	Investment Bootcamp/Money	5/15 - 9/15	Jalon O'Connell (E)	50% net	\$49
	Investment Strategies	5/15 - 9/15	Charlie Goffin (E)	50% net	\$39
	Iphones, Ipads...And Lost	5/15 - 9/15	Robert Cohen (I)	50% net	\$39
	Italian Classes	5/15 - 9/15	CALINK Institute (I)	50% net	\$105
	Job Searching	5/15 - 9/15	Robert Cohen (I)	50% net	\$39
	Leave A Legacy	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Letterpress Workshop	5/15 - 9/15	Karen Taylor (E)	50% net	\$175
	Make-Up Classes	5/15 - 9/15	Christina Gaudy (I)	50% net	\$90
	Mastering Your Money	5/15 - 9/15	Jalon O'Connell (E)	50% net	\$49
	Mastering Your Travel	5/15 - 9/15	Ralph Velasco (I)	50% net	\$69
	Motorcycle Rider Training	5/15 - 12/31	Saddleback Rider Training	Rates Per Day	\$100-235/c
	Mystery Shopping	5/15 - 9/15	Elaine Moran (E)	50% net	\$49
	Online Digital Publishing	5/15 - 9/15	Randeleigh Harris (E)	50% net	\$129
	On-Line No-Credit Classes	5/15 - 12/31	Education To Go (I)	\$55-\$175pp	\$94-299
	PC Boot Camp	5/15 - 9/15	Bill Napoli (E)	50% net	\$275
	PC Boot Camp Adv. Topics	5/15 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Access	5/15 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Express	5/15 - 9/15	Bill Napoli (E)	50% net	\$275
	PC Boot Camp More Photos	5/15 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Photoshop	5/15 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Spectacular F	5/15 - 9/15	Bill Napoli (E)	50% net	\$105
	PC's Performance	5/15 - 9/15	Robert Cohen (I)	50% net	\$39
	Pharmacy Technician Trng	5/15 - 12/31	Boston Reed (I)	50% net	\$2,720
	Piano Classes	5/15 - 9/15	Robert Laughlin (I)	50% net	\$45-75
	Proctoring Services	5/15 - 9/15	In-House Services (E)	pp	\$50-75
	Professional Organizer	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Professional Speaking for the	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Property Management	5/15 - 9/15	Stephen Dexter (E)	50% net	\$49
	Real Estate Workshops	5/15 - 9/15	Matt Clements (E)	50% net	\$39 - 250

(E) Employee

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South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Real Estate Workshops	5/15 - 9/15	Robert Kehiayan (I)	50% net	\$49
	Retirement Classes	5/15 - 9/15	David Brown (I)	50% net	\$49
	Screenprinting Workshop	5/15 - 9/15	Karen Taylor (E)	50% net	\$175
	Screenwriting Classes	5/15 - 9/15	Adam Coplan (E)	50% net	\$100
	Self-Publishing	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Six-Figure Speaking	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Social Media Strategies	5/15 - 9/15	Renee Gurley (E)	50% net	\$59
	Songwriting	5/15 - 9/15	Ron Gorman (E)	60% net	\$90
	Speed Spanish	5/15 - 9/15	Chris Lincke (E)	50% net	\$59
	Speed Spanish	5/15 - 9/15	Memory School (I)	50% net	\$59
	Stained Glass for Beginners	5/15 - 9/15	Greg Atwood (I)	50% gross	\$120
	Start Home-Based Business	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Supervisor's Series/Leadersh	5/15 - 9/15	Irv Gamal (I)	50% net	\$57 -365
	Survival Skills In the Office	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Test Preparation	5/15 - 9/15	Princeton Review (I)	Rates/dy	Varies
	The 99-Cent Gourmet	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Threading A to Z	5/15 - 9/15	Holly Mikhael (E)	50% net	\$150
	Threading A to Z	5/15 - 9/15	Sameira Mikhael (E)	50% net	\$150
	Tips & Tricks: Digital Org.	5/15 - 9/15	Randeleigh Harris (E)	50% net	\$129
	Travel Tours/Multi-Day Trips	5/15 - 12/31	Good Times Travel (I)	pp	pp
	Veterans Art Project (Grant)	5/15 - 9/15	Steve Dilley (E)	\$68.84/hr	Grant
	Voice Acting - Beg/Adv	5/15 - 9/15	Patrick Helmsletter (E)	50% net	\$250
	What Were You Born to Do?	5/15 - 9/15	Curtis Adney (E)	50% net	\$59
	Wine Classes	5/15 - 9/15	David Francisco (E)	50% net	\$90
	Writing/Journalism/Media	5/15 - 9/15	Belma Johnson (E)	50% net	\$49
	Writing/Journalism/Media	5/15 - 9/15	Dreambooks (I)	50% net	\$49
	Zumba® Fitness	5/15 - 9/15	Kelly Coutras (E)	50% net	\$59
CFK	Academic Chess	5/15 - 9/15	Academic Chess - Adam	50% net	\$159
	Acting Classes	5/15 - 9/15	Jonelle Allen (E)	50% net	\$175
	Acting Classes	5/15 - 9/15	Maria Mayenzet (E)	50% net	\$175
	Art Classes	5/15 - 9/15	Jan Wood (E)	\$29/hr+bonus	\$105
	Art Classes	5/15 - 9/15	Nancy Larragoiti (E)	\$28/hr+bonus	\$105
	Basic Skills Classes	5/15 - 9/15	Larry Perez (E)	Hourly	\$99
	Basic Skills Classes	5/15 - 9/15	Patrick Quigley (E)	Hourly	\$99
	Cake Decorating For Kids	5/15 - 9/15	Jennifer Jensen (I)	50% net	\$126
	CFK Onsite Subsitute/Tutor	5/15 - 9/15	Staff (E)	\$28/hr+bonus	Varies
	Computers/Techno- Science	5/15 - 9/15	Computer Explorers (I)	pp	\$175
	Digital Scrapbooking	5/15 - 9/15	Randeleigh Harris (E)	50% net	\$136
	Future Millionaires And Junio	5/15 - 9/15	Joshua Ballard (E)	50% net	\$115
	Golf Classes	5/15 - 9/15	Emil Scodeller (E)	50% net	\$79

(E) Employee

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South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Guitar Classes	5/15 - 9/15	Ron Gorman (E)	60% net	\$90
	Junior Gauchos Fun Club	5/15 - 9/15	Staff (E)	Hourly	\$50
	Kaplan Test Prep	5/15 - 9/15	Kaplan (I)	Rates Per Day	Varies
	Kartooning	5/15 - 9/15	Noess (I)	\$29/hr+bonus	\$105
	Kartooning	5/15 - 9/15	William Wood (E)	\$29/hr+bonus	\$105
	Keyboarding Classes	5/15 - 9/15	Joyce Quade (E)	50% net	\$136
	KidTricity	5/15 - 9/15	Noess (I)	\$29/hr+bonus	\$159
	KidTricity	5/15 - 9/15	William Wood (E)	\$29/hr+bonus	\$159
	Language Classes/Tutoring	5/15 - 9/15	Alpine Tutoring (I)	pp	\$99
	Life Science Classes	5/15 - 9/15	Shaun Burke (E)	\$28/hr+bonus	\$140
	Main Stage Kids	5/15 - 9/15	Fine Arts Div.	50% net	\$575
	Main Stage Kids	5/15 - 9/15	Katie Rubin (E)	Hourly	\$575
	Main Stage Kids/Jungle Book	5/15 - 9/15	Katie Rubin (E)	Hourly	\$375
	Main Stage Kids/Jungle Book	5/15 - 9/15	Fine Arts Div.	50% net	\$575
	Make-Up Classes	5/15 - 9/15	Christina Gaudy (I)	50% net	\$90
	Manners Classes	5/15 - 9/15	Laura Little (E)	50% net	\$110
	Math Classes	5/15 - 9/15	Daryl Johannsen (E)	\$29/hr+bonus	\$99
	Math Classes	5/15 - 9/15	Jennifer Pidgeon-Pagliei (E)	\$29/hr+bonus	\$99
	Math Classes	5/15 - 9/15	Justine Lawson (E)	\$29/hr+bonus	\$99
	Math Classes	5/15 - 9/15	Mary Boland (E)	\$29/hr+bonus	\$99
	Modeling & Style	5/15 - 9/15	Tara Meyer (E)	\$29/hr+bonus	\$120
	Music and Theatre For Kids	5/15 - 9/15	Fine Arts Div.	TBD	\$145
	Music and Theatre For Kids	5/15 - 9/15	Katie Rubin (E)	Hourly	\$145
	Music Classes	5/15 - 9/15	Valerie Geller (E)	\$28/hr+bonus	\$126
	Natural A's	5/15 - 9/15	Curtis Adney (E)	50% net	\$49
	Piano For Children	5/15 - 9/15	Kirill Gliadkovsky (E)	\$400	\$150
	Princess Ballet	5/15 - 9/15	Roxanne Bell (E)	50% net	TBD
	Reading Classes	5/15 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	SAT Prep	5/15 - 9/15	Kathy Song (E)	50% net	Varies
	Science Classes	5/15 - 9/15	Mad Science (I)	pp	\$175
	Sewing Classes	5/15 - 9/15	Laurie Murphy Klein (E)	50% net	\$100
	Spanish For Youth	5/15 - 9/15	CALINK Institute (I)	50% net	\$105
	Sports Classes	5/15 - 9/15	Nick Trani (E)	50% net	\$140
	Sports Classes	5/15 - 9/15	Staff (E)	50% net	\$140
	Study Strategies Classes	5/15 - 9/15	Chris Lincke (E)	50% net	\$70
	Study Strategies Classes	5/15 - 9/15	Jason Turney (E)	\$29/hr+bonus	\$99
	Study Strategies Classes	5/15 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	Study Strategies Classes	5/15 - 9/15	TBD (E)	\$29/hr+bonus	TBD
	Teens Road To Safety	5/15 - 12/31	Teens Road2Safety (I)	Rates/Day	Varies
	Test Preparation	5/15 - 9/15	Princeton Review (I)	Rates/Day	Varies

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Theatre Classes	5/15 - 9/15	Tara Meyer (E)	\$29/hr+bonus	\$39
	Writing Classes	5/15 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	Writing Classes	5/15 - 9/15	Nancy D'Aleo- Russey (I)	50% net	\$109
	Writing/English Classes	5/15 - 9/15	Mara Calabretta-Dawson	\$28/hr+bonus	\$99
	Youth And The Law	5/15 - 9/15	Martine Wehr (E)	10% Gross	\$100
	Youth Aquatics	5/15 - 9/15	Pete Cosmakos (I)	60% net	\$110-190
	Youth Film/Media Classes	5/15 - 9/15	IncrediFlix (I)	\$127pp	\$175
	Youth Onsite Programs	5/15 - 9/15	Staff (E)	Rates/Day	\$70 - 150
	Zumbatomic® For Kids	5/15 - 9/15	Kelly Coutras (E)	50% net	\$126

(E) Employee

(I) Independent Contractor

South Orange County Community College District

IRVINE VALLEY COLLEGE

COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Summer 2012

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
2-Day Film School	6/1-8/31/12	Dov Simens	50% gross	\$395
Academic Academy	6/25-8/31/12	Amanda Click	60% gross	\$99
Academic Chess	6/25-8/17/12	Adam Broady	50% gross	\$150
Academic Test Prep	6/2-7/28/12	Kathy Song	50% gross	\$129
Aquatic Fitness	5/1-8/31/12	Barbara Stockler	70% gross	\$20
Art Courses	4/10-8/31/12	Annette Hernandez	70% gross	\$45
Art Courses	5/20-8/31/12	Donna Hanna-Chase	70% gross	\$30
Art Courses	5/20-8/31/12	Natasha Shoro	70% gross	\$60
Art Courses	5/20-8/31/12	Pam Schader	70% gross	\$38
Art Courses	5/20-8/31/12	Steve Wang	70% gross	\$60
Art Courses	5/20-8/31/12	Teresa Fernald	70% gross	\$30
Band Rehearsal/Performance	5/20-8/31/12	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	5/20-8/31/12	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	5/20-8/31/12	Peter Fournier	70% gross	\$30
Business Management	6/1-8/31/12	Gene Konstant	50% gross	\$29-\$159
Choral Music	5/7-8/31/12	Cecilia Kim	70% gross	\$20
Computer Classes	5/20-8/31/12	Barbara Grane	70% gross	\$30-\$99
Computer Classes	5/20-8/31/12	Louise Records	70% gross	\$30-\$99
Computer Classes	6/1-8/31/12	Vazi Okhandiar	60% gross	\$45-\$329
Cooking Course	5/20-8/31/12	Susan Miller	70% gross	\$80-\$130
Country Line Dancing	5/20-8/31/12	Ida Stuart	70% gross	\$20
Creative Writing	5/20-8/31/12	Jeffrey Briar	70% gross	\$45
Dayan Qigong	5/3-8/31/12	Joanna Schoon	70% gross	\$30
Dayan Qigong	5/3-8/31/12	Judith Shields	70% gross	\$30
E-Bay Courses	6/1-8/31/12	Carolyn Jacinto	50% gross	\$95-\$225
Film Genres	5/20-8/31/12	Kathryn Kramer	70% gross	\$20-\$30
Filmmaking Camps	7/23-8/17/12	Tobin Felfe	65% gross	\$180
Fitness Courses	5/20-8/31/12	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	5/20-8/31/12	Beejay Janiga	70% gross	\$25
Fitness Courses	5/20-8/31/12	Carrie Henderson	70% gross	\$25-\$29
Fitness Courses	5/20-8/31/12	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	5/20-8/31/12	Leslie Lowe	70% gross	\$20
Fitness Courses	5/20-8/31/12	Lisa Messenger	70% gross	\$15-\$25
Fitness Courses	5/20-8/31/12	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	5/8-8/31/12	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	5/20-8/31/12	Sandra Casado	70% gross	\$30

*=per person

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
Internet/Web Certificate Courses	Self-Paced	Rich Talmo	IVC receives \$100-300*pp	\$599-\$4,500
Internet/Web Courses	Self-Paced	Rich Talmo	IVC receives \$29-\$160 *pp	\$49-\$1,299
Investment Management	5/20-8/31/12	Richard Meyerson	70% gross	\$50
IRD Reading	6/22-8/26/12	David Soloway	IVC receives 8% net	\$249-\$399
Kids Camps	6/18-8/31/12	Mathbotics	70% gross	\$199-\$299
Language Classes	6/25-8/6/12	Alicia Migliarini	IVC receives 50% gross	\$90
Language Classes	6/25-7/27/12	Cristina Versteegh	IVC receives 50% net	\$229-\$349
Mad Science Camps	7/2-8/17/12	Trisha Loos	70% gross	\$115-\$144
Medical Courses	6/1-12/31/12	Alice Chegia	IVC receives \$500-\$550 *pp	\$2,795
Music Courses	5/20-8/31/12	Louise Jacobs	70% gross	\$20-\$25
Nike Tennis Camps	6/25-8/17/12	Ross Duncan	IVC receives 20% of net	\$315-\$395
Patchwork & Quilting	5/20-8/31/12	Carolyn Caverly	70% gross	\$48
Personal Enrichment Courses	6/1-8/31/12	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	6/1-8/31/12	Mike Rounds	50% gross	\$39
Personal Enrichment Courses	6/1-8/31/12	Nancy Miller	50% gross	\$39
Photography	5/20-8/31/12	Michael Ramirez	70% gross	\$75-\$95
Photography	5/20-8/31/12	Stephen Burns	70% gross	\$135
Piano Courses	5/20-8/31/12	Carol Lippert	70% gross	\$30
Reading/Writing/Test Prep Courses	5/31-8/21/11	Ioan Sersea	50% gross	\$50-\$199
Real Estate Courses	6/1-8/31/12	Marshall Reddick	35% gross	\$49-\$79
Retirement Planning Courses	6/1-8/31/12	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54
Safety Courses	7/21/12	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	6/1-8/31/12	Mark Sevi	50% gross	\$75-\$150
Self Improvement (studies)	6/1-8/31/12	Curtis Adney	65% gross	\$55-\$59
Social Badminton	6/1-8/31/12	Helen Tung	50% gross	\$45-\$75
Social Dance Courses	6/1-8/31-12	Kaylaa Fox	60% gross	\$30-\$60
Social Dance Courses	6/1-8/31/12	Sandra Casado	70% gross	\$32-\$75
Tai Chi	5/2-8/31/12	Sebastian Caramagno	70% gross	\$25
Tap Dance	5/20-8/31/12	Dorothy Bregozzo	70% gross	\$30
Tap Dance	5/20-8/31/12	Marge Forehan	70% gross	\$30
Tennis Classes	6/1-8/31/12	Ivans Collas	50% gross	\$40-\$100
Yoga	5/20-8/31/12	Fleur Fong	70% gross	\$38
Yoga	5/20-8/31/12	Jeffrey Briar	70% gross	\$20
Yoga	5/20-8/31/12	Kathryn Burns	70% gross	\$25
Yoga	5/20-8/31/12	Mikki Michele	70% gross	\$36-\$60
Yoga	5/16-8/31/12	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.

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

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>
1/31/12 1:15pm SSC 212	April Cabbage-Vega Women's and Gender Studies Advisory Committee Speaker Series	Harmony Dust	Human Trafficking in Our Backyard	\$800.00
2/7/12 12:00pm SSC 212	Amira A. Wegenek Psychology Department Speaker Series	Melinda Blackman	Research in: Industrial Organizational Health Psychology	\$500.00 (ASG)
2/21/12 3:00pm SSC 212	Amira A. Wegenek Psychology Department Speaker Series	Mark Combs	Research in: Environmental Psychology	\$500.00 (ASG)
3/20/12 3:00pm SSC 212	Amira A. Wegenek Psychology Department Speaker Series	Julian Parris	Research in Social Psychology : Psychology of Humor	\$500.00 (ASG)
3/27/12 12:00pm SSC 212	Amira A. Wegenek Psychology Department Speaker Series	Liane Wardlow Lane	Research in: Psycholinguistic	\$500.00 (ASG)
4/5/12 12:00pm BGS 356	Amira A. Wegenek Psychology Department Speaker Series	Jason Siegel	Research in: Social Psychology and Health Psychology	\$500.00 (ASG)

IRVINE VALLEY COLLEGE

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: 2013-2014 Academic Calendar
ACTION: Review and Study

BACKGROUND

Annually the South Orange County Community College District Academic Calendar Committee convenes to review the development of the academic calendar. During the 2011-12 academic year, representatives from the governance groups studied calendar options for 2013-2014.

STATUS

The District Academic Calendar Committee met on December 6, 2011, and voted to recommend a calendar for 2013-2014 (Exhibit A). The proposed 2013-2014 Academic 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 accept for review and study the proposed Academic Calendar for 2013-2014 (Exhibit A).

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

FALL SEMESTER 2013

DRAFT

SPRING SEMESTER 2014

ACADEMIC CALENDAR 2013-2014

IRVINE VALLEY COLLEGE — SADDLEBACK COLLEGE

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

LEGEND

- Classes Not in Session
- Staff Development Days
- Sunday Classes Meet
- Saturday Class Meet
- Instructional Days
- Faculty Contractual Days
- Final Examination
- Holidays for Classified and 12 Month Employees
- * Start of 8-Week Session
- † Saddleback Commencement
IVC Commencement

SUMMARY

	Fall	Spring	Total
<i>Instructional Days</i>			
Monday	16	15	31
Tuesday	17	17	34
Wednesday	17	17	34
Thursday	17	17	34
Friday	17	15	32
Saturday	0	1	1
Sub-Total	84	82	166
Staff Development Days	5	4	9
Staff Contractual Days	2	1	3
Total	91	87	178

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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 2014

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

ACADEMIC CALENDAR 2013-2014

FALL SEMESTER 2013

- August 12-16 (Monday-Friday) Staff Development Days
- August 19 (Monday)..... Instruction Begins
- * August 19-October 19 (Monday-Saturday)8-Week Session
- September 2 (Monday) Labor Day — Holiday
- September 3 (Tuesday).....Faculty Contractual Day/Classes Not in Session
- * October 21-December 21 (Monday-Saturday)8-Week Session
- November 11 (Monday)Veterans Day — Holiday
- November 27 (Wednesday) Faculty Contractual Day/Classes Not in Session
- November 28-29 (Thursday/Friday) Thanksgiving — Holiday
- December 15-21 (Sunday-Saturday)..... . Final Examinations
- December 22-January 19 (Sunday-Sunday)..... Classes Not in Session
- December 23-January 1 (Monday-Wednesday) District/Colleges Closed

SPRING SEMESTER 2014

- January 1 (Wednesday)..... New Year's Day — Holiday
- January 14-17 (Tuesday-Friday)..... Staff Development Days
- January 20 (Monday)..... Martin Luther King, Jr. — Holiday
- January 21 (Tuesday) Instruction Begins
- * January 21-March 22 (Tuesday-Saturday)8-Week Session
- February 14 (Friday) Lincoln's Day — Holiday
- February 17 (Monday) Presidents' Day — Holiday
- March 23-29 (Sunday-Saturday)..... Spring Break/Classes Not in Session
- March 28 (Friday).....Friday of Spring Break — Holiday
- * March 31-May 22 (Monday-Thursday).....8-Week Session
- May 16-May 22 (Friday-Thursday) Final Examinations
- May 23 (Friday)..... Faculty Contractual Day/Classes Not in Session
- + May 23 (Friday)..... Irvine Valley College/Saddleback College Commencements

SUMMER SESSION 2014

- May 26 (Monday)..... Memorial Day — Holiday
- May 27-August 15 (Tuesday-Friday)Summer Session
- July 4 (Thursday)Fourth of July — Holiday

*Summer 2014 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 27, 2010

TO: District Superintendent/President

FROM: Chris Yatooma, Administrator
State Apportionment Process & System Budget Development

SUBJECT: Mandated Holidays for Fiscal Years 2010-11, 2011-12, 2012-13, and 2013-14

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 2010-11, 2011-12, 2012-13, and 2013-14 based on the current statute (ECS 79020).

Fiscal Year 2010-11

July 5, 2010	(Monday)	Independence Day (Observance)
September 6, 2010	(Monday)	Labor Day
November 11 or 12, 2010	(Thursday or Friday)	Veterans Day
November 25, 2010	(Thursday)	Thanksgiving Day
December 24, 2010	(Friday)	Christmas (Observance)
December 31, 2010	(Friday)	New Year's Day (Observance)
January 17, 2011	(Monday)	Dr. Martin Luther King, Jr. Day
February 11 or 18, 2011	(Friday or Friday)	Lincoln Day (Observance)
February 21, 2011	(Monday)	Washington Day
May 30, 2011	(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 2011-12

July 4, 2011	(Monday)	Independence Day
September 5, 2011	(Monday)	Labor Day
November 11, 2011	(Friday)	Veterans Day
November 24, 2011	(Thursday)	Thanksgiving Day
December 26, 2011	(Monday)	Christmas (Observance)
January 2, 2012	(Monday)	New Year's Day (Observance)
January 16, 2012	(Monday)	Dr. Martin Luther King, Jr. Day
February 10, 13, 14, or 17, 2012	(Friday, Monday, Tuesday, or Friday)	Lincoln Day
February 20, 2012	(Monday)	Washington Day
May 28, 2012	(Monday)	Memorial Day

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

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

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@cccco.edu.

cc: District/College Chief Business Officer
 Chief Instructional Officer
 Dean of Admissions and Records, Registrar
 Chief Information System Officer
 Erik Skinner
 Elias Regalado

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts
ACTION: Approval

BACKGROUND

On September 24, 2007, the Board of Trustees authorized a list of positions with authority sign documents and contracts in accordance with Section 81655, 81656 and 85232 of the Education Code, Public Contract Code Section 20651 and Board Policy 2100. The Orange County Department of Education requires a current updated list of authorized signatures.

STATUS

EXHIBIT B details all authorized designees by position to execute documents and contracts including a brief description of those items. The position of District Director of Fiscal Services has been revised to reflect a change in personnel (EXHIBIT A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve (EXHIBIT A) authorizing individuals occupying the position listed on EXHIBIT B to be approved as presented.

AUTHORIZATION OF SIGNATURES

SOUTH ORANGE COUNTY COMMUNITY COLLEGE SCHOOL DISTRICT

February 27, 2012

I, Gary L. Poertner, Secretary, of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 27th day of February 2012 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZATION TO SIGN				
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements
Gary L. Poertner		X	X	X	X	X
Debra L. Fitzsimons		X	X	X	X	X
Kim R. McCord		X	X	X	X	X
Brandye D'Lena			X	X	X	X
David P. Bugay					X	X
Robert S. Bramucci						X

Pursuant to provisions of Education Code sections 42630-34/85230-34

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2 ____.

Secretary _____
Gary L. Poertner

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEE'S DESIGNEES TO
EXECUTE DOCUMENTS AND CONTRACTS

POSITION

Chancellor	Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment/Changes of Status, Purchase Orders, Travel Authorization/Expense Claims and Payroll Documents (E.C. 81655, 81656 & 85232, Public Contract code 20651)
Vice Chancellor, Business Services	Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Contracts for Supplies and Services within Bid Limits, Purchase Orders, Travel Authorization/Expense Claims and Payroll Documents (E.C. 81655, 81656 & 85232, Public Contract code 20651)
Vice Chancellor, Technology & Learning Resources	Application for Funds and Grants, Travel Reimbursements and Checks
Vice Chancellor, Human Resources	Employment Contracts, Collective Bargaining Agreements, Employment Claim Settlements, Notices of Employment/Change of Status, Travel Reimbursements and Checks
District Director of Fiscal Services	Checks, Claim Settlements, General Contracts, Purchase Orders, Payroll Documents and Travel Reimbursements
Director of Facilities, Planning & Purchasing	Advertise for Bids, Contracts for Supplies and Services within Bid Limits, Purchase Orders and Travel Reimbursements
College and District Classified Management Staff and Academic Administrative Staff	Travel Reimbursements

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

Education Code Section 72024 (d) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

STATUS

Trustee Tom Fuentes was absent from the January 23, 2012 board meeting due to medical reasons.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 12-06 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the January 23, 2012 meeting of the Board of Trustees.

Item Submitted By: Gary L. Poertner, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 12-06

Section 72024 (d) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district;" and

WHEREAS, on January 23, 2012, the Board of Trustees of the South Orange County Community College District held a meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Tom Fuentes shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, January 23, 2012.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**ITEM: 5.20****DATE: 2/27/12****TO:** Board of Trustees**FROM:** Gary L. Poertner, Chancellor**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 12-07 to Amend 2011-2012 Restricted General Fund**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 2011-2012 Adopted Budget.

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

College Work Study at Saddleback College	-513
College Work Study at Irvine Valley College	-4817
CTE Transitions at Saddleback College	46,970
CTE Transitions at Irvine Valley College	46,970
Perkins Title I-C at Irvine Valley College	-1,962
Board Financial Assistance Program (BFAP) at Saddleback College	3,820
Extended Opportunity Program & Services (EOPS) at Saddleback College	8,850
Extended Opportunity Program & Services (EOPS) at Irvine Valley College	8,850
Disabled Student Program & Services (DSPS) at Irvine Valley College	30,897
Non-credit Matriculation at Irvine Valley College	686
Trade Act Agreement at Irvine Valley College	2,959
CTE Health Career Boot Camp at Saddleback College	250,000
CTE Community Collaborative at Saddleback College	<u>411,350</u>
Total Increase to the General Fund	<u>\$804,060</u>
Child Development Training Consortium (CDTC) at Irvine Valley College	<u>1,500</u>
Total Increase to the Child Development Fund	<u>\$1,500</u>
Total Budget Amendment	<u>\$805,560</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-07 to amend the 2011-2012 Adopted Budget as indicated in Exhibits A & B.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND
RESOLUTION 12-07
February 27, 2012

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$805,560 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 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8120	HIGHER EDUCATION ACT	-5,330
01	8170	VOC & APPLIED TECH ED ACT	\$91,978
01	8199	OTHER FEDERAL REVENUE	\$2,959
01	8619	OTHER GENERAL APPORTIONMENT	\$3,820
01	8622	EXTENDED OPPORTUNITY PROGRAMS	\$17,700
01	8623	DISABLED STUDENTS PROG & SVCS	\$30,897
01	8629	OTHER CATEGORICAL APPORTIONMENT	\$686
01	8690	OTHER STATE REVENUE	\$661,350
12	8890	OTHER LOCAL REVENUE	1,500
			<u>\$805,560</u>

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

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	ACADEMIC SALARIES	\$143,186
01	2000	CLASSIFIED SALARIES	\$267,659
01	3000	FRINGE BENEFITS	\$136,614
01	4000	BOOKS AND SUPPLIES	\$21,431
01	5000	OTHER OPERATING EXPENSES & SVCS	176,998
01	6000	CAPITAL OUTLAN	\$39,533
01	7000	OTHER OUTGO	\$18,639
12	7000	OTHER OUTGO	\$1,500
			<u>\$805,560</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND
RESOLUTION 12-07
February 27, 2012

BUDGET AMENDMENT EXPENDITURE DETAIL

Child Development Training Consortium (CDTC) at Irvine Valley College

INCOME

12-	8890-	1-001-4-079-053-1305	OTHER LOCAL REVENUE	<u>1,500</u>
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EXPENDITURE

12-	7600-	1-001-4-079-053-1305	OTHER PAYMENTS TO STUDENTS	1,500
				<u>1,500</u>

College Work Study at Saddleback College

INCOME

01-	8120-	1-004-1-000-000-0000	HIGHER EDUCATION ACT	<u>-513</u>
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EXPENDITURE

01-	2383-	1-004-1-026-083-6460	HR SHORTTERM SAL	<u>-513</u>
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College Work Study at Irvine Valley College

INCOME

01-	8120-	1-004-4-026-083-6460	HIGHER EDUCATION ACT	<u>-4817</u>
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EXPENDITURE

01-	2383-	1-004-4-026-083-6460	HR SHORTTERM SAL	<u>-4,817</u>
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CTE Transitions at Saddleback College

INCOME

01- 8170-	1-005-1-050-000-6011	VOCATIONAL & APPLIED TECHNOLOGY ED ACT	<u>46,970</u>
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EXPENDITURE

01- 1415-	1-005-1-050-000-6011	HR NCLSRM FAC, STIPEND & PROJECTS	11,500
01- 2141-	1-005-1-050-000-6011	RG CLERICAL NON-INSTR	5,000
01- 2342-	1-005-1-050-000-6011	NON-INSTR CLASS, OT	12,000
01- 3120-	1-005-1-050-000-6011	STRS NON-INSTR STAFF	1,100
01- 3220-	1-005-1-050-000-6011	PERS NON-INSTR STAFF	1,856
01- 3320-	1-005-1-050-000-6011	OASDI NINST CLSSF	1,254
01- 3360-	1-005-1-050-000-6011	MEDIC NINST EMPLOY	475
01- 3520-	1-005-1-050-000-6011	UNEMP NINST STAFF	575
01- 3620-	1-005-1-050-000-6011	WCOMP NON-INSTRUCTIONAL	713
01- 4600-	1-005-1-050-000-6011	NON-INSTR SUPPLIES & MATERIALS (OVER \$200)	1,000
01- 5271-	1-005-1-050-000-6011	DISTRICT SUPPORTED EVENTS	590
01- 5811-	1-005-1-050-000-6011	CONTRACT SERVICES	9,100
01- 5891-	1-005-1-050-000-6011	INDIRECT CHARGES	1,807
			<u>46,970</u>

CTE Transitions at Irvine Valley College

INCOME

01- 8170-	1-005-4-080-093-6320	VOCATIONAL & APPLIED TECHNOLOGY ED ACT	<u>46,970</u>
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EXPENDITURE

01- 1413-	1-005-4-080-093-6320	HR NCLSRM FAC, PT	2,000
01- 1415-	1-005-4-080-093-6320	HR NCLSRM FAC, STIPEND & PROJECTS	1,500
01- 2131-	1-005-4-080-093-6320	RG MANAGER NON-INSTR	17,000
01- 2383-	1-005-4-080-093-6320	TEMP SHORTTERM NON-INSTR, HOURLY	5,000
01- 3120-	1-005-4-080-093-6320	STRS NON-INSTR STAFF	9,750
01- 4600-	1-005-4-080-093-6320	NON-INSTR SUPPLIES & MATERIALS (OVER \$200)	500
01- 5269-	1-005-4-080-093-6320	MILEAGE	200
01- 5270-	1-005-4-080-093-6320	CONFERENCE/TRAVEL	500
01- 5271-	1-005-4-080-093-6320	DISTRICT SUPPORTED EVENTS	213
01- 5811-	1-005-4-080-093-6320	CONTRACT SERVICES	8,500
01- 5891-	1-005-4-080-093-6320	INDIRECT CHARGES	1,807
			<u>46,970</u>

Perkins Title I-C at Irvine Valley College

INCOME

01- 8170-	1-006-4-080-900-6011	VOCATIONAL & APPLIED TECH ED ACT	<u>-1,962</u>
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EXPENDITURE

01- 2131-	1-006-4-080-900-6011	RG MANAGER NON-INSTR	-1,962
			<u>-1,962</u>

Board Financial Assistance Program (BFAP) at Saddleback College

INCOME

01-	8619-	1-021-1-026-000-6460	OTHER GENERAL APPORTIONMENTS	<u>3,820</u>
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EXPENDITURE

01-	5830-	1-021-1-026-000-6460	ADVERTISING	3,820
				<u>3,820</u>

Extended Opportunity Program & Services (EOPS) at Saddleback College

INCOME

01-	8622-	1-023-1-000-000-0000	EXTENDED OPPORTUNITY PROGRAMS	<u>8,850</u>
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EXPENDITURE

01-	7600-	1-023-1-051-077-6430	OTHER PAYMENTS TO STUDENTS	8,850
				<u>8,850</u>

Extended Opportunity Program & Services (EOPS) at Irvine Valley College

INCOME

01-	8622-	1-023-4-035-077-6499	EXTENDED OPPORTUNITY PROGRAMS	<u>8,850</u>
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EXPENDITURE

01-	7600-	1-023-4-035-077-6499	OTHER PAYMENTS TO STUDENTS	8,850
				<u>8,850</u>

Disabled Student Program & Services (DSPS) at Irvine Valley College

INCOME

01-	8623-	1-024-4-035-075-6420	DISABLED STUDENTS PROG & SVCS	<u>30,897</u>
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EXPENDITURE

01-	1413-	1-024-4-035-075-6420	TEMP NCLSRM FAC, PT	10,000
01-	2483-	1-024-4-035-075-4999	TEMP INSTR SHORTERM, HOURLY	<u>20,897</u>
				<u>30,897</u>

Non-credit Matriculation at Irvine Valley College

INCOME

01-	8629-	1-031-4-024-000-6320	OTHER CATEGORICAL APPORTIONMENT	<u>686</u>
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EXPENDITURE

01-	1413-	1-031-4-073-074-6320	TEMP NCLSRM FAC, PT	686
				<u>686</u>

Trade Act Agreement at Irvine Valley College

INCOME

01- 8199-	1-085-4-080-093-6822	OTHER FEDERAL FUNDS	1,795
01- 8199-	1-085-4-080-093-6840	OTHER FEDERAL FUNDS	1,164
			<u>2,959</u>

EXPENDITURE

01- 5811-	1-085-4-080-093-6822	CONTRACT SERVICES	1,795
01- 5999-	1-085-4-080-093-0303	ALLOCATED BUT NOT DISTRIBUTED	225
01- 7500-	1-085-4-080-093-0303	STUDENT FINANCIAL AID	449
01- 7600-	1-085-4-080-093-0303	OTHER PAYMENTS TO STUDENTS	490
			<u>2,959</u>

CTE Health Career Boot Camp at Saddleback College

INCOME

01- 8690-	1-260-1-054-033-1201	OTHER STATE REVENUE	<u>250,000</u>
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EXPENDITURE

01- 1415-	1-260-1-054-033-1201	TEMP NCLSRM FAC, STIPEND & PROJECTS	90,000
01- 2141-	1-260-1-054-033-1201	RG CLERICAL NON-INSTR	54,444
01- 3120-	1-260-1-054-033-1201	STRS NON-INSTR STAFF	7,425
01- 3220-	1-260-1-054-033-1201	PERS NON-INSTR STAFF	5,945
01- 3320-	1-260-1-054-033-1201	OASDI NINST CLSSF	3,376
01- 3360-	1-260-1-054-033-1201	MEDIC NINST EMPLOY	2,094
01- 3420-	1-260-1-054-033-1201	BENS NINST CLSSF	19,511
01- 3520-	1-260-1-054-033-1201	UNEMP NINST STAFF	2,326
01- 3620-	1-260-1-054-033-1201	WCOMP NON-INSTRUCTIONAL	2,600
01- 4600-	1-260-1-054-033-1201	NON-INSTR SUPPLIES & MATERIALS (OVER \$200)	9,231
01- 5153-	1-260-1-054-033-1201	CONSULTANT	10,000
01- 5811-	1-260-1-054-033-1201	CONTRACT SERVICES	20,000
01- 5891-	1-260-1-054-033-1201	INDIRECT CHARGES	9,615
01- 6411-	1-260-1-054-033-1201	NEW EQUIP TECH (OVER \$200)	13,433
			<u>250,000</u>

CTE Community Collaborative at Saddleback College

INCOME

01- 8690-	1-275-1-050-000-6011	OTHER STATE REVENUE	<u>411,350</u>
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EXPENDITURE

01- 1415-	1-275-1-050-000-6011	TEMP NCLSRM FAC, STIPEND & PROJECTS	25,000
01- 1415-	1-275-1-052-004-0201	TEMP NCLSRM FAC, STIPEND & PROJECTS	2,500
01- 2141-	1-275-1-050-000-6011	RG CLERICAL NON-INSTR	135,610
01- 2383-	1-275-1-052-017-1306	TEMP SHORTERM NON-INSTR, HOURLY	19,000
01- 2383-	1-275-1-052-004-0201	TEMP SHORTERM NON-INSTR, HOURLY	6,000
01- 3120-	1-275-1-050-000-6011	STRS NON-INSTR STAFF	2,063
01- 3120-	1-275-1-052-004-0201	STRS NON-INSTR STAFF	206
01- 3220-	1-275-1-050-000-6011	PERS NON-INSTR STAFF	14,809
01- 3220-	1-275-1-052-017-1306	PERS NON-INSTR STAFF	2,075
01- 3320-	1-275-1-050-000-6011	OASDI NINST CLSSF	8,407
01- 3320-	1-275-1-052-017-1306	OASDI NINST CLSSF	1,178
01- 3320-	1-275-1-052-004-0201	OASDI NINST CLSSF	372
01- 3360-	1-275-1-050-000-6011	MEDIC NINST EMPLOY	2,329
01- 3360-	1-275-1-052-004-0201	MEDIC NINST EMPLOY	123
01- 3360-	1-275-1-052-017-1306	MEDIC NINST EMPLOY	276
01- 3420-	1-275-1-050-000-6011	BENS NINST CLSSF	39,361
01- 3520-	1-275-1-050-000-6011	UNEMP NINST STAFF	2,586
01- 3520-	1-275-1-052-004-0201	UNEMP NINST STAFF	137
01- 3520-	1-275-1-052-017-1306	UNEMP NINST STAFF	306
01- 3620-	1-275-1-050-000-6011	WCOMP NON-INSTRUCTIONAL	2,891
01- 3620-	1-275-1-052-017-1306	WCOMP NON-INSTRUCTIONAL	342
01- 3620-	1-275-1-052-004-0201	WCOMP NON-INSTRUCTIONAL	153
01- 4600-	1-275-1-050-000-6011	NON-INSTR SUPPLIES & MATERIALS (OVER \$200)	10,200
01- 4600-	1-275-1-052-017-1306	NON-INSTR SUPPLIES & MATERIALS (OVER \$200)	500
01- 5270-	1-275-1-050-000-6011	CONFERENCE/TRAVEL	756
01- 5825-	1-275-1-050-000-6011	OTHER OPERATING EXPENSES & SVC	92,249
01- 5891-	1-275-1-050-000-6011	INDIRECT CHARGES	15,821
01- 6411-	1-275-1-052-017-1306	NEW EQUIP TECH (OVER \$200)	5,100
01- 6411-	1-275-1-052-004-0201	NEW EQUIP TECH (OVER \$200)	<u>21,000</u>
			<u>411,350</u>

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Award of Bid: Office Supplies Contract
ACTION: Approval

BACKGROUND

In 1992 the district replaced the in-house stock of office supplies with a stockless system contracted with an outside supplier that guarantees next-day delivery. The contract with the current vendor expires on February 29, 2012, and there is a need to establish a new contract.

STATUS

On December 19 and December 26, 2011, Bid No. 294D for a Three-Year Contract for Office Supplies with an option to renew for two (2) more years was advertised and sent to four (4) vendors. Two (2) vendors responded to the invitation for bids and their bids opened on January 12, 2012. Vendors were asked to bid on the price of specific items that will be under contract and also offer a discount from catalog prices for all other items that might be purchased. Spending patterns from previous years show that about 60% of the purchases are for contract items and 40% for non-contract items. Calculations, summarized in EXHIBIT A, show that Office Max Solutions of Garden Grove, submitted the lowest bid meeting all specifications.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 294D for a Three-Year Contract for Office Supplies with an option to renew for two (2) more years to Office Max Solutions. The contract will start on March 1, 2012.

**BID 294D
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CONTRACT FOR OFFICE SUPPLIES**

February 27, 2012

VENDOR	ESTIMATED COST OF ONE YEAR SUPPLIES OF CONTRACT TEMS (2)	DISCOUNT OFFERED FOR NON-CONTRACT ITEMS	ESTIMATED COST OF ONE YEAR SUPPLIES OF NON-CONTRACT ITEMS BASED ON \$506,850 LIST PRICE (3)	\$10,000 ANNUAL REBATE FOR THREE YEARS	TOTAL 3-YR COST
OFFICE MAX SOLUTIONS (1) Garden Grove, California	\$78,215.94	55% Off List Price	\$228,082.00	\$30,000.00	\$918,894.00 -\$30,000.00 \$888,894.00
STAPLES La Mirada, California	\$71,964.85	55% Off List Price (Average)	\$228,082.00	\$0.00	\$900,140.00
OFFICE DEPOT Signal Hill, California	NO RESPONSE				
SOUTHWEST SCHOOL & OFFICE Ontario, California	NO RESPONSE				

NOTES:

- (1) Recommended Award
- (2) Estimated costs was calculated applying the bid prices to quantities purchased in 2011.
- (3) Non-contract item purchases in 2011 totaled approximately \$228,000. At 45% discount, this represents a total list price of \$506,850.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: ATEP: Site Foundation and Infrastructure Demolition and Grading;
Architectural Services Agreement
ACTION: Approval

BACKGROUND

On April 22, 2004, the Board of Trustees approved basic aid funding for ATEP Demolition projects. Phase I and II Demolition projects are complete and the district would like to move forward with the Site Foundations and Infrastructure Demolition and Grading project.

STATUS

gkkworks has a thorough understanding of the existing conditions having developed demolition construction documents for previous ATEP projects.

Staff has reviewed their architectural services proposal for ATEP Site Foundation and Infrastructure Demolition and Grading for \$135,000 with \$4,000 additional for reimbursable expenses and a contract total of \$139,000 (Exhibit A) and recommends approval.

Funds for these services are available in the approved project budget of \$7,000,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an agreement (Exhibit A) in the amount of \$139,000 with gkkworks to provide architectural services for the ATEP Site Foundation and Infrastructure Demolition and Grading project.

**ARCHITECTURAL SERVICES AGREEMENT-ATEP SITE FOUNDATION AND
INFRASTRUCTURE DEMOLITION AND GRADING**

This AGREEMENT is made and entered into this 23rd day of January in the year 2012 between South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and gkkworks, 2355 Main Street Suite 220, Irvine California, 92614, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services ATEP Site Foundation and Infrastructure Demolition, hereinafter referred to as "PROJECT" located at 15445 Lansdowne, Tustin, California, 92782 in the DISTRICT; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

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

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

3. The services covered by this AGREEMENT shall be completed within 18 months of the date of this AGREEMENT.

ARTICLE II "sc:cJPE ()FAR.CHITECT's sERVI Es•

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

2. The scope of work includes the necessary services and documents to perform demolition of ATEP building foundations/ roadways and other site infrastructure and to address grading requirements at both the DISTRICT owned and the LIFOC property at ATEP that will result in conformance with the City of Tustin's and all agency other requirements related to storm water regulatory requirements. At a minimum those documents will include: Site demolition plans/ mass grading and drainage plans/ preliminary hydrology and hydraulic studies with all necessary information incorporated into the construction documents/ water quality management plan/ storm water pollution prevention plan/ erosion control plan/ and related cost estimates.

3. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Matt Greiner as a Project Manager/ in association with David Hunt. 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.

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 herein. Such evaluation shall include alternative approaches to the design and construction of the PROJECT.

5. The ARCHITECT will work with RGP to complete the scope of work. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement.

6. The ARCHITECT shall prepare, for approval by the DISTRICT, Design Development documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

7. 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.

8. The ARCHITECT shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities.

9. The ARCHITECT shall prepare plans to indicate complete demolition including removal of:

- a. Slab on grade
- b. Foundations down to a maximum depth of 9'-0" below current finished floor elevation
- c. Pilings down to a maximum depth of 9'-0" below current furnished floor elevations

10. The ARCHITECT shall prepare architectural and civil design development package for DISTRICT approval including site demolition plans, grading plans, drainage plans, hydrology and hydraulic studies, preliminary WQMP, preliminary SWPPP and preliminary Project specifications.

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

12. The ARCHITECT shall prepare documents related to the wet utility demolition for no less than five feet outside the building foundations.

- a. Prepare wet utility severance plan that shows capping *sewer*, water and storm drain to no less than five feet outside the building foundations. The plan will include the necessary notes and details for the contractor to complete work.
- b. Research and incorporate wet utility information previously made available to the ARCHITECT for Phase I and II plan work.
- c. Removal and relocation of existing utilities outside the minimum of five feet surrounding existing slabs is not a part of this contract.
- d. Perform a field inspection to verify surface utilities and those previously capped at the slabs. Mark the existing utility exhibit accordingly.
- e. Coordinate with local agencies including but not limited to the City of Tustin and the Irvine Ranch Water District in relationship to disconnection of any existing services that will require modification or disconnection and for obtaining any permitting necessary.

13. The ARCHITECT shall prepare documents related to the dry utility demolition for no less than five feet outside the building foundations.

- a. Analyze current utility plans and address criteria for dry utilities in relationship to proposed project phasing. Perform a field inspection to verify existing utilities, power and gas.
- b. Prepare dry utility severance plan that shows capping no less than five feet outside the building foundations.
- c. Coordinate with civil consultant to verify the most current information relative to project. Research the available dry utility reference plans to obtain and include more detailed information.

12. The ARCHITECT shall prepare documents related to the wet utility demolition easement requests for respective dry utility agencies through DISTRICT to ensure closure on all items. Process legal descriptions and related exhibits to the dry utility agencies or their consultants for easement documents.
 - e. Process dry utility package through City for permitting in relationship to disconnection of any existing services that will require modification or disconnection and for obtaining any permitting necessary.
14. Identify whether any remaining above ground system components, i.e. transformers, poles, meters, will be demolished or maintained. Incorporate findings in bid documents. Survey and identify all fencing to be protected in place as consistent with the approved fencing and screening plan.
15. Integrate wet and dry utility severance plans in one plan set or contain proposed work of the items addressed in more detail on the dry utilities documents.
16. Provide all necessary details, construction notes and general notes for the contractor to perform work which includes disconnecting and capping utilities at the property line.
17. Identify any vegetation or improvements desired to be maintained by the DISTRICT. Incorporate findings into bid documents.
18. Identify any steps necessary to impede future vegetation growth.
19. Meet with representatives of each utility agency during package preparation processes. Incorporate agency comments in the bid documents. Ensure that agencies are in conformance with the final approved demolition plans. Obtain any necessary utility approvals including written approvals from utility companies for severance or removal of active public utility lines and submit to the city of Tustin.
20. Meet with representative of the City of Tustin. Address/incorporate back check comments in the bid documents. Obtain any necessary approvals to allow for bidding of documents.

21. The ARCHITECT shall make recommendations for revisions based on their understanding of agency needs, master planning and other related/associated issues.

22. The ARCHITECT shall incorporate requirements into the documents to maximize acquisition of future project's LEED points.

23. Prepare SWPPP report based on State requirements including erosion control and all information to permit DISTRICT filing of Notice of Intention (NOI). The fee for the NOI will be paid for by the DISTRICT.

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

25. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT with the DISTRICT's assistance. The DISTRICT shall pay all fees required by such governmental authorities.

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

27. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract and coordinating same with the technical specifications.

28. If the lowest bid exceeds the budget for the PROJECT by 10% percent, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.

29. The ARCHITECT's responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT.

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

31. 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.

32. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.

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

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

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

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

37. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT's action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT's professional judgment to permit adequate review and in no case exceed fifteen days after receipt.

38. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders.

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

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

41. ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from.

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

e. Providing services made necessary by the default of the Contractor, by services required under this AGREEMENT and DISTRICT shall have the right to remove any of ARCHITECT'S personnel from the PROJECT.

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

ARTICLE III. ADDITIONAL ARCHITECT'S SERVICES.

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

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

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.

b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph 10.

c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.

d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work

- e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
- h. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided herein.
- i. Providing services of consultants for other than architectural and civil engineering portions of the PROJECT.
- j. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

ARTICLE IV DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
2. 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.
3. 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.

ARTICLE V COST OF CONSTRUCTION

1. The construction cost shall be the total cost or estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.
2. 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 costs.
3. During the bidding phase, construction cost shall be determined by the lowest responsive, responsible bid.
4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.
5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.
6. The ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction *cost*, if any, represent the ARCHITECT's best judgment as a professional familiar with the construction industry.
7. A fixed limit of construction cost shall be established at the completion of design development documents as a condition of this AGREEMENT. The ARCHITECT shall furnish a proposal to establish the construction cost and obtain DISTRICT agreement in writing before commencing with the Design Development phase.
8. Any PROJECT budget or fixed limit of construction cost shall be adjusted, according to the most recent inflationary rate as reflected in ENR, if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.
9. If the lowest bid received exceeds the fixed limit of construction cost by 10% (adjusted as provided in paragraph 8), the DISTRICT shall:

- a. give written approval of an increase of such fixed limit;
- b. authorize rebidding of the PROJECT within a reasonable time;
- c. if the PROJECT is abandoned, terminate it in accordance with Article VII, paragraph 3; or
- d. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

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

ARTICLE VII ARCHITECT'S DRAWINGS AND SPECIFICATIONS

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

The ARCHITECT shall perform the work under this agreement using CADD software and shall deliver electronic copy via CD or DVD in both the software format and PDF format at bid time. If work is terminated prior to bid time, a copy of the work completed to date shall be provided to the DISTRICT.

ARTICLE VII – TERMINATION

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

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

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

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

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

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

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

ARTICLE VIII - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

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

Compensation is based on a fixed fee of \$135,000 with a reimbursable allowance of \$4,000. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Design Development Phase:	25 percent
Construction Documents Phase:	25 percent
Agency Review:	10 percent
Bidding Phase:	5 percent
Construction Phase:	20 percent
Close Out Phase:	5 percent

Total Compensation: One Hundred Percent (100%)

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

3. Payments for ARCHITECT services shall be made monthly. 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.

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

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

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

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

b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT'S normal travel expense 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 are reimbursable upon DISTRICT'S prior written approval.

- d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.
- e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT's Basic Services will be reimbursed.
- f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1%) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.
- g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the ARCHITECT for such services.

ARTICLE IX - INDEMNITY AND INSURANCE

- 1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify, 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
 - 1. any and all claims for damages costs and/or charges, directly or indirectly arising out of, pertaining or relating to, in whole or in part, to ARCHITECT's negligent acts, errors and/or omissions, recklessness or willful misconduct in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants, employees or agents in the performance of their obligations under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such indemnity is barred by the applicable statute of limitations.

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 (b) above shall name DISTRICT and its officers, agents and employees as additional insureds and shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary

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

ARTICLE X - MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

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

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

13. If any *term*, 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.

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

DISTRICT

ARCHITECT

Dr. Debra L. Fitzsimons

gkkworks, attn.: Matt Greiner

28000 Marguerite Parkway

2355 Main Street, Suite 220

Mission Viejo, CA 92692

Irvine, CA 92614

15. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations or agreements, either

written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARC:HITECT.

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

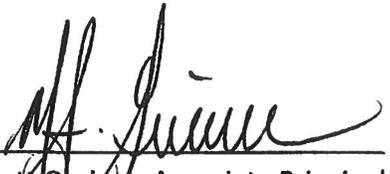
DISTRICT

ARCHITECT

South Orange County Community
College District

gkkworks

Dr. Debra L. Fitzsimons, Vice Chancellor



Matt Greiner, Associate Principal

(Date)

1.23.2012

(Date)

10-3030954

(Taxpayer number)

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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

A. DESIGN SERVICES - TASK I

PROJECT INITIATION

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

a. Within the first week following execution of the contract, meet with the DISTRICT and their representatives to prepare a detailed task analysis and work plan for documentation in a computer generated project schedule.

This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.

2. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

3. Participate in a general Project kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.

a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the Project.

- b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
- c. Identify critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; wet and dry utility requirements; and domestic and fire water service requirements.
- d. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
- e. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
- f. Review documentation of the project kick-off meeting prepared by the A and comment prior to distribution.

B. DESIGN SERVICES- TASK II

DESIGN DEVELOPMENT

Prepare Design Development documents in compliance with the appropriate applicable building codes, ordinances and other regulatory authorities. Coordinate all information as needed with DISTRICT engineers and environmental consultants.

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

1. Architectural:

- a. Site plan completely drawn with beginning notes and dimensions including foundations, grading and paving.
 - b. Preliminary development of details and large scale blow-ups.
 - c. Legend showing all symbols used on drawings.
 - d. Identify foundation removal requirements (fill requirement, piles, etc.). Include necessary soil mitigation if required by soils report.
2. Civil:
- a. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage.
 - b. Preliminary grading and drainage plans in accordance with completed hydrology and hydraulic studies.
 - c. Design the grading and compaction of the Project in accordance with recommendations of the DISTRICT'S soil consultant. ARCHITECT must notify the DISTRICT in time to acquire compaction recommendations for ARCHITECT'S use.
 - d. Site plan with a minimum one (1) foot contour grade intervals. All major site development/demolition, such as paving, utilities and outside facilities shall be shown, including property lines, adjacent existing structures, walls and fences fifty feet beyond the PROJECT.
 - e. Identify requirements for existing foundation systems (fill requirements, piles, caissons, spread footings, etc.).
 - f. Points of capping for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, invert elevation location if necessary and description of manholes and related demolition/installation details.

g. Roadways, parking and storm drainage development/demolition. Includes details and large scale drawings of existing curb and gutter, manhole, paved parking and roadway sections.

h. Preliminary Water Quality Management Plan

i. Preliminary Stormwater Pollution Prevention Plan

j. Preliminary specifications

3. Landscape:

a. Includes clear and grub requirements and proposed weed deterrent approach.

b. Outline specifications

7. Specification:

DISTRICT to provide general condition specification and work with the ARCHITECT to develop any necessary supplementary conditions.

8. Probable Cost:

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

Probable costs prepared by the ARCHITECT:

- a. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate

line item; rate of cost escalation and projected bid and construction dates are to be as approved by the DISTRICT.

- b. Contingencies for design, bidding or construction, if included in the probable costs, are to be included as individual line items, with the percentage and base of calculation clearly identified.
- c. All construction probable costs developed per the above should additionally be presented in and summarized by the Construction Specification Institute (CSI) category.
- d. One week prior to the submittal of documents, the ARCHITECT'S proposed cost format must be submitted to the DISTRICT for review and approval.
- e. ARCHITECT shall submit a unit cost breakdown for two types of new building cost models ranging from a low end per square foot cost for the DISTRICT'S consideration, to high end per square foot cost. The unit cost shall not include the site work, the general contractor's overhead and profit, and general condition. (Include separate line items for additional upgrades/condition assessment scope and possible alternate reductions).
- f. Sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

9. Regulatory Review

The ARCHITECT shall meet with all agencies contributing to the project design and/or approval process for preliminary reviews prior to moving into the Construction Document phase.

These meetings shall include all necessary work to ensure conformance with City standards including MCAS Tustin Specific Plan requirements, a review of the design in relationship to building and grading standards and Tustin Legacy Master Drainage plans. Preliminary reviews are intended to streamline the approval process (with the City of Tustin) and secondary meetings shall be included in the Design Development scope prior to moving into the Construction Document phase.

MEETINGS

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

DELIVERABLES

- 3- Drawings from all professional disciplines as necessary to deliver the project
- 3 - Bid Package seeing recommendation
- 3 - Outline Specifications
- 4 - Probable Cost

CONSTRUCTION DOCUMENT

Upon written authorization from the DISTRICT to proceed with the Construction Documents Phase, ARCHITECT shall prepare from Design Development

Phase Documents approved by the DISTRICT, a Construction Document consisting of the following:

Prepare construction documents in compliance with the appropriate applicable building codes, ordinances and other regulatory authorities. Coordinate all information as needed with DISTRICT engineers and environmental consultants.

1. Architectural:

- a. Site plan developed to show all topographical elements and existing/proposed contour lines.
- b. Architectural details and large blow-ups complete.
- c. Site utility severance plans complete.

2. Civil:

- a. Final grading and drainage plans in accordance with completed hydrology and hydraulic studies.
- b. All site plans, site utilities, parking and roadway systems complete and updated to reflect comments from Design Development review.
- c. Final Water Quality Management Plan
- d. Final Stormwater Pollution Prevention Plan with all necessary information for the DISTRICT to submit Notice of Intent.
- e. Final Erosion control plan
- f. Final specifications

3. Landscape:

All landscape and hardscape plans complete and updated to reflect update comments from Design Development.

4. Probable cost:

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

5. Specifications:

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

b. Where items are identified by brand names, at least two names shall be used, and such names shall be followed by the words "or approved equal" in accordance with Public Contract Code, Section 3400. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience as approved by the DISTRICT.

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

d. Specifications shall be reviewed by the DISTRICT to ensure compliance with required modifications and corrections made as directed at no cost to the DISTRICT.

6. Quality Control

a. The ARCHITECT shall perform two meetings at approximately 75% and 100% completion of construction documents to review quality control issues. District representatives will be invited to attend and contribute "back check" comments in alignment with original

objectives that ARCHITECT will incorporate into the documents at no additional cost to the DISTRICT.

MEETINGS

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

CONSTRUCTION DOCUMENTS (C/D) FINAL STAGE

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

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

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

DELIVERABLE\$

Copies:

1 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes.

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

2 - A statement at review indicating any authorized changes made to the program from the last submittal and the cost impact of such changes on the previously approved Construction Budget. If no material changes *occur*, but costs are adjusted, clearly identify these changes for DISTRICT review.

BIDDING PHASE

The development of the bidding procedure and the general condition of the construction contract shall be the joint responsibility of the DISTRICT and the ARCHITECT.

The ARCHITECT shall respond to all requests for information and substitutions. In the event that items requiring interpretation of the drawings or specifications are discovered during bidding period, said items shall be analyzed by the ARCHITECT for decision by the DISTRICT as to the proper procedure required. Corrective action taken will be in the form of an addendum prepared by the ARCHITECT and reviewed by the DISTRICT prior to release.

The ARCHITECT shall attend pre bid conference, bid opening including contributing to an analysis of apparent low bidder, and may be requested to attend Board meeting when recommendation for bid is presented.

CONSTRUCTION ADMINISTRATION PHASE

The ARCHITECT'S responsibility to provide basic services for the Construction Phase under this Agreement commences with the award of the first Contract for Construction and terminates at the earlier of the issuance to the DISTRICT of the final Certificate for Payment or sixty {60} days after the date of substantial completion of construction.

- a. During construction, the ARCHITECT shall furnish all necessary additional drawings for supplementing, clarifying and/or correcting purposes and for change orders required. Such drawings shall be at no additional cost unless designated as an additional service to the DISTRICT. The drawings and contract wording for change orders shall be submitted to the DISTRICT for distribution.
- b. The ARCHITECT will proceed with the services required by the Construction Administration Phase of this Agreement upon Board approval for award of construction bid.
- c. The ARCHITECT shall review and approve or take other appropriate action upon contractor's submittals such as: shop drawings, project data, samples and change orders.
- d. The ARCHITECT'S action shall be taken within 14 calendar days so as to cause no unreasonable delay in the work or in the construction of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed 14 calendar days from the receipt by the ARCHITECT.
- e. During the course of construction, all Requests for Information/ Clarification must be responded to in a most expeditious manner so as not to impact and delay the construction progress.

f. Drawings or change orders required due to actions of the DISTRICT which are beyond the scope of the ARCHITECT'S responsibilities, shall be considered extra services.

g. ARCHITECT shall schedule the number of anticipated weeks for construction in order to visit to the job site for weekly on-site review of the construction of the Project and in coordination with the construction progress meetings. The purpose of these visits is to interpret or clarify in the Contract Documents and to monitor the progress of the Project.

The ARCHITECT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The ARCHITECT shall endeavor to guard the DISTRICT against defects and deficiencies in the work. However, the ARCHITECT shall not be a guarantor of the contractor's performance.

h. The ARCHITECT shall not be responsible for, nor have control or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for contractors' failure to carry out work in accordance with the Contract Documents. The ARCHITECT shall not be responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees.

i. ARCHITECT shall provide a log identifying all required submittals. The ARCHITECT shall review contractor's submittals for completeness and submit to DISTRICT.

j. ARCHITECT shall evaluate and make recommendation for payment on all pay requests submitted by the contractor.

k. ARCHITECT provide a complete file to the DISTRICT, including **!!!** correspondence, meeting notes, back check comments, checklists, inspection affidavits, etc. to the DISTRICT at acceptance.

I. ARCHITECT shall also provide architectural/engineering advice to the DISTRICT and participate in/ develop punch lists including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.

CLOSE OUT PHASE

The ARCHITECT'S responsibility to provide basic services for the Close Out phase under this Agreement commences with the Contractor's request for a punch list walk and terminates at the close out the project and after the 35 day release of retention period has expired or maintenance period is complete, whichever is later.

a. ARCHITECT including consultants shall participate in/ develop punch lists as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.

b. ARCHITECT shall provide DISTRICT and contractor with a comprehensive punch list itemizing all outstanding issues on an area by area basis.

c. ARCHITECT shall walk with DISTRICT and contractor to confirm that punch list items are completed. ARCHITECT may use original list with items highlighted to show those areas as still outstanding.

d. ARCHITECT shall perform follow up walk for any punch list items that were outstanding.

e. After the third punch list walk, if there remains any incomplete items, ARCHITECT shall provide to the DISTRICT a cost analysis of all outstanding items.

f. ARCHITECT shall evaluate the success of any required maintenance period upon completion of the timeframe. ARCHITECT will confirm that the requirements for the maintenance period were met with a follow up report to the DISTRICT.

- g. ARCHITECT shall assist in collection of required closeout documents from DISTRICT, contractor, inspectors and testing agencies.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

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

<u>Architectural Services</u>	<u>Fee Per Hour</u>
Principal Architects	\$190
Director of Design	\$170
Senior Project Designer	\$150
Senior Project Manager	\$150
Estimator	\$140
Project Designer Project	\$130
Architect Construction	\$135
Administrator Job Captain	\$135
Architect	\$100

Architect Staff	\$85
Administrative	\$70
<u>Civil Engineers</u> **	
Principal I Engineer	\$185
Founding Principal	\$175
Principal I	\$165
Principal II	\$145
Sr. Associate- Engineer	\$135
Sr. Associate	\$125
Associate	\$105
Professional Staff	\$95
Professional Support	\$85
Staff	\$75
Staff Support	\$50

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

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
January 27, 2012

SADDLEBACK COLLEGE

Gift	Donated By:
Stryker Stretcher	Mission Endoscopy 26921 Crown Valley Parkway Mission Viejo, California 92691
GDS Software and Cable Set	Kia Motors America 111 Peters Canyon Road Irvine, California 92606
Jewelry Equipment and Tools	Hendricks Designs 34118 Pacific Coast Highway, Suite 4 Dana Point, California 92629
46 Hardback Books and 41 Paperback Books	Stanford Storey 29132 Mira Vista Laguna Niguel, California 92677
11 Hardback Books and 1 Paperback Book	Don Augustin 27868 Emerald Mission Viejo, California 92691
1 Hardback Book	Vicki Stephenson 17762 Whitney Drive Santa Ana, California 92705
8 Hardback Books and 11 Paperback Books	Sara Sheybani 23522 Longmeadow Mission Viejo, California 92692
2 Hardback Books	Shayan Afshar 540 Glenrock Avenue, #10 Los Angeles, California 90024
Hammond Commodore Console Organ	Gene Roberson 26992 Del Gado Road Capistrano Beach, California 92624

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

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

RECOMMENDATION

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
TRANSFER OF BUDGET APPROPRIATIONS**

<u>Journal Number</u>	<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
BR12-00321	01-3420-2-090-1-054-033-1205 01-4300-2-090-1-054-033-1205	BENS NINST CLSSF INSTR SUPPLIES & MATERIALS	5,520.00	5,520.00
			<u>5,520.00</u>	<u>5,520.00</u>
BR12-00329	01-5891-0-000-1-025-000-6720 01-4600-0-100-1-025-000-4900	INDIRECT CHARGES NON-INSTR SUPPLIES & MATERIALS	15,000.00	15,000.00
			<u>15,000.00</u>	<u>15,000.00</u>
BR12-00334	01-2383-2-100-1-050-000-4900 01-3420-2-100-1-050-000-4900 01-4600-2-100-1-050-000-4900	HR SHORTERM SAL BENS NINST CLSSF NON-INSTR SUPPLIES & MATERIALS	405.00 17,087.00	17,492.00
			<u>17,492.00</u>	<u>17,492.00</u>
BR12-00346	01-5811-1-021-1-026-000-6460 01-6410-1-021-1-026-000-6460 01-6411-1-021-1-026-000-6460	CONTRACT SERVICES NEW EQUIPMENT NEW EQUIP TECHNOLOGY	3,364.00 2,436.00	5,800.00
			<u>5,800.00</u>	<u>5,800.00</u>
BR12-00352	01-3320-2-100-1-050-000-4900 01-3620-2-100-1-050-000-4900 01-5811-2-100-1-050-000-4900	OASDI NINST CLSSF WCOMP NON-INSTRUCTIONAL CONTRACT SERVICES	3,864.00 1,702.00	5,566.00
			<u>5,566.00</u>	<u>5,566.00</u>
BR12-00360	01-4600-2-050-1-034-089-6950 01-2342-2-050-1-034-089-6950	NON-INSTR SUPPLIES & MATERIALS NON-INSTR CLASS, OT	10,000.00	10,000.00
			<u>10,000.00</u>	<u>10,000.00</u>
BR12-00362	01-2383-0-000-1-025-000-6630 01-4600-0-000-1-021-080-6510	HR SHORTERM SAL NON-INSTR SUPPLIES & MATERIALS	25,000.00	25,000.00
			<u>25,000.00</u>	<u>25,000.00</u>
BR12-00364	01-3420-1-023-4-035-077-6430 01-5840-1-023-4-035-077-6430 01-7600-1-023-4-035-077-6430	BENS NINST CLSSF POSTAGE OTHER PAYMENTS TO STUDENTS	12,000.00 1,715.00	13,715.00
			<u>13,715.00</u>	<u>13,715.00</u>
BR12-00379	01-4300-1-218-1-059-000-4900 01-5811-1-218-1-059-000-4900	INSTR SUPPLIES & MATERIALS CONTRACT SERVICES	8,000.00	8,000.00
			<u>8,000.00</u>	<u>8,000.00</u>
BR12-00398	01-5814-0-000-1-055-084-6891 01-2344-0-000-1-055-056-6891 01-2383-0-000-1-055-084-6891	CONTR SVCS(FEE) Comp Time Pay off HR SHORTERM SAL	13,299.00	1,055.00 12,244.00
			<u>13,299.00</u>	<u>13,299.00</u>

Journal Number	Account	Description	From	To
BR12-00411	01-4600-1-050-1-034-089-6950	NON-INSTR SUPPLIES & MATERIALS	12,600.00	
	01-6410-1-050-1-034-089-6950	NEW EQUIPMENT		12,600.00
			<u>12,600.00</u>	<u>12,600.00</u>
BR12-00412	01-5810-0-000-1-022-000-6620	CONTRACT PRINTING	5,600.00	
	01-2383-0-000-1-059-097-4930	HR SHORTERM SAL		5,600.00
			<u>5,600.00</u>	<u>5,600.00</u>
BR12-00415	01-5810-0-000-4-024-100-6890	CONTRACT PRINTING	10,000.00	
	01-6410-0-000-4-024-100-6890	NEW EQUIPMENT		10,000.00
			<u>10,000.00</u>	<u>10,000.00</u>
BR12-00419	01-5811-0-000-4-070-084-1008	CONTRACT SERVICES	5,053.00	
	01-2483-0-000-4-070-084-1008	HR INSTR STRM SAL		5,053.00
			<u>5,053.00</u>	<u>5,053.00</u>
			<u>152,645.00</u>	<u>152,645.00</u>

Recommended for Ratification

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

Saddleback College

Journal Number	BR12-00313	BR12-00314	BR12-00315
	BR12-00316	BR12-00317	BR12-00318
	BR12-00320	BR12-00322	BR12-00325
	BR12-00326	BR12-00327	BR12-00328
	BR12-00333	BR12-00335	BR12-00336
	BR12-00337	BR12-00340	BR12-00341
	BR12-00342	BR12-00343	BR12-00344
	BR12-00345	BR12-00347	BR12-00348
	BR12-00351	BR12-00353	BR12-00354
	BR12-00357	BR12-00358	BR12-00359
	BR12-00361	BR12-00365	BR12-00368
	BR12-00369	BR12-00370	BR12-00372
	BR12-00373	BR12-00374	BR12-00377
	BR12-00378	BR12-00380	BR12-00381
	BR12-00382	BR12-00383	BR12-00384
	BR12-00385	BR12-00386	BR12-00387
	BR12-00388	BR12-00389	BR12-00390
	BR12-00392	BR12-00393	BR12-00399
	BR12-00400	BR12-00401	BR12-00405
	BR12-00406	BR12-00407	BR12-00408
	BR12-00409	BR12-00410	BR12-00413
	BR12-00417		

Irvine Valley College

Journal Number	BR12-00319	BR12-00324	BR12-00332
	BR12-00338	BR12-00339	BR12-00349
	BR12-00350	BR12-00355	BR12-00366
	BR12-00367	BR12-00376	BR12-00391
	BR12-00394	BR12-00395	BR12-00396
	BR12-00403	BR12-00404	BR12-00414

District

Journal Number	BR12-00330	BR12-00331
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: January/February 2012 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: Sub-award agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$81,000 for equipment, supplies and maintenance projects. During January/February 2012, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

gkkworks Architectural Services Agreement – To provide architectural services for the James B. Utt Learning Resource Center/Photography, Radio, Television-Design and Construction. Saddleback College	\$89,500.00
C.E.M. Lab Corp. Geotechnical Consultant Contract Service Agreement – To provide engineering services for the Saddleback College Sciences Building Project including the Observatory and Central Plant Sites. Saddleback College	\$34,650.00
Hall and Foreman, Inc. Consultant Agreement – To provide survey services for the Sciences Building, Observatory and Center Plant. Saddleback College	\$33,900.00
Dyntek Services, Inc. Change Request Agreement – To provide additional hours to upgrade several new features in Exchange 2010 which also included some necessary brief training. The initial contract amount is \$38,480.00 and total revised contract amount is \$53,240.00. South Orange County Community College District	\$14,760.00

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

Rancho Santiago Community College District Grant Sub-Agreement – To implement the Youth Entrepreneurship Program. Saddleback College	\$10,000.00
Payphone Station, Innovations Agreement Amendment No. 2 – To extend the term of the contract for one year and provide payphone service on campus. The initial contract amount is \$7,020.00 plus amendment no. 1 of \$7,020.00. The total revised contract amount is \$21,060.00. Saddleback College	\$7,020.00
Renaissance Club Sport Hotel Letter of Intent Agreement – To reserve rooms for the KSBR Radio Birthday Bash and paid from foundation funds. Saddleback College	\$5,805.00
Ocean Institute 2012 Sponsorship Proposal Agreement – KSBR will provide the institute with on-air promotions for their events and the institute will provide no-cost tickets to the events. The value of services exchanged by each entity is approximately \$5,600.00. Saddleback College	\$5,600.00
Orange County One-Stop Center-South Cost Sharing Agreement – To join in a partnership with the Employment Development Department and other partners and share in the cost to operate Business Service Program and the OCWIB program. The college will provide in-kind services of 4 hours per week of workshops at a value of \$4,624.00. Irvine Valley College	\$4,624.00 (In-Kind)
Foundation for California Community Colleges Site License Agreement – To provide an unlimited number of licenses for the use of the software on campus for research, instruction, or administration. Saddleback College	\$2,489.05
Employment Development Department Trade Act Educational Agreement – The college will provide educational training services for a student to enhance their job skills and lead to employment opportunities. Irvine Valley College	\$1,795.00

Larry Burbridge, D.O. Consultant Agreement – To assess all paramedic program course content, examinations, curriculum, internships and make recommendations on various other standards. Saddleback College	\$1,500.00
Presbyterian Church of the Master Facilities Use Agreement – Use of the facilities for the Saddleback College Community Chorale Rehearsal and Concert. Saddleback College	\$1,065.00
Cisco Systems, Inc. Customer Consent Agreement – To grant AT&T access to Cisco support records and assist in the district-wide support/service renewal. South Orange County Community College District	\$0.00
Saddleback Memorial Medical Center Affiliation Agreement – To provide clinical training for students at Saddleback College.	\$0.00
Children’s Mission Hospital Affiliation Agreement-Without School Instructor – Provide clinical training for students at Saddleback College.	\$0.00
Children’s Mission Hospital Affiliation Agreement-With School Instructor – Provide clinical training for students at Saddleback College.	\$0.00
McAllister Institute for Treatment and Education Affiliation Agreement – To provide clinical training for students at Saddleback College.	\$0.00
Hope House Affiliation Agreement – To provide clinical training for students at Saddleback College.	\$0.00

RECOMMENDATION

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: 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 P12-02804 through P12-03194 amounting to \$2,007,662.53 are submitted to the Board of Trustees for approval. Confirming requisitions dated January 4, 2012 through February 7, 2012 totaling \$168,908.70 are also submitted.

RECOMMENDATION

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

Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-02804	MC QUAY AIR CONDITIONING		BSTIC A/C SYSTEM DIAGNOSIS	1,601.57
P12-02805	PACIFIC ART GLASS		A. Sones - Spring 2012 - Material Fees	170.01
P12-02806	DEMCO INC.		Purchase instructional supplies.	201.86
P12-02807	ACCUBANKER		Bill Counter for Box Office	497.25
P12-02808	VICTORY CUSTOM ATHLETIC		BASEBALL PANTS	5,297.00
P12-02809	SWEETWATER		PROTOOLS 10 AND OZONE5 SOFTWARE	435.85
P12-02810	FREESTYLE		Photography Supplies-Kinder	433.43
P12-02811	DICK BLICK COMPANY		Supplies for 3d design class	138.46
P12-02812	VIRGINIA L. TRIMBLE		Guest Speaker, Virginia Trimble	100.00
P12-02813	PSYCHOLOGICAL ASSESSMENT RESOURCES, INC.		LD TESTING MATERIALS - PAR	1,005.91
P12-02814	CALIFORNIA PRESENTERS C/O RUTH ROSENBERG		Membership renewal	125.00
P12-02815	LAERDAL MEDICAL CORP.		Simnewb Advanced Extended Warranty	2,100.00
P12-02816	LAB SAFETY SUPPLY INC.		Art Supplies-D. Matthews	253.64
P12-02817	BEST BUY GOV, LLC		2-yr Maintenance Plan for Television Screens	646.48
P12-02818	FISHER SCIENTIFIC		Supplies for Astronomy	113.68
P12-02819	K-LOG COMPANY		Long table for SSC 140H	310.32
P12-02820	QuickMedical		8921 Mobile Treatment Cabinet/2 doors/1 drawer	789.44
P12-02821	ENNA PRODUCTS CORPORATION		LEAN POSTERS	413.46
P12-02822	JAMECO ELECTRONICS		Supplies for Electronics	139.71
P12-02823	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student Supplies	102.36
P12-02824	CASWELL, INC.		RAPIDTECH NONINSTR SUPPL	880.05
P12-02825	DANIEL SMITH, INC.		Supplies for 3d design class	425.08
P12-02826	W. W. GRAINGER		Medical supplies for PAC	189.03
P12-02827	WARD'S NATURAL SCIENCE		PHYSICS SUPPLIES	213.35
P12-02828	XEROX CORPORATION		Foreign Interface Device for Xerox 550	161.63
P12-02829	SEHI PROCOMP COMPUTER PRODUCTS		Toner for office copier	326.89
P12-02830	DIEMMY TRAN		Adoption Trainer	240.00
P12-02831	AARDVARK CLAY AND SUPPLIES		Art Supplies-D. Matthews	1,180.47
P12-02832	TIM WORKMAN		PRIDE Panelist	50.00
P12-02833	LAGUNA CLAY CO.		Art Supplies-D. Matthews	958.98
P12-02834	SCHOOL SPECIALTY, INC.		Art Supplies-D. Matthews	534.00
P12-02835	MARGUERITE BEAL		PRIDE Monitor	210.00
P12-02836	MAPLESOFT		Maplesoft Software Renewal	1,755.00
P12-02837	CDW-G COMPUTER CENTERS		Renewal of Symantec Ghost Support	3,700.00
P12-02838	C.T.I./VALUELINE		Drafting Supplies	166.75
P12-02839	PIANO SHOWCASE		Piano Dolly	219.67
P12-02840	DONALD L. EISENTRAUT		Fall, 2011 Dance Performance Services	1,200.00

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

ESCAPE ONLINE

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Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-02841	LAMA BOOKS LEO A MEYER ASSOCIATED, INC.		Occupational programs in CA commun	38.97
P12-02842	LAMA BOOKS LEO A MEYER ASSOCIATED, INC.		Occupational programs handbook	66.28
P12-02843	SMITH VICTOR CORPORATION		Photography Supplies-Kinder	121.34
P12-02844	SAMY'S CAMERA		Photography Supplies-Kinder	290.57
P12-02845	SAMY'S CAMERA		Photography Supplies-Kinder	4,071.33
P12-02846	SCHLAIFER'S ENAMELING SUPPLIES INC.		C. Mayling-Spring 2012 - Fee Based Supplies	36.48
P12-02847	AMER. EDUCATIONAL PRODUCTS LLC		PHYSICS SUPPLIES	31.66
P12-02848	W. W. GRAINGER		For IDRC, Project 215	1,046.82
P12-02849	DANA POINT CHAMBER OF COMMERCE		Membership Renewal	100.00
P12-02850	SAN JUAN CAPISTRANO CHAMBER OF COMMERCE		Membership Renewal	100.00
P12-02851	SYLVIA CORDOVA		Adoption Trainer	360.00
P12-02852	SCANTRON CORPORATION		Request Scantron forms	99.25
P12-02853	SOURCE GRAPHICS		Supplies for KIP 3000	290.29
P12-02854	DELL MARKETING		Dell Tablet Repair	159.00
P12-02855	CALIFORNIA OPTICAL SUPPLIES		Photography Supplies-K. Kinder	83.96
P12-02856	HIGH POWER MEDIA LTD.		Subscription renewal	140.00
P12-02857	DICK BLICK COMPANY		Student Art Supplies	228.88
P12-02858	J. HARMON CONSTRUCTION INC.		POOL HEATING SYSTEM REPAIR	3,695.00
P12-02859	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Headphones for student use	243.95
P12-02860	PEARSON CLINICAL ASSESSMENT (PsychCorp)		150 CISS Career Planner Guides	460.69
P12-02861	STUDIO TWO BLACK DIAMOND PRINTING		Degree/certificate flyers for distribution	203.65
P12-02862	MISSION VIEJO CHAMBER OF COMMERCE		Membership Renewal	150.00
P12-02863	OXFORD UNIVERSITY PRESS ORDER DEPT.		Ebook hosting fee per Ana Maria Cobos	35.00
P12-02864	LASER SOURCE		Duplicating Supplies	74.35
P12-02865	KEN'S SPORTING GOODS		Baseball Team Supplies	1,375.60
P12-02866	ASSESSMENT TECHNOLOGIES GROUP, INC.		Nursing Exams	168.00
P12-02867	TOMARK SPORTS EQUIPMENT		Tennis Class Court Supplies	384.58
P12-02868	CHARISSE LYSEIGHT		PRIDE Co-trainer	630.00
P12-02869	LEE ARMSTRONG CO., INC.		SM-139 FLOOR TILE	875.00
P12-02870	DIRECT PAINTING & DECORATING INC.		SSC EXTERIOR PAINTING	4,875.00
P12-02871	LIDS TEAM SPORTS		Baseball Uniform Supplies	1,679.34
P12-02872	EDVOTEK, INC.		TO OBTAIN DNA STAINS FOR BIO. 6L	90.76
P12-02873	CASBO CASBO PROFESSIONAL DEVELOPMENT		Membership Renewal	774.00
P12-02874	RIO GRANDE ALBUQUERQUE		Supplies for 3d design class	638.04
P12-02875	WELLS FARGO #3317 (DISTRICT)		Amazon.com Book Order Dec 2011	679.06
P12-02876	CARTECH INC.		Auto Engine Math	102.02

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Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-02877	CA DEPT OF GENERAL SERVICES		Dispute Resolution Services/Admin Hearings	15,000.00
P12-02878	RAINBOW SYMPHONY STORE		Astronomy supplies	99.55
P12-02879	EXPEDEON INC.		PAGE STAIN FOR BIO. 94 LAB CLASS SECTION	376.20
P12-02880	POWERTRON BATTERY CO.		Cart Batteries	736.15
P12-02881	XEROX CORPORATION		Relocation for A100 Xerox 5775 to Duplicating	285.00
P12-02882	CA PARAMEDIC PROGRAM DIRECTORS C/O JAROD MIDDLETON		CA PM PROGRAM DIRECTOR FEE 2011-2012	50.00
P12-02883	B & H PHOTO	Bldg W/Com Arts	Camera Supplies	350.62
P12-02884	QUALITY OFFICE FURNISHINGS		MOVE PARTITIONS AND FURNITURE FROM LIBRARY TO SSC	1,540.00
P12-02885	GEARY PACIFIC SUPPLY		HVAC SUPPLIES	174.83
P12-02886	DEPT. OF PESTICIDE REGULATION		LUIS SILVA PESTICIDE TESTING	140.00
P12-02887	NEWPORT COMPUTER SOLUTIONS, INC		Additional server maintenance renewal	2,030.00
P12-02888	SEHI PROCOMP COMPUTER PRODUCTS		HP color cartridge for color computer	707.95
P12-02889	COMPUTERLAND OF SILICON VALLEY		VMWARE Fusion 4 License	180.00
P12-02890	CONDOR, INC.		POOL ACID WASH	4,954.00
P12-02891	MAIN GRAPHICS		Printing services /IVC M.Basketball programs	976.88
P12-02892	COMPUTERLAND OF SILICON VALLEY		VMWare Workstation 8	213.35
P12-02894	QUEZADA PRO LANDSCAPE, INC.		FOOTBALL FIELD NORTH SIDE	1,800.00
P12-02895	QUEZADA PRO LANDSCAPE, INC.		EAST SIDE OF FOOTBALL FIELD	3,000.00
P12-02896	High Point Scientific		Eyepieces for student telescopes	329.50
P12-02897	GRAINGER PARTS OPERATIONS		Fuses	92.34
P12-02898	HITT MARKING DEVICES, INC.		Stamps for H.R.	269.38
P12-02899	ELDON TROPICALS		Vanilla Plant Specimen for Botany Lab	57.91
P12-02900	PROGRESSIVE MEDICAL INT.		MATERIALS FOR EMT 289 SPRING '12 CLASSES	488.04
P12-02901	HERCULES PORTABLE POWER, INC.		SSC KOHLER GENERATOR SET REPAIR	2,312.42
P12-02902	ADVANCE TEK		Software Dev Svcs: SIS/Sherpa/MySite/SmartSched	134,400.00
P12-02903	CHRISTIAN HIRA NIMBLE CONSULTING		Database Design: SIS/MySite/Sherpa/SmartSched	168,000.00
P12-02904	CATALYST CONSULTING		Business Analysis/Project Mgmt Services	181,440.00
P12-02905	ENAMIX, INC.		QA Consulting Services for Sherpa	94,080.00
P12-02906	CRESCENT STAFFING, INC. dba CRESCENT SOLUTIONS		IT Software Engineering/Development Services	122,304.00

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Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-02907	CRESCENT STAFFING, INC. dba CRESCENT SOLUTIONS		IT Software Engineering/Development Services	68,544.00
P12-02908	FHEG IVC BOOKSTORE STORE NO. 895 M.A 729		EOPS Bookstore Billing	38,267.39
P12-02909	GALLUP PRESS BOOKS		Teach With Your Strengths BOOK	524.31
P12-02910	INSTITUTE FOR PROFESSIONAL DEV dba LOVE AND LOGIC, INC.		Instructional Material	785.81
P12-02911	PEP BOYS		Art Supplies-D. Matthews	1,048.30
P12-02912	WELLS FARGO #3317		Field Binoculars	302.62
P12-02913	SOURCE GRAPHICS		Supplies for Publications Dept.	497.57
P12-02914	QUEZADA PRO LANDSCAPE, INC.	SC Bridge Ren	PLANTS BY THE BRIDGE	2,138.00
P12-02915	SEHI PROCOMP COMPUTER PRODUCTS		Ink Cartridges for Publications	456.74
P12-02916	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC		TESTS for Nursing Students	1,580.00
P12-02917	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE		STANDARD MAIL PERMIT #29	190.00
P12-02918	TUKATECH		Student Resource-FASH 289	3,254.63
P12-02919	DR. MYRON DEMBO		In-Service Speaker on Student Success/BSI Project	1,500.00
P12-02920	SCANTRON CORPORATION		Scantrons used in grade analysis	34.91
P12-02921	MUSICIAN'S FRIEND, INC.		Music stands Instructional Equipment 2011/2012	930.73
P12-02922	BRUCE RADLOFF MEDICAL DISCOUNT		EQUIPMENT FOR EMS STUDENTS	2,315.20
P12-02923	WELLS FARGO #3317		Green Book exam book for geology lab exams	63.76
P12-02924	ARMSTRONG TOOL & SUPPLY CO.		Art Supplies-D. Matthews	874.74
P12-02925	UNITED TRAFFIC SERV & SUPPLY		TRAFFIC SAFETY SIGNS	87.77
P12-02926	COMPENDIUM LIBRARY SRVCS LLC		Desk Tracker Subscription per Ana Maria Cobos	1,195.00
P12-02927	SCANTRON CORPORATION		Instructional supplies	52.76
P12-02928	EBSCO AR SERVICE CTR		Lib. subscription adjustment	115.78
P12-02929	THE PATON GROUP		Repairs for Techno CNC routers	4,000.00
P12-02930	Z CORPORATION		Repairs for the Z Corp 3D printers	3,000.00
P12-02931	BARKSHIRE LASER LEVELING, INC.		SOFTBALL FIELDS	1,800.00
P12-02932	PACIFIC RADIO ELECTRONICS		Photography Supplies-Kinder	78.35
P12-02933	COMPUTERLAND OF SILICON VALLEY		Software maintenance renewal for Art Dept	133.00
P12-02934	CALUMET PHOTOGRAPHIC		Photography Equipment-K.Kinder	76.98
P12-02935	WELLS FARGO #3317	Bldg W/Com Arts	Public domain Films for Ch. 39 on DVD	209.82
P12-02936	YALE CHASE MATERIALS HANDLING		FORKLIFT SERVICE/REPAIR	582.72
P12-02937	SIERRA SOIL, INC.		GROUND SUPPLIES	1,933.04
P12-02938	WESTERN ARTS ALLIANCE		Annual membership renewal	400.00
P12-02939	DICK BLICK COMPANY		Student Art Supplies	46.41
P12-02940	DELL MARKETING		Dell Tablet Stylus	64.64

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

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Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-02941	NANCY BRACKEN	.	Cash Advance-2011/2012 Theatre Season	500.00
P12-02942	RON ELLISON	.	Cash Advance, Theatre	500.00
P12-02943	CROWN FENCE	.	BASEBALL FENCE REPAIR	950.00
P12-02944	MATERIAL SALES UNLIMITED	.	FIELD SUPPLIES	2,571.66
P12-02945	SIGN WAREHOUSE.COM	.	RAPIDTECH NONINSTR SUPPL + NEW EQUIP	1,307.03
P12-02946	MATERIAL SALES UNLIMITED	.	FIELD SUPPLIES	857.22
P12-02947	TOWN & COUNTRY GLASS	.	CP WINDOW	785.00
P12-02948	THE PATON GROUP	.	Maintenance for Dimension 3D printers	11,421.50
P12-02949	THOMPSON ENAMEL	.	Lommatsch Barrett Spring 2012 Fee Based Supplies	368.20
P12-02950	CLARK SECURITY PRODUCTS INC.	.	SECURITY ITEMS FOR CAMPUS REKEY PROJECTS	2,595.32
P12-02951	BESAFE TECHNOLOGIES, INC.	.	SUBSCRIPTION SERVICES	2,214.45
P12-02952	HARDY DIAGNOSTICS	.	SUPPLIES FOR MLT CLASSES	1,496.52
P12-02953	GRAPHIC CHEMICAL & INK CO.	.	Art Supplies-D. Matthews	258.28
P12-02954	CAL PRO SPORTS	.	BASEBALLS FOR BASEBALL TEAM	969.53
P12-02955	MILLENNIUM BUSINESS SERVICES Marty Cohn	SC WAREHOUSE	REPLENISH STORES	3,192.74
P12-02956	HORIZON	.	GROUND SUPPLIES	6,075.90
P12-02957	BROADLINE DISTRIBUTING	.	CUSTODIAL SUPPLIES	88.31
P12-02958	WELLS FARGO #3317 (DISTRICT)	.	Midi Usb Cable converters for piano lab	38.62
P12-02959	DARYL DAVIS	.	Dance Dep't Flyer Design Services	150.00
P12-02960	B & H PHOTO	Bldg W/Com Arts	Replace Power Supply/USB Flash Drives	689.71
P12-02961	WELLS FARGO #3317	.	Request hole punch for SM 104	74.05
P12-02962	SANFORD DISTRIBUTION CO.	.	REPAIR SUPPLIES (EPOXY)	113.21
P12-02963	CAL PRO SPORTS	.	HELMETS FOR BASEBALL TEAM	784.19
P12-02964	SEHI PROCOMP COMPUTER PRODUCTS	.	Photography Supplies-K. Kinder	256.68
P12-02965	DICK BLICK COMPANY	.	DMA Supplies	156.71
P12-02966	ARTALKS DESIGN, LLC	.	Signage for PAC	1,181.54
P12-02967	DISPLAYS 2GO	.	Sidewalk Displays for PAC	328.08
P12-02968	SPECIAL EVENTS MAGAZINE	.	Dept. Resource	36.00
P12-02969	B & H PHOTO	.	Tech cables for PAC	50.52
P12-02970	DICK BLICK COMPANY	.	Student Supplies	208.71
P12-02971	K-LOG COMPANY	.	Dept. Resource	155.12
P12-02972	SCANTRON CORPORATION	.	Dept. Resource	151.15
P12-02973	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	.	MAIN ELECTRICAL POWER STATION WORK	2,929.00
P12-02974	QUEZADA PRO LANDSCAPE, INC.	.	LIB. ROAD SLOPE BY NEW BRIDGE	3,960.00
P12-02975	SMARDAN SUPPLY - EL MONTE	.	PLUMBER SUPPLIES	1,620.33
P12-02976	HOME DEPOT EAST IRVINE STORE #8525	.	Student Material Fees	350.00
P12-02977	BENJAMIN SAYLES	.	Dance Coaching Services	100.00

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Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-02978	LISA KAPCHINSKE	.	Choreography Services--"Black Light Suite 2011"	200.00
P12-02979	CUTTING EDGE SYSTEMS	.	Repairs for the Epilog laser cutter	9,000.00
P12-02980	FISHER SCIENTIFIC	.	SUPPLIES FOR MLT CLASSES	881.89
P12-02981	FISHER SCIENTIFIC	.	RUSH SUPPLY ORDER FOR MLT CLASS	131.37
P12-02982	HENRY SAMUELI SCHOOL OF ENG. TEC BUSINESS CTR.	.	RAPIDTECH CONTRACT SVC for UCI Location	2,747.28
P12-02983	SIMPLICITY PATTERN CO., INC.	.	Dept. Resource	21.50
P12-02984	GOVCONNECTION	.	SLIDE SCANNER FOR DEPT. USE	254.91
P12-02985	ANGELA SANTOS	.	Domestic Violence Workshop trainer	120.00
P12-02986	McKESSON GENERAL MEDICAL CORP	.	Medical supplies	204.82
P12-02987	BARKSHIRE LASER LEVELING, INC.	.	BASEBALL FIELD	1,100.00
P12-02988	LINKS SIGN LANGUAGE INTERPRETING SERVICES	.	Interpre. for deaf instruc. course 1/9/12-5/18/12	4,752.00
P12-02989	PLANT DEPOT	.	PERKINS 6840/President's roundtable (01/13/2012)	225.00
P12-02990	LINKS SIGN LANGUAGE INTERPRETING SERVICES	.	SL instructors need interpreter for day 1 of class	432.00
P12-02991	WILSON SPORTING GOODS, INC	.	Tennis Team Supplies	1,665.38
P12-02992	WELLS FARGO #3317	.	Laser pointer/clicker	71.49
P12-02993	DICK BLICK COMPANY	.	FRAMES FOR OFFICE LOBBY & INT'L ED	436.52
P12-02994	OCEANSIDE PHOTO & TELESCOPE	.	Telescope Maintenance	258.60
P12-02995	SIRSI CORPORATION	.	RFID tags per Ana Maria Cobos	8,673.80
P12-02996	ORANGE CO. DEPT. OF EDUCATION	.	The State of Education in OC 2012	80.00
P12-02997	JAMES L. RYNNING	.	Cash Advance	500.00
P12-02998	WELLS FARGO BANK TRUST DIVISION	.	Wells Fargo Bank Fees	40,000.00
P12-02999	DEMCO INC.	.	Library supplies	76.93
P12-03000	SANTA FE JEWELER'S SUPPLY	.	Art Equipment	750.15
P12-03001	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business Cards for Kim McCord	43.10
P12-03002	QUINN RENTAL SERVICES	.	45' KNUCKLEBOOM LIFT RENTAL	934.33
P12-03003	JACC C/O JOLENE COMBS	.	JACC Event Registration	100.00
P12-03004	WALTERS WHOLESALE ELECTRIC	.	ELECTRICAL SUPPLIES	24.00
P12-03005	WESTERN REGIONAL HONORS COUNC C/O ANNE SCOTT NAU HONORS PROG	.	Membership Dues	75.00
P12-03006	ACS DIV.CHEM EXAM INSTIT. IOWA STATE UNIVERSITY	.	EXAMS FOR CHEMISTRY STUDENTS	183.09
P12-03007	CUTTERPROS.COM	.	Art Supplies-Cutter Pros.com	81.19
P12-03008	SOURCE GRAPHICS	.	Supplies for Astounding Inventions-Publications	283.56
P12-03009	KENT YAMAGUCHI	.	Guest Speaker - Kent Yamaguchi	100.00

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Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-03010	CPP, INC. DAVIES BLACK PUBLISHING		Assessments for Couns 102 classes	8,865.00
P12-03011	PEARSON CLINICAL ASSESSMENT (PsychCorp)		TESTS FOR LD ASSESSMENTS	1,091.54
P12-03012	RIVERSIDE PUBLISHING		LD TESTING MATERIALS (RIVERSIDE)	616.07
P12-03013	FISDAP HEADWATERS SOFTWARE, INC.		FISDAP for paramedic students class 70	1,540.00
P12-03014	SPORTS IMPORTS		Volleyball Nets	1,564.45
P12-03015	TOMARK SPORTS EQUIPMENT		Basketball - Basketball rims	1,044.23
P12-03016	TOMARK SPORTS EQUIPMENT		Soccer Goal Net	1,768.53
P12-03017	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		Supplies for physics	161.63
P12-03018	TOMARK SPORTS EQUIPMENT		Baseball Equipment	10,442.27
P12-03019	TOMARK SPORTS EQUIPMENT		Baseball Equipment	4,576.13
P12-03020	MSC INDUSTRIAL SUPPLY CO.		RAPIDTECH NONINSTR SUPPL	144.07
P12-03021	WELLS FARGO #3317 (DISTRICT)		Instructional Equipment 2011/2012	567.58
P12-03022	NU AGE DEVELOPMENT, INC.		LIBRARY IMPROVEMENTS	6,100.00
P12-03023	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	SC Science	GEOTECHNICAL CONSULTANT	34,650.00
P12-03024	ULINE, INC.		PAC supplies	296.54
P12-03025	RESERVE ACCOUNT PITNEY BOWES		FUNDS FOR POSTAGE	30,000.00
P12-03026	WELLS FARGO #3317		Timers for classroom tests	69.44
P12-03027	J.M. MC KINNEY COMPANY		REPAIR EQUIPMENT	800.00
P12-03028	MSC INDUSTRIAL SUPPLY CO.		For the IDRC grant	4,961.54
P12-03029	FIBRE GLAST DEVELOPMENTS CORP.		For IDRC Grant - Project 215	1,953.89
P12-03030	FIBERGLASS SUPPLY		For EDCC Grant - Project 215	586.90
P12-03031	THE PATON GROUP		Material for 3D printer	1,116.41
P12-03032	TOMARK SPORTS EQUIPMENT		ITEMS FOR BASEBALL TEAM	2,677.61
P12-03033	SUNDIAL POWDER COATINGS		BADMINTON POLES PAINTED	1,575.31
P12-03034	MUSICIAN'S FRIEND, INC.		M-Audio Fast Track stolen items from Music Lab	258.58
P12-03035	MONOPRICE, INC.		Tech cables for PAC audio	103.01
P12-03036	BLACKBOARD INC.		Bb Data Manger Tool	1,543.01
P12-03037	WELLS FARGO #3317 (DISTRICT)		Leaflet Displays	525.54
P12-03038	KINETIC VIDEO		Instructional DVD's for Hum. Serv. AOD courses	304.82
P12-03039	REGISTRATIONS FOR YOU		Internet Connection for Conf. Presentation	150.00
P12-03040	CAMBRIDGE EDUCATIONAL A FILMS MEDIA GROUP COMPANY		Instructional DVD for Human Svcs. course	97.54
P12-03041	NATIONAL ASSOC. COLLEGIATE DIR OF ATHLETICS		NACDA membership for Keith Shackelford	125.00
P12-03042	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE		FUNDS FOR BUSINESS REPLY MAIL	800.00
P12-03043	DISPLAYS 2GO		OFFICE SUPPLIES	60.32
P12-03044	FISHER SCIENTIFIC		GENERAL SUPPLIES & REPLACEMENT ITEMS	3,526.97

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Includes P12-02804 - P12-03194

PO Number	Vendor Name	Site	Description	Account Amount
P12-03045	SPECTRUM LABORATORY PRODUCTS		Plant Hormone for Botany Lab	141.08
P12-03046	3D RAPID PROTOTYPING INC.		RAPIDTECH NONINSTR SUPPL	5,290.51
P12-03047	THE PATON GROUP		RAPIDTECH NONINSTR SUPPL	2,912.71
P12-03048	CUSTOMINK, LLC		Logo shirts for PAC employees	845.62
P12-03049	WESTERN GRAPHICS PLUS, INC.		Storage/Fulfillment for P12-00521	2,500.00
P12-03050	GOENGINEER		RAPIDTECH CONTRACT SERVICE	536.60
P12-03051	WASTE MANAGEMENT OF ORANGE CO.		RECYCLE BOXES VETERANS CENTER	43.10
P12-03052	INFOBASE LEARNING		2012 RENEWAL FILMS ON DEMAND-ATTACHMENT	7,833.43
P12-03053	NCDA		Membership fees for NCDA application	195.00
P12-03054	UNITED DIRECT MARKETING, INC.		Mailing of Emeritus Spring, 2012 Brochure	658.00
P12-03055	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		GENERAL SUPPLIES & REPLACEMENT ITEMS	443.33
P12-03056	MSC INDUSTRIAL SUPPLY CO.		PLEASE RUSH - Order for EDCC Grant, Project 215	1,068.00
P12-03057	MSC INDUSTRIAL SUPPLY CO.		RUSH ORDER for EDCC GRANT, PROJECT 215	364.62
P12-03058	THE WOODWIND & THE BRASSWIND, INC.		Euphonium	5,696.88
P12-03059	HITT MARKING DEVICES, INC.	SC WAREHOUSE	STAMPS FOR WAREHOUSE	595.75
P12-03060	MEDIA DISTRIBUTORS		Supplies for Media	1,461.88
P12-03061	BEACON GRAPHICS, LLC		Art Supplies-D. Matthews	99.87
P12-03062	BUTLER CHEMICALS, INC.		CULINARY ARTS CHEMICAL PROGRAM	4,620.00
P12-03063	AMSTERDAM PRINTING & LITHO Attn: RICH O'BRIEN		ACADEMC CALENDARS 2012/2013	204.99
P12-03064	ULINE, INC.		Instructional Equipment 2011/2012	212.87
P12-03065	HUNTER ASHBY		Stage Crew Services	837.00
P12-03066	MARIE DE LA PALME		Reimbursement for Dance misc supplies	300.00
P12-03067	HERCULES PORTABLE POWER, INC.		MS GENERATOR WORK	351.00
P12-03068	MICHAEL WOLF INTERIORS INC.		SSC-212 SKYLIGHT REPAIR	595.00
P12-03069	DANIEL SMITH, INC.		Student Art Supplies	2,320.71
P12-03070	ACCUVANT INC.		PAN Support & Threat Prevention Support Renewal	83,579.40
P12-03071	3D SYSTEMS, INC.		Supplies for Z310+ 3D printer	1,727.03
P12-03072	CORD COMMUNICATIONS		Reference Books/Optics - Photonics	745.55
P12-03073	X OBJECT INC		RAPIDTECH NONINSTR SUPPL + NEW EQUIP	4,520.41
P12-03075	BEST BUY GOV/ED		STEREO FOR STRENGTH LAB	125.48
P12-03076	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		ID Card Machine Support/Warranty	795.00
P12-03077	NEWPORT COMPUTER SOLUTIONS, INC		vRangerPro Back-up System Renewal	4,510.42

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03078	CORE SOFTWARE CORP		Annual Maint for Core Run Time Libraries	10,000.00
P12-03079	SEHI PROCOMP COMPUTER PRODUCTS		Ink for copying brochures	1,941.55
P12-03080	KIEFER SPECIALTY FLOORING, INC		GYM CARPET TILES	5,042.06
P12-03081	HAITBRINK ASPHALT PAVING, INC.		ROAD PATCHES CAMPUS WIDE	4,500.00
P12-03082	APPLE PRINTING INC.		Printing-FKCE Annual Conference	1,061.34
P12-03083	DICK BLICK COMPANY		Student Art Supplies	739.61
P12-03084	DATAMAX O'NEIL PRINTER SUPPLIES		PERMIT MACHINE PERMITS	1,210.25
P12-03085	LEARNINGTIMES, LLC.		CIDDE Group Registration for Online Conference	350.00
P12-03086	SCANTRON CORPORATION		Fee based instruction supplies	547.34
P12-03087	MISSION AUTO EQUIP & LIFTS, INC		Emergency repair-#1 Air Compressor/Motor	200.00
P12-03088	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES		Pay for annual membership.	150.00
P12-03089	CAL PRO SPORTS		BASEBALL GEAR FOR BASEBALL TEAM	5,252.69
P12-03090	SUSAN FORTE O'NEILL dba FORTE DESIGNS		PERKINS Project: Student Mentoring	1,000.00
P12-03091	THE BLIND FACTORY		BLINDS FOR A121 AND A126	325.00
P12-03092	INTERIOR DEMOLITION		ATEP DEMO BLDG. 524	88,000.00
P12-03093	U.S. DEMOLITION, INC.		DEMO AT ATEP	34,000.00
P12-03094	CPP, INC. DAVIES BLACK PUBLISHING		Strong College Profile Software, 1994 Ed #40437	3,594.54
P12-03095	ACCCA		Mentor Program Registration	1,000.00
P12-03096	EAGLE COMMUNICATIONS		EQUIPMENT REMOVAL	2,435.59
P12-03097	AMERICAN TIME & SIGNAL CO.		ELECTRICIAN CLOCK SUPPLIES	4,901.88
P12-03098	PROAIR CONSTRUCTION SVCS. INC.		T-BUILDING A/C UNIT	4,880.00
P12-03099	KELLY GRIMES		Trainer	2,160.00
P12-03100	LILIANN PEREZ-STROUD		Trainer	3,600.00
P12-03101	DANA WHARF SPORTFISHING		CHARTER OF BOAT FOR MS20 AT-SEA LABS	2,400.00
P12-03102	SALLIE MILLER		Trainer/ Monitor	550.00
P12-03103	ROBBIN HATTEN		Trainer	120.00
P12-03104	JANE L. COLLIER		Workshop Trainer	1,080.00
P12-03105	GOVCONNECTION		VIDEO SWITCH BOX FOR LAB/CLASSROOM USE	44.08
P12-03106	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX WC 5230 Adding ; Scan to Email	574.00
P12-03107	NEWPORT COMPUTER SOLUTIONS, INC		4-Port Ethernet Expansion Card for server room	4,219.49
P12-03108	TOMARK SPORTS EQUIPMENT		Basketball - backboard winches	5,953.11
P12-03109	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		MACBOOK PRO BATTERY proposal attached	124.99
P12-03110	MEDCO SUPPLY COMPANY		ATHLETIC TRAINING SUPPLIES	1,280.13
P12-03111	DURAWEAR GLOVE & SAFETY CO.		RAPIDTECH NONINSTR SUPPL	206.98

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03112	LAGUNA CLAY CO.		Art Equipment/Supplies-J.Ginnaty	345.57
P12-03113	AMSTERDAM PRINTING & LITHO Attn: RICH O'BRIEN		Recurve Pen Item #40844 Outreach materials	1,447.15
P12-03114	ERNEST PACKAGING SOLUTIONS		Student Supplies	259.69
P12-03115	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM		CTE Collaborative Partner Project	6,882.52
P12-03116	KEN PATTON		NVC MEETING 2012	5,000.00
P12-03117	KOSS INTERNATIONAL		Student Art Supplies	680.86
P12-03118	SCANTRON CORPORATION		Scantrons for SLOs	24.13
P12-03119	FREEMAN MFG & SUPPLY CO		RAPIDTECH NONINSTR SUPPL	971.91
P12-03120	GOENGINEER		RAPIDTECH SOFTWARE	1,313.00
P12-03121	COMPUTERLAND OF SILICON VALLEY		Renew Acrobat Professional License	84.00
P12-03122	MONOPRICE, INC.		USB VGA Combo Switch	127.01
P12-03123	WELLS FARGO #3317		Cinema/Television/Radio Film Festival	1,292.96
P12-03124	COMPUTERLAND OF SILICON VALLEY		RAPIDTECH SOFTWARE	493.50
P12-03125	MICHAEL D. HAGGIN		Payment for Donor contact services	1,000.00
P12-03126	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		Pay for database.	999.00
P12-03127	W. W. GRAINGER		VEHICLE TOOLS	127.68
P12-03128	LAGUNA CLAY CO.		Art Supplies-D. Matthews	1,598.84
P12-03129	AARDVARK CLAY AND SUPPLIES		Art Supplies-D. Matthews	1,571.00
P12-03130	LAMA BOOKS LEO A MEYER ASSOCIATED, INC.		Occupational Guide Books	66.28
P12-03131	W. W. GRAINGER		HVAC SUPPLIES	1,623.12
P12-03132	HAITBRINK ASPHALT PAVING, INC.	SC Bridge Ren	HANDRAIL FOR BRIDGE	3,200.00
P12-03133	TALK TECHNOLOGIES INC.		Equip for Translating	1,777.00
P12-03134	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		Supplies for astronomy	179.25
P12-03135	GOODSON MANUFACTURING COMPANY		Machine shop materials	318.36
P12-03136	APPLE COMPUTER, INC.		Equipment for Risk Mgmt/Benefits	833.99
P12-03137	TROXELL COMMUNICATIONS, INC.		outreach projector	789.81
P12-03138	FISHER SCIENTIFIC		MICROBIOLOGY SUPPLIES	282.59
P12-03139	PROBE MASTER INC.		Differential probes	1,442.92
P12-03140	CDW-G COMPUTER CENTERS		Smartdraw Enterprise 2012 Licenses	287.92
P12-03141	HALL & FOREMAN, INC.	SC Science	SURVEY SERVICES	33,900.00
P12-03142	MISSION REGIONAL HOSPITAL NURSING DEPARTMENT		So OC Fam Resc Cntr Rental	562.32
P12-03143	KEN'S SPORTING GOODS		Spring '12 beach volleyball class balls	188.49
P12-03144	MICHELE DUGAN		Wkshp Trainer	1,080.00
P12-03145	McKESSON GENERAL MEDICAL CORP		Medical Supplies	272.78
P12-03146	SUPERCIRCUITS, INC.		11	429.92

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03147	EDUCATIONAL INNOVATIONS		GEO LAB (DENSITY CUBES)	94.08
P12-03148	B & H PHOTO		Instructional Equipment List 2011/2012	2,030.66
P12-03149	SEW TRUE SUPPLY		Student Supplies	89.84
P12-03150	McMASTER CARR SUPPLY COMPANY		PHYSICS SUPPLIES	24.57
P12-03151	McKESSON GENERAL MEDICAL CORP		RAPIDTECH NONINSTR SUPPL	173.20
P12-03152	SEHI PROCOMP COMPUTER PRODUCTS		LASERJET PRINT CARTRIDGES FOR LAB PRINTERS	217.41
P12-03153	PORT SUPPLY		Communications Equipment for MST Classes	1,173.66
P12-03154	THE CHILDREN'S PROJECT		Books	1,182.08
P12-03155	WELLS FARGO #3317 (DISTRICT)	IVC Warehouse	Mail cart	105.38
P12-03156	SAMUEL FRENCH		license for The Leader & The Lesson	210.00
P12-03157	EN4ORM OFFICE INTERIORS		OFFICE FURNITURE FOR D. FITZSIMONS	4,681.74
P12-03158	LAURI BURNS		Workshop Trainer	120.00
P12-03159	RANCHO SANTIAGO COM. COL. DIST		LEGAL RESEARCH COSTS	15,000.00
P12-03160	McLOGAN SUPPLY CO., INC.		Blanket P.O. for student graphics supplies	1,500.00
P12-03161	ART SUPPLY WAREHOUSE		Blanket P.O. for student supplies	1,500.00
P12-03162	JARED SCOTT		Contract Services PAC Stage Crew	90.00
P12-03163	DEWEY'S APPLIANCES		COOKTOP/MICROWAVES FOR SC CDC	619.56
P12-03164	ALLSTEEL, INC. C/O CORP. BUSINESS INTERIORS		SC LIBRARY RENOVATION	181,303.44
P12-03165	HIGHMARK SMART RELIABLE SEATING, INC.		SC LIBRARY RENOVATION-CHAIRS	41,606.48
P12-03166	VANERUM STELTER ARCHITXTURE		SC LIBRARY RENOVATION-105, 107, 108, 144, 147, 148	123,533.20
P12-03167	MC MURRAY STERN, INC. ATTN: CMAS SALES		SC LIBRARY RENOVATION-MAILROOM-333	10,624.14
P12-03168	ARKEMA		RAPIDTECH NONINSTR SUPPL	3,426.62
P12-03169	REALVOLLEYBALL.COM		VOLLEYBALL FOR SAND VOLLEYBALL TEAM	477.35
P12-03170	EGAN VISUAL/WEST, INC. ATTN: ORDER ENTRY		SC LIBRARY RENOVATION-MARKERBOARDS-3 38	4,124.67
P12-03171	PETER PEPPER, INC. ATTN: ORDER ENTRY		SC LIBRARY RENOVATION-DISPLAY CASE-180	10,111.55
P12-03172	RICHARD THE THREAD EMPIRE TAPE COMPANY		Student Supplies	207.78
P12-03173	EAGLE COMMUNICATIONS		RADIO EQUIPMENT	3,639.00
P12-03174	UCS, LTD.		Pole Vault Top Pad/Weather Cover	4,899.42
P12-03175	FAIR-PLAY SCOREBOARDS		Goal Light Strips	1,039.36
P12-03176	POWER CLEANERS		Costume Dry Cleaning	500.00
P12-03177	MICHAEL WOLF INTERIORS INC.		Mecho Shades for Room 333	923.11
P12-03178	DENISE BLAIR		PRIDE Co-trainer	630.00
P12-03179	MARGUERITE BEAL		Monitor	420.00

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03180	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		INSTRUCT. EQUIP. SPREADSHEET ITEM NUMBER 115	334.21
P12-03181	WARD'S NATURAL SCIENCE		Supllies for Geography	508.63
P12-03182	WELLS FARGO #3317 (DISTRICT)		Navigation Equipment for MST Classes	1,675.84
P12-03183	BEST BUY GOV/ED		Television Screen for Office of Instruction	2,611.33
P12-03184	BATTERY ZONE		BATTERIES FOR EOS LAB EQUIP.	144.83
P12-03185	HUMMERT INTERNATIONAL		Equipment Request	2,325.18
P12-03186	FISHER SCIENTIFIC		GENERAL SUPPLIES & REPLACEMENT GLASSWARE	604.36
P12-03187	WELLS FARGO #3317 (DISTRICT)		Replacement storage for video cameras	64.96
P12-03188	S & S COMMUNICATIONS		Narrow Band Repeater	4,830.50
P12-03189	THOMSON WEST ATTN: MICHAEL LOONAN		CA Education Code 2012 Edition for B. Kelly	70.04
P12-03190	GLB ENTERPRISES		FMO SUPPLIES BRAKE CYLINDERS	191.34
P12-03191	STUDICA, INC.		Astronomy classroom supplies	647.34
P12-03192	EVENTS		Student Services management planning meeting	650.00
P12-03193	HIGHER EDUCATION PUBLICATIONS		Higher Education Directory	80.81
P12-03194	LAURIE M. VARTANIAN dba RELIABLE RESPONSE		CPR/1st Aid Trainer	1,900.00
			Total	389
				2,007,662.53

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	363	650,504.77
12	Child Development Fund	1	619.56
40	Capital Outlay Fund	24	1,355,704.21
68	Self-Insurance Fund	1	833.99
Total		389	2,007,662.53

PO Changes	
New PO Amount	Change Amount
Total PO Changes	

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Includes 01/04/2012 - 02/07/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-03728	MELANIE HAERI	Cross Discipline Norming Workshop	200.00
RQ12-03732	CALIFORNIA COMMUNITY COLLEGES BOARD OF GOVERNORS	Return overpayment for IVC 08-09 Basic Skills	12,202.00
RQ12-03991	KEVIN O'CONNOR	Travel reimbursement-ACCCA/ACBO Budget Conf.	754.61
RQ12-04017	NANCY PADBERG	Conference for Nancy Padberg	3,452.50
RQ12-04058	SADDLEBACK GOLF CARS, INC.	HANDHELD DIAGNOSTIC TOOL	886.64
RQ12-04060	MAYENZET, MARIA	ASCCC Accreditation Institute-Maria Mayenzet	447.00
RQ12-04072	SANDY JEFFRIES	Travel for Sandy Jeffries NAPAHE Conf	1,125.00
RQ12-04077	KATE REALISTA C/O PERFORMING ARTS	ACCCA conference regis- K Realista	395.00
RQ12-04093	BRUCE HAGAN	Pre-paid Conference Registration for Bruce Hagan	99.00
RQ12-04095	A-1 AWARDS	Payment for plaque & inscription	63.52
RQ12-04114	CARMENMARA HERNANDEZ-BRAVO	Reimbursement for language lab supplies	144.50
RQ12-04119	NEWBEGINNINGS, INC. CATERING DIVISION	Basic Skills Initiative Luncheon	1,007.46
RQ12-04142	HORN IMPROVEMENT	Instrument repair	143.02
RQ12-04146	NEWBEGINNINGS, INC.	Catering for HSC Conference	818.90
RQ12-04156	RUSSELL HAMILTON	CCLC Legisl Conference attendance Jan29-30 for RH	1,329.41
RQ12-04161	GERRY DOOLITTLE	REIMBURSEMENT-BEL PERM-G. DOOLITTLE	14.54
RQ12-04166	S & B FOODS	IVC2IVC Lecture Refreshments	57.11
RQ12-04167	S & B FOODS	IVC2IVC Lecture Refreshments	57.11
RQ12-04169	POWER FORD TUSTIN	Auto Repairs-Ford	431.86
RQ12-04170	BROOKE CHOO	Purchase food, beverages & supplies Student Success	67.72
RQ12-04171	S & B FOODS	IVC2IVC Lecture Refreshments	57.11
RQ12-04172	COAST FITNESS REPAIR SHOP	Equipment Repair	651.89
RQ12-04173	S & B FOODS	IVC2IVC Lecture Refreshments	57.11
RQ12-04180	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	CPR Cards	152.00
RQ12-04185	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	Senior Day T-Shirts	12,865.35
RQ12-04193	DAVID BUGAY	Conference for David Bugay ACCA	864.99
RQ12-04194	FRANCHISE TAX BOARD	Nonresident Withholding Payment	1,387.00
RQ12-04195	MEDIA DISTRIBUTORS	Ink, cd and cases for Dance Department	321.35
RQ12-04198	COUTTS LIBRARY SERVICES, INC.	Library book per Ana Maria Cobos	46.04
RQ12-04201	BAKER & TAYLOR	Library book per Ana Maria Cobos	28.98
RQ12-04205	KEITH SHACKLEFORD	Expenses CCCAA 15th Annual Convention	1,200.00
RQ12-04210	WELLS FARGO #4198	JOHN OZUROVICH CONFERENCE	70.00
RQ12-04211	KATHLEEN WERLE	Accred Inst.- Kathleen Werle	387.00
RQ12-04217	ARS ENTERPRISES	PARTS FOR THE AUTOCLAVE FOR PMS IN NOV'11	91.15
RQ12-04223	MISSION AUTO EQUIP & LIFTS, INC	AC pre-filter repair	430.70
RQ12-04227	JANE ROSENKRANS	Reimbursement for Mileage, Meal & Lodging	323.56
RQ12-04229	CLAYTON BURTON	Candidate Reimbursement - Burton	679.11
RQ12-04232	WELLS FARGO #3317 (DISTRICT)	Apple Store (online)	99.00
RQ12-04233	JULIE PEARCE	Conference Reimb-Pearce, Julie	274.36
RQ12-04236	LESLIE HUMPHREY	Reimbursement for Lodging L Humphrey	160.39
RQ12-04237	LAURA ABRAMS	Reimbursement for Postage	88.00

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Includes 01/04/2012 - 02/07/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-04238	JUAN AVALOS	Registration for Dr. Avalos to attend ACCCA conf	275.00
RQ12-04240	DENICE INCIONG	RP Conference-D. Inciong	625.00
RQ12-04242	DENICE INCIONG	HEDW Conference-D. Inciong	2,170.00
RQ12-04255	JIM GASTON	Reimburse for Workday Rising Conf - JGaston	755.55
RQ12-04256	SAGER PTE LTD	WOMEN'S BADMINTON UNIFORM ITEMS	969.75
RQ12-04257	TAMERA RICE	COADN Conference for Tammy Rice	1,155.36
RQ12-04260	DR. ROBERT BRAMUCCI	CISOA Secure IT Conference-R. Bramucci	245.00
RQ12-04262	BRANDYE D'LENA	CONF.	62.49
RQ12-04263	WALTER RICE	CONF.	62.49
RQ12-04265	WELLS FARGO #1606	ONLINE CONFERENCE PURCHASE FOR JOHN EDWARDS	62.49
RQ12-04269	GWEN PLANO	High School Counselor Conference reimbursement	102.73
RQ12-04270	GAYNOR, MICHELLE	Reimbursement to Staff-Student Supplies	15.03
RQ12-04272	TERENCE NELSON C/O VETS CENTER	ACCCA Conf. 2/22/12 - 2/24/12 (2 attachments)	395.00
RQ12-04277	THOMAS L. SMITH	RAPIDTECH NONINSTR SUPPL	15.85
RQ12-04282	JAN FRITSEN	Printing Ventura Workpacket - Royalties	50.00
RQ12-04285	NEWBEGINNINGS, INC. CATERING DIVISION	Refreshments for DRAC Workshop	330.79
RQ12-04287	S & B FOODS	Refreshments for DRAC Workshop	247.56
RQ12-04294	A1 INTERNATIONAL TV, INC.	TV Equipment Repair	945.31
RQ12-04295	BAKER & TAYLOR	Library book per Ana Maria Cobos	198.24
RQ12-04299	ELIZABETH CIPRES	ACCCA - Conference Reimbursement	250.40
RQ12-04300	ANGELA OROZCO-MAHANEY	IVC High School Counselor Breakfast table cloths	78.55
RQ12-04304	GLENN ROQUEMORE	Roundtable Luncheon	60.00
RQ12-04305	CAROLINE GEE	Employee Enrollment Fee Reimbursement Request	72.00
RQ12-04316	NATALIA EITENEER	Reimbursement-Veterinarian Visit for CDC Bird	223.90
RQ12-04322	KEN PATTON	INNOVATIONS CONF 2012	1,633.95
RQ12-04323	BONNIE JOY MASSEY	Conf Reimb-Massey, Bonnie Pac Sociological Assoc	700.00
RQ12-04324	LIONEL CARON	Conf Reimb-Caron, Lionel FITC Toronto	700.00
RQ12-04325	JEFF WILSON	Conf Reimb-Wilson, Jeff-CATESOL Oakland	1,041.46
RQ12-04326	SUSAN STERN	Conf Reimb-Stern, Susan-CATESOL Oakland	1,277.00
RQ12-04333	WELLS FARGO #1598	FRESH PRODUCE FOR BIO. 2: BOTANY-RALPHS	11.77
RQ12-04337	RACHEL N. HASTINGS	Conf Reimb-Hastings, Rachel-NCAC New Orleans	539.00
RQ12-04338	CHU, HENCELYN	REGISTRATION/CONFERENCE FOR DR. HENCY CHU	750.00
RQ12-04348	RAUL LEAL	REIMBURSEMENT-PESTICIDE TESTING FEE	100.00
RQ12-04349	LARRY RADDEN	Reimbursement-L.Radden books	59.60
RQ12-04353	NEWBEGINNINGS, INC.	Assist Workshops Refreshments	206.34
RQ12-04354	TOD A. BURNETT	Southern CEO Conf. 4/11/12 - 4/13/12	780.00
RQ12-04355	LISA DAVIS-ALLEN	PrePayment for Conference for Accreditation	387.00
RQ12-04365	MARY ROMINGER	Reimbursement for purchase of testing timers	32.24
RQ12-04366	DR. CRAIG JUSTICE	Reimbursement-Office Supplies	107.98
RQ12-04371	NEWBEGINNINGS, INC. CATERING DIVISION	Refreshments for 1/18 public hearing	47.41
RQ12-04375	APRIL CUNNINGHAM	Conf.Reimb-Calif.Academic & Research Libraries	278.26

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Listing

Includes 01/04/2012 - 02/07/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-04376	APRIL CUNNINGHAM	ConfReimb-Calif.Academic&ResearchLibrariesBo ardMtg	119.40
RQ12-04377	BASIL SMITH	ConfReimb-AmerPhilosophicalAssnEasternDivisi onMtg	482.22
RQ12-04380	MICHAEL J. MERRIFIELD	ConfReimb-CalifCmtyCollegeAnthropologyTeache rsAssn	622.92
RQ12-04381	MIKE REED	ConfReimb-Journalism Assn of Cmty Colleges Conf	500.00
RQ12-04382	CLIFFORD MEYER C/O AUTO TECH	ConfReimb-Accelerated Certification Program	1,000.00
RQ12-04383	CHRISTOPHER PAQUETTE	ConfReimb-CA Assn of Teachers of EnglishConvention	370.00
RQ12-04384	LAWRENCE PEREZ	ConfReimb-Nat'l Assn of Developmental Education	1,000.00
RQ12-04385	PATRICK QUIGLEY	ConfReimb-Nat'l Assn of Developmental Education	500.00
RQ12-04389	RACHEL LANGILLE	ConfReimb-Assn of Writers & Writing Programs	500.00
RQ12-04390	RANDY W. PEEBLES	Conference for R Peebles AACCC(FSA attached)	3,905.00
RQ12-04392	BARBARA TAMIALIS	Reimbursement to B Tamialis Beginning Together Con	558.95
RQ12-04393	ARDITH LYNCH	ConfReimb-Asilomar Leadership Skills Seminar	1,000.00
RQ12-04394	JOYCE SEMANIK	Reimbursement for Ipad 2 Anywhere Pak	78.76
RQ12-04395	TOD A. BURNETT	Reim. for ACCJC Meeting	430.60
RQ12-04396	TOD A. BURNETT	CCLC Conference 1/29/12 - 1/30/12	1,720.00
RQ12-04406	GLENN ROQUEMORE	Travel For Glenn Roquemore/ACE's Annual Mtg	929.00
RQ12-04407	SO. ORANGE CO. COMM. COL.DIST	R2T4-UNSUB LOANS SPRING 2011	381.00
RQ12-04408	AMAZON.COM***** BILLING DEPARTMENT	Credit card purch- drafting stools for DSPS	430.96
RQ12-04412	AMY WHEELER	Conference for Amy Wheeler 2012	1,701.95
RQ12-04413	ERIC HILDEN	Conference JPA for Eric Hilden WBL 2/28/12	803.00
RQ12-04414	KIM BRANCH-STEWART	Employee Enrollment Fee Reimbursement Request	72.00
RQ12-04416	COACH AMERICA	Bus for EI field Trip	1,063.45
RQ12-04426	HEIDI M. OCHOA	Phi Rho Pi Nat'l Forensics Tourn. 4/12	27,020.00
RQ12-04428	JEANISE BARTIROMO	Employee Enrollment Fee Reimbursement Request	108.00
RQ12-04433	CATHERINE BERES	Blazer for house manager	45.54
RQ12-04435	JEFFREY W. HSU	Parking Fee	10.00
RQ12-04437	DR. CRAIG JUSTICE	C. Justice to CCCCIO mtg	518.85
RQ12-04438	ROCKY CIFONE	Registration for Grants Management Training	1,544.28
RQ12-04439	DANIEL SCOTT	Accred Inst.- Dan Scott	417.00
RQ12-04440	REBECCA KNAPP	Business Management Field Study	300.00
RQ12-04443	PACIFIC ATHLETIC WEAR, INC.	EMBROIDERY FOR WOMEN'S BASKETBALL	99.13
RQ12-04445	SOUTH COAST FAMILY MEDI-CENTER, INC.	Preplacement Evaluation	235.00
RQ12-04447	NICOLE LOFTUS	Conference for Nicole Loftus	732.00
RQ12-04450	HEIDI M. OCHOA	PSCFA Spring Tourn. 2/24-26	1,514.95
RQ12-04452	IRONWOOD PLUMBING, INC.	PAC BOILER SERVICE	1,858.00
RQ12-04454	WELLS FARGO #3317 (DISTRICT)	Supplies-Office Max	48.96
RQ12-04455	CHU, HENCELYN	TRAVEL FOR DR. H CHU TO TRAVEL TO CLEC CONF.	745.00

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Includes 01/04/2012 - 02/07/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-04461	NEWBEGINNINGS, INC. CATERING DIVISION	Business Survey Project Planning Meeting	80.81
RQ12-04462	TERENCE NELSON C/O VETS CENTER	2012 Legislative Visits - Terence Nelson	812.23
RQ12-04470	MERCURY DOCUMENT IMAGING CO.	fax/copier repair	255.74
RQ12-04472	KEVIN O'CONNOR	Reimbursement travel expenses-Consult Council	40.00
RQ12-04473	RANDY W. PEEBLES	CONFERENCE FOR RANDY PEEBLES (FSA ATCH)	545.00
RQ12-04474	WELLS FARGO #3317 (DISTRICT)	Cyberguys.com	88.99
RQ12-04480	MARK KRUHMIN	Reimburse staff member for music purchase	25.23
RQ12-04485	WELLS FARGO #3317 (DISTRICT)	Supplies - Office Max - BOT Supplies	26.60
RQ12-04488	MARY ANSTADT	Registration for Grants Management Training	1,544.28
RQ12-04492	S & B FOODS	Lunch for Outlook 2010 Training	241.36
RQ12-04493	TAMERA RICE	CONF REIMBURS-CA HLTHCARE WORKFORCE COMM	776.06
RQ12-04506	PAUL D. FIGUEIRA	Employee Enrollment Fee Reimbursement Request	108.00
RQ12-04507	WELLS FARGO #3317 (DISTRICT)	Job Fair Flyers	1,993.38
RQ12-04516	A-1 AWARDS	Name plate board mtg governance table	15.09
RQ12-04518	NEWBEGINNINGS, INC. CATERING DIVISION	Cinema, Television & Radio Fim Festival	686.37
RQ12-04519	NEWBEGINNINGS, INC. CATERING DIVISION	Cinema, Television & Radio Open House	730.55
RQ12-04528	LAGUNA GRAPHIC ARTS, INC.	Fast Facts - HR Job Fair	495.65
RQ12-04530	ORANGE COUNTY REGISTER	OC Register - 1/22/12-03/18/12	56.89
RQ12-04536	DIANE OAKS	Diane Oaks attending NCMPR	1,845.14
RQ12-04538	WELLS FARGO #1606	Pizza for Parent/Children Lunch--Papa John's	450.00
RQ12-04540		CONFERENCE - LUIS SILVA	320.00
RQ12-04545	DONNA PRIBYL	Conference for Donna Pribyl	1,751.25
RQ12-04547	JENNIFER MC CUE	Conference	1,842.94
RQ12-04549	JENNIFER MC CUE	Conference	1,680.47
RQ12-04551	ORANGE COUNTY REGISTER	AD FOR BID 2003	.00
RQ12-04553	LASER SOURCE	Printer Repair	370.32
RQ12-04554	EDWIN TIONGSON	IVC Forensics Tournment San Diego	3,478.78
RQ12-04556	WELLS FARGO #1598	credit card purchase of printer toner	650.00
RQ12-04558	DR. ROBERT BRAMUCCI	EDUCAUSE Conference-R. Bramucci	1,785.00
RQ12-04559	BRENDA BORRON	Printed Materials for Conference	1,434.96
RQ12-04560	SANDRA LIPTON	Conference for Sandra Lipton	278.00
RQ12-04563	GMF SOUND, INC.	Repair emergency phone	555.00
RQ12-04573	DAVIT S. KHACHATRYAN	ACCCA Conference Attendance: Davit Khachatryan	340.00
RQ12-04575	WELLS FARGO #1598	Utility Carts - Vendor: Sears.com	324.84
RQ12-04576	DR. ROBERT BRAMUCCI	Innovations 2012 Conference-R. Bramucci	2,275.00
RQ12-04578	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	Accreditation Follow Up Visit - ACCJC	905.77
RQ12-04582	TONI LAKOW	Reimburse for job fair supplies	53.88
RQ12-04583	A-1 AWARDS	Name plate board mtg governance table	15.09
RQ12-04588	WELLS FARGO #1598	HCG/Strep test kits	336.77
RQ12-04596	JENNIFER MC CUE	Reimbursement for NCMPR award entry fees	70.00
RQ12-04600	ESTER GRAHAM	PIHRA Meeting	70.04

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Listing

Includes 01/04/2012 - 02/07/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-04601	WELLS FARGO #1598	NCMPR District 6 Medallion Award Entries	210.00
RQ12-04604	GLENN ROQUEMORE	Travel for Glenn Roquemore/Registration only	215.00
RQ12-04605	KIANA TABIBZADEH	Travel for Kiana Tabibzadeh/Registration only	215.00
RQ12-04608	WELLS FARGO #2078	Catering & room for 2012 Los Angeles Job Fair	3,000.00
RQ12-04612	LAGUNA GRAPHIC ARTS, INC.	Poster Board for Job Fair	280.15
RQ12-04638	CALIFORNIA ELECTRIC SERVICE	Repair of food processor	494.10
RQ12-04642	JUAN AVALOS	VPSS to CCCSSAA conf, 3/14-16/2012, Sacramento	750.00
RQ12-04645	EAGLE COMMUNICATIONS	RADIO SUPPLIES FOR FACILITIES AND MAINTENANCE	58.57
RQ12-04646	JOSE MAGANA THE BLACK BOOK DEPOT	Page Slicks-L. Radden	230.85
RQ12-04647	EAGLE COMMUNICATIONS	RADIO REPAIRS	257.39
RQ12-04651	POWER FORD TUSTIN	Auto Part - Ford	20.18
RQ12-04664	MARYAM AFSHARI	Reimburse Maryam Afshari for Seminar	705.98
RQ12-04666	RANDY W. PEEBLES	Conference - Randy Peebles (ATCHMNT FSA)	125.00
RQ12-04673	CORNER BAKERY CAFE STORE #219	Child Development Conference	740.88
RQ12-04674	DEBRA L. FITZSIMONS	ATTEND ACCCA CONF.	796.37
RQ12-04678	JOHN RICHARDS	Lab Supplies for Environmental Studies	19.80
RQ12-04679	ANN LOCKHART	Conference for Ann Lockhart	581.12
RQ12-04680	WILL LAKOW	REIMBURSEMENT TO WILL LAKOW	44.98
RQ12-04683	ARS ENTERPRISES	COMPLETE DOOR REBUILD OF THE ARS AUTOCLAVE DOOR	2,495.00
RQ12-04684	COSTA MESA POLICE DEPARTMENT	Training	160.00
RQ12-04685	VICKIE HAY	Conference Travel for Vickie Hay	941.92
RQ12-04686	MARIE T. ELGUIRA	Conference travel for Marie Eiguira	581.12
RQ12-04691	BRENDA CONSTANTINO	Brenda Constantino attending NCMPR	1,745.14
RQ12-04696	MAI LE	Conference travel for Mai Le	581.12
RQ12-04699	GARY POERTNER	Gary Poertner to attend CCLC conferance	927.85
RQ12-04703	KIM MC CORD	OCDE Event Registration	41.00
RQ12-04704	JESSICA M. CHA	REIMBURSEMENT FOR JESSICA	24.01
RQ12-04715	GRACE GARCIA	Conference for Grace Garcia	2,391.32
RQ12-04716	JOYCE BARTLOMAIN	Conference for Joyce Bartlomain	2,391.32
RQ12-04719	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse faculty membercircuit clips	23.90
RQ12-04727	STRAPS UNLIMITED	Dance team bags	1,163.70
RQ12-04728	RANDALL WOLTZ	Reimbursement Fed Ex charge	14.23
RQ12-04738	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	CTE Collaborative Participation w/CTEoc	2,000.00
RQ12-04759	XEROX CORPORATION	Shipping cost for staples	7.81
		Total	194
			168,908.70

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Fund Summary				
Fund	Description		Requisition Count	Amount
01	General Fund		192	168,234.80
12	Child Development Fund		2	673.90
		Total	194	168,908.70

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ESCAPE ONLINE

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.27

DATE: 2/27/12

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

BACKGROUND

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

STATUS

Check no. 155111 through 156198 processed through the Orange County Department of Education, totaling \$5,672,975.78; and Check no. 010328 through 010341, processed through Saddleback College Community Education, totaling \$129,008.55; and Check no. 008954 through 008969, processed through Irvine Valley College Community Education, totaling \$130,856.81 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 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
155111	01/04/2012	GILBERT & STEARNS, INC.	3,898.00
155112	01/04/2012	W. W. GRAINGER	11,201.54
155113	01/04/2012	GRAYBAR ELECTRIC CO.	6,766.53
155114	01/04/2012	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	2,364.77
155115	01/04/2012	HITT MARKING DEVICES, INC.	40.54
155116	01/04/2012	HOME DEPOT CREDIT SERVICES	132.27
155117	01/04/2012	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	500.00
155118	01/04/2012	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	417.00
155119	01/04/2012	INTERSTATE MUSIC	848.00
		Unpaid Sales Tax	65.72
		Expensed Amount	913.72
155120	01/04/2012	IRVINE RANCH WATER DIST.	6,253.84
155121	01/04/2012	LANGUAGE LINE SERVICES	25.35
155122	01/04/2012	MC KESSON MEDICAL SURGICAL	31.24
155123	01/04/2012	CLIFFORD MEYER C/O AUTO TECH	37.18
155124	01/04/2012	NEWBEGINNINGS, INC. CATERING DIVISION	402.50
155125	01/04/2012	OCE-IMAGISTICS	53.57
155126	01/04/2012	ONE SOURCE DISTRIBUTORS, INC.	924.86
155127	01/04/2012	VICTORIA ORLICH	147.89
155128	01/04/2012	AIRGAS WEST	143.92
155129	01/04/2012	ALLIED REFRIGERATION INC	156.24
155130	01/04/2012	AMTECH ELEVATOR SERVICES	300.00
155131	01/04/2012	APPLE COMPUTER INC.	2,000.00
155132	01/04/2012	ARC AMER. REPROGRAPHICS CO.	72.46
155133	01/04/2012	ARROWHEAD DRINKING WATER	20.45
155134	01/04/2012	ASW EXPRESS	216.40
		Unpaid Sales Tax	16.77
		Expensed Amount	233.17
155135	01/04/2012	AVENTURA SAILING ASSOC.	845.00
155136	01/04/2012	B & H PHOTO	81.90
		Unpaid Sales Tax	6.35
		Expensed Amount	88.25
155137	01/04/2012	BAKER & TAYLOR	2,298.08
155138	01/04/2012	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	140.15
155139	01/04/2012	BLICK ART MATERIALS	385.00
155140	01/04/2012	THE BLIND FACTORY	275.00
155141	01/04/2012	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	52,054.68
155142	01/04/2012	BRAND ATHLETICS LIDS TEAM SPORTS	7,656.01
155143	01/04/2012	BRAVO SIGN & DESIGN	842.59
155144	01/04/2012	MIKE BROWN GRANDSTANDS	500.00
155145	01/04/2012	CAL PRO SPORTS	252.38
155146	01/04/2012	CAREERBUILDER, LLC	10,000.00
155147	01/04/2012	CARQUEST AUTO PARTS	85.08
155148	01/04/2012	CDW GOVERNMENT, INC.	2,941.62
155149	01/04/2012	CINTAS CORPORATION	23.50
155150	01/04/2012	COMPUTERLAND	167.78
155151	01/04/2012	CONSOLIDATED ELECTRICAL DIST.	2,339.87

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Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
155152	01/04/2012	DESIGN SCIENCE, INC.	471.75
155153	01/04/2012	DISH NETWORK	54.79
155154	01/04/2012	DISPENSING SOLUTIONS, INC.	383.80
155155	01/04/2012	DOOLEY ENTERPRISES, INC.	606.09
155156	01/04/2012	SPARKLETTES	73.59
155157	01/04/2012	ECONOMIC ALTERNATIVES, INC.	358.33
155158	01/04/2012	EDUCATIONAL INNOVATIONS	505.33
155159	01/04/2012	EDGEWOOD PRESS, INC.	865.20
155160	01/04/2012	ENTERPRISE RENT-A-CAR	571.38
155161	01/04/2012	EWING IRRIGATION PRODUCTS	414.95
155162	01/04/2012	EXCELSIOR ELEVATOR CORPORATION	1,950.00
155163	01/04/2012	FEDERAL EXPRESS	43.95
155164	01/04/2012	FISHER SCIENTIFIC	3,371.66
155165	01/04/2012	FULL COMPASS SYSTEMS	61.86
		Unpaid Sales Tax	4.17
		Expensed Amount	66.03
155166	01/04/2012	BCH WATERWORKS	135.00
155167	01/04/2012	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	2,462.40
155168	01/04/2012	WELLS FARGO #1606	1,608.72
		Unpaid Sales Tax	69.83
		Expensed Amount	1,678.55
155169	01/04/2012	WELLS FARGO #2078	3,985.75
155170	01/04/2012	WELLS FARGO #3317	2,346.90
		Unpaid Sales Tax	150.31
		Expensed Amount	2,497.21
155171	01/05/2012	WELLS FARGO #1598	406.82
155172	01/05/2012	ROXANE COHEN SILVER	100.00
155173	01/05/2012	PACIFIC PARKING SYSTEMS, INC.	2,164.33
155174	01/05/2012	PARKWAY LAWNMOWER SHOP	70.04
155175	01/05/2012	JIM PHANEUF	149.97
155176	01/05/2012	PHOENIX PHILANTHROPY GROUP	8,881.82
155177	01/05/2012	PIP PRINTING	363.66
155178	01/05/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
155179	01/05/2012	POWER FORD TUSTIN	227.58
155180	01/05/2012	PRAXAIR	110.15
155181	01/05/2012	RAININ INSTRUMENTS LLC	114.59
155182	01/05/2012	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	70.70
155183	01/05/2012	DOMINIQUE A. RISSOLO	100.00
155184	01/05/2012	ROSE PRINTING SERVICES, INC.	40.00
		Unpaid Sales Tax	2.64
		Expensed Amount	42.64
155185	01/05/2012	SCHOOLS FIRST FEDERAL CREDIT UNION	3,955.00
155186	01/05/2012	SCIENCE KIT, INC.	14.83
155187	01/05/2012	SEHI PROCOMP COMPUTER PRODUCTS	2,152.35
155188	01/05/2012	SESAC, INC.	2,854.57
155189	01/05/2012	LOUIS SESSLER	29.07
155190	01/05/2012	SHRED-IT CAMPO ENTERPRISES, INC.	104.00
155191	01/05/2012	SMARDAN SUPPLY - EL MONTE	161.63

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Check Number	Check Date	Pay to the Order of	Check Amount
155192	01/05/2012	SMART & FINAL IRIS CO.	160.96
155193	01/05/2012	SNADER AND ASSOCIATES INC.	141.22
155194	01/05/2012	SOUTH COAST FAMILY MEDI-CENTER, INC.	130.00
155195	01/05/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	3,964.59
155196	01/05/2012	ALENA STRICKLAND	630.00
155197	01/05/2012	JOANNE E. TAWFILIS	100.00
155198	01/05/2012	STEVE TEH	153.21
155199	01/05/2012	TOMARK SPORTS, INC.	637.62
155200	01/05/2012	VIRGINIA L. TRIMBLE	100.00
155201	01/05/2012	TURF TIRE DISTRIBUTORS	161.41
155202	01/05/2012	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	625.75
155203	01/05/2012	U.S. DATA TRUST CORPORATION	6,000.00
155204	01/05/2012	UNISOURCE WORLDWIDE INC.	2,914.63
155205	01/05/2012	UNITED INTERIORS	309.40
155206	01/05/2012	WALTERS WHOLESALE ELECTRIC	1,779.60
155207	01/05/2012	WARD'S NATURAL SCIENCE	266.03
155208	01/05/2012	WARE DISPOSAL CO., INC.	125.95
155209	01/05/2012	WILLIAMS RECORDING	800.00
155210	01/05/2012	KRISTI M. WILSON	100.00
155211	01/05/2012	MICHAEL E. WILSON	11,322.00
155212	01/05/2012	WOODRUFF, SPRADLIN & SMART	700.00
155213	01/05/2012	YALE CHASE MATERIALS HANDLING	276.88
155214	01/05/2012	SOUTH COAST FAMILY PRACTICE	242.25
155215	01/05/2012	ADVANCE TEK	7,200.00
155216	01/05/2012	APPLE COMPUTER INC.	1,617.20
155217	01/05/2012	CATALYST CONSULTING	6,480.00
155218	01/05/2012	CRESCENT STAFFING, INC.	13,104.00
155219	01/05/2012	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	7,934.01
155220	01/05/2012	ENAMIX, INC.	5,600.00
155221	01/05/2012	ESCAPE TECHNOLOGY, INC.	250.00
155222	01/05/2012	JOYCE INSPECTION & TESTING	7,980.00
155223	01/05/2012	MC CARTHY BUILDING COMPANIES	78,380.00
155224	01/05/2012	NIMBLE CONSULTING	5,250.00
155225	01/05/2012	PARSONS BRINCKERHOFF, INC.	5,467.70
155226	01/05/2012	PERCEPTIVE SOFTWARE	98.39
155227	01/05/2012	PUBLIC ECONOMICS, INC.	9,378.94
155228	01/05/2012	RGP PLANNING & DEVELOPMENT SERVICES	9,151.12
155229	01/06/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	350.00
155230	01/06/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	350.00
155231	01/06/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	500.00
155232	01/06/2012	ACCCA	395.00
155233	01/06/2012	ACCCA	395.00
155234	01/06/2012	ACCCA	295.00
155235	01/06/2012	DR. ROBERT BRAMUCCI	67.93
155236	01/06/2012	CRISTY BRUNS	500.00
155237	01/06/2012	TOD A. BURNETT	772.98

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Check Number	Check Date	Pay to the Order of	Check Amount
155238	01/06/2012	COURTNEY CECALE	500.00
155239	01/06/2012	WILL GLEN	115.00
155240	01/06/2012	SUZANNE HAMMEL	21.00
155241	01/06/2012	IRVINE CHAMBER OF COMMERCE	165.00
155242	01/06/2012	DR. CRAIG JUSTICE	1,438.10
155243	01/06/2012	SANDRA F. KENNEDY	500.00
155244	01/06/2012	SHERYL MARIANO	18.99
155245	01/06/2012	KEVIN O'CONNOR	50.00
155246	01/06/2012	IRENE RENAULT	511.73
155247	01/06/2012	ANNA SMITH	21.00
155248	01/06/2012	MARJAN WARDAKI	168.95
155249	01/06/2012	THE WESTIN HOTEL LONG BEACH	604.12 *
Cancelled on 02/02/2012, Cancel Register # AP02022012B			
155250	01/06/2012	KOLIN WILLIAMS	440.78
155251	01/06/2012	XEROX CORP.	9,507.70
155252	01/06/2012	AVIS RENT A CAR SYSTEM, LLC PROCESSING CENTER	1,072.65
155253	01/06/2012	FRANCHISE TAX BOARD	1,387.00
155254	01/09/2012	GKKWORKS	7,540.00
155255	01/09/2012	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
155256	01/09/2012	JOYCE INSPECTION & TESTING	19,143.00
155257	01/09/2012	NEUDESIC, LLC	47,632.00
155258	01/09/2012	PENN CORPORATE RELOCATION SERVICES, INC.	250.00
155259	01/09/2012	PUBLIC ECONOMICS, INC.	3,402.99
155260	01/09/2012	R2A ARCHITECTURE	1,243.38
155261	01/09/2012	RED STONE, INC	5,904.00
155262	01/09/2012	RGP PLANNING & DEVELOPMENT SERVICES	38,357.30
155263	01/09/2012	RR SYSTEMS, INC.	962.00
155264	01/09/2012	WRIGHT LINE, LLC C/O EATON CORP	5,590.07
155265	01/09/2012	ACCUVANT INC.	8,807.40
155266	01/09/2012	ADI	844.68
155267	01/09/2012	ADVANTA ENERGY CORP	800.00
155268	01/09/2012	AIR SOURCE INDUSTRIES, INC.	25.20
155269	01/09/2012	ALL TECH SERVICE	2,535.34
155270	01/09/2012	AMTECH ELEVATOR SERVICES	1,455.00
155271	01/09/2012	APPLE COMPUTER INC.	8,682.16
155272	01/09/2012	AUCA LOS ANGELES	59.70
155273	01/09/2012	ARROWHEAD DRINKING WATER	43.09
155274	01/09/2012	ART SUPPLY WAREHOUSE	102.89
155275	01/09/2012	ASCAP	9,199.00
155276	01/09/2012	B & H PHOTO	497.26
			Unpaid Sales Tax 38.12
			Expensed Amount 535.38
155277	01/09/2012	BATTERY ZONE	288.55
155278	01/09/2012	BESAFE TECHNOLOGIES, INC.	738.15
155279	01/09/2012	BEST BUY BUSINESS ADVANTAGE ACCT	591.24
155280	01/09/2012	BLICK ART MATERIALS	726.59
155281	01/09/2012	KRISTEN BUSH	1,470.00
155282	01/09/2012	CALIFORNIA STAGE/LIGHTING, INC	122.86

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Check Number	Check Date	Pay to the Order of	Check Amount
155283	01/09/2012	CAMERON WELDING SUPPLY	849.33
155284	01/09/2012	CASEMAN, INC.	568.32
155285	01/09/2012	CDW GOVERNMENT, INC.	5,007.47
155286	01/09/2012	CESA-SC	55.00
155287	01/09/2012	COMPUTER PROTECTION TECHNOLOGYCORPORATE OFFICE	1,000.00
155288	01/09/2012	COMPUTERLAND	780.00
155289	01/09/2012	CULLIGAN	101.97
155290	01/09/2012	D3 SPORTS, INC.	478.25
155291	01/09/2012	DISPLAYS 2GO	333.32
		Unpaid Sales Tax	22.35
		Expensed Amount	355.67
155292	01/09/2012	THE EASTWOOD COMPANY	299.98
		Unpaid Sales Tax	23.25
		Expensed Amount	323.23
155293	01/09/2012	FEDERAL EXPRESS	34.80
155294	01/09/2012	FISHER SCIENTIFIC	47.71
155295	01/09/2012	FONTIS SOLUTIONS SERV	431.00
		div of IMAGE DISTRIBUTION	
155296	01/09/2012	FRY'S ELECTRONICS	471.87
155297	01/10/2012	AT & T MOBILITY	13.10
155298	01/10/2012	AT&T	1.45
155299	01/10/2012	AT & T	65.48
155300	01/10/2012	AT & T	26.12
155301	01/10/2012	AT & T	35.42
155302	01/10/2012	SAN DIEGO GAS & ELECTRIC	937.12
155303	01/10/2012	SOUTHERN CALIFORNIA EDISON CO.	1,576.61
155304	01/11/2012	CITY OF TUSTIN	550.00
		ATTN: CITY MANAGER'S OFFICE	
155305	01/11/2012	PACIFIC INDUSTRIAL SUPPLY CO.	603.40
155306	01/11/2012	PENN CORPORATE RELOCATION SERVICES, INC.	997.00
155307	01/11/2012	J.W. PEPPER & SON, INC.	309.40
155308	01/11/2012	PERCEPTIVE SOFTWARE	20,000.00
155309	01/11/2012	PETCO ANIMAL SUPPLIES, INC.	48.14
155310	01/11/2012	PURETEC	251.70
155311	01/11/2012	JAMES REPKA	259.91
155312	01/11/2012	SAFEWAY INC/PAVILIONS	250.71
155313	01/11/2012	SALLY BEAUTY CO. INC.	499.32
		STORE ACCOUNT	
155314	01/11/2012	SAN JUAN CAPISTRANO CHAMBER OF COMMERCE	100.00
155315	01/11/2012	SANOPI PASTEUR, INC.	1,519.48
155316	01/11/2012	SARGENT-WELCH LLC	1,263.26
		VWR INTERNATIONAL	
155317	01/11/2012	FHEG - SADDLEBACK BOOKSTORE	3,666.57
		STORE NO 296 M.A. 2964312	
155318	01/11/2012	SCANTRON CORPORATION	205.12
155319	01/11/2012	GUISELLE SCOTT	630.00
155320	01/11/2012	CHARLES C. STILL	45.00
		SECURE LIVE SCAN	
155321	01/11/2012	SEPULVEDA BUILDING MATERIALS	600.40
155322	01/11/2012	SEW TRUE SUPPLY	632.42
155323	01/11/2012	SIEMENS INDUSTRY INC.	63.00
155324	01/11/2012	SMART LEVELS MEDIA	6,079.26
155325	01/11/2012	SMASHING SPORTS	1,323.00

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Check Number	Check Date	Pay to the Order of	Check Amount
155326	01/11/2012	SNADER AND ASSOCIATES INC.	12,147.46
155327	01/11/2012	APEC CORP. dba SPECIALTY EQUIPMENT CO.	39.80
155328	01/11/2012	JOY STRICKLAND	100.00
155329	01/11/2012	TASTE CATERING, INC.	255.17
155330	01/11/2012	DIEMMY TRAN	240.00
155331	01/11/2012	ARACELI TRUJILLO	50.00
155332	01/11/2012	TUSTIN LOCK & SAFE	105.89
155333	01/11/2012	TUTTLE-CLICK FORD	24.71
155334	01/11/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	86.79
155335	01/11/2012	UNISOURCE WORLDWIDE INC.	335.10
155336	01/11/2012	UNITED INTERIORS	338.72
155337	01/11/2012	UNIVERSITY PRODUCTS	550.00
		Unpaid Sales Tax	42.62
		Expensed Amount	592.62
155338	01/11/2012	VENTEK INTERNATIONAL	180.00
155339	01/11/2012	VICENTI, LLOYD & STUTZMAN LLP	11,009.25
155340	01/11/2012	LISA WORKMAN	50.00
155341	01/11/2012	TIM WORKMAN	50.00
155342	01/11/2012	LIANNA ZHAO	107.70
155343	01/11/2012	ROCKVIEW FARMS	194.10
155344	01/11/2012	SAFEWAY INC/PAVILIONS	595.16
155345	01/11/2012	SMART & FINAL IRIS CO.	72.19
155346	01/11/2012	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,211.09
155347	01/11/2012	ACSIG/EDGE	127,284.48
155348	01/11/2012	ACSIG/EDGE	42,215.04
155349	01/11/2012	HYATT LEGAL	7,138.00
155350	01/11/2012	PACIFICARE BEHAVIORAL HEALTH	3,073.77
155351	01/11/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,891.40
155352	01/11/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,388.41
155353	01/11/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,178,959.00
155354	01/11/2012	UNUM LIFE INSURANCE COMPANY	1,454.38
155355	01/11/2012	UNUM LIFE INSURANCE COMPANY	3,310.72
155356	01/11/2012	ACSIG/EDGE	19,337.53
155357	01/11/2012	ACSIG/EDGE	5,285.27
155358	01/11/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	322,030.00
155359	01/12/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	214.02
155360	01/12/2012	GEMPLER'S	268.21
155361	01/12/2012	GENESIS, INC.	158.25
		Unpaid Sales Tax	11.33
		Expensed Amount	169.58
155362	01/12/2012	GOLF VENTURES WEST	39.63
155363	01/12/2012	GRAINGER	554.33
155364	01/12/2012	W. W. GRAINGER	869.70
155365	01/12/2012	GRANICUS, INC.	1,075.00
155366	01/12/2012	GREEN THUMB INTERNATIONAL	67.84
155367	01/12/2012	HALO BRANDED SOLUTIONS	1,381.64
155368	01/12/2012	DONNA HANNA-CHASE	36.58
155369	01/12/2012	HARBOR FREIGHT TOOLS	77.50

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Check Number	Check Date	Pay to the Order of	Check Amount
155370	01/12/2012	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	1,143.18
155371	01/12/2012	HIRSCH PIPE & SUPPLY	1,360.32
155372	01/12/2012	HORIZON	313.56
155373	01/12/2012	ANTHONY HUNTLEY	74.79
155374	01/12/2012	IRVINE PIPE & SUPPLY	538.54
155375	01/12/2012	IRVINE RANCH WATER DIST.	273.73
155376	01/12/2012	IRVINE TENNIS	14,753.08
155377	01/12/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	281.92
155378	01/12/2012	PROTECTED INSURANCE PROGRAM FOR SCHOOLS	167,733.00
155379	01/12/2012	KELE INC.	1,184.56
		Unpaid Sales Tax	91.80
		Expensed Amount	1,276.36
155380	01/12/2012	ERIN KIM	50.00
155381	01/12/2012	MORITAKA KINA	160.00
155382	01/12/2012	TAMARA KING	129.00
155383	01/12/2012	NORMAN KRIEGER	1,500.00
155384	01/12/2012	LAB CORPORATION	5,000.00
155385	01/12/2012	LABCONCO CORPORATION	749.83
155386	01/12/2012	LAGUNA GRAPHIC ARTS, INC.	100.21
155387	01/12/2012	DANIEL LARREA	300.00
155388	01/12/2012	LASER SOURCE	983.76
155389	01/12/2012	LAURA'S INT PLANTSCAPE SERV	200.00
155390	01/12/2012	LAWNMOWERS ETC., LLC	168.71
155391	01/12/2012	ALAN LEE	750.00
155392	01/12/2012	MAIN GRAPHICS	668.27
155393	01/12/2012	J. M. MC CONKEY CO.	757.82
155394	01/12/2012	JENNIFER MC GEE	150.00
155395	01/12/2012	MICRO CENTER A/R	290.90
155396	01/12/2012	MID-WEST LIGHTING	840.22
155397	01/12/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	148.71
155398	01/12/2012	MONOPRICE, INC.	47.77
155399	01/12/2012	MONSTERSLAYER, INC.	311.63
		Unpaid Sales Tax	22.89
		Expensed Amount	334.52
155400	01/12/2012	MOULTON-NIGUEL WATER DIST.	6,319.79
155401	01/12/2012	NAT'L INST. FOR WOMEN IN TRADES, TECHNOLOGY & SCIENCE	117.70
155402	01/12/2012	CANDY NELSON	256.42
155403	01/12/2012	NEUDESIC, LLC	16,991.00
155404	01/12/2012	NORTH STATE ENVIRONMENTAL	11,961.69
155405	01/12/2012	OC Treasurer-Tax Collector	16,512.50
155406	01/12/2012	OCE-IMAGISTICS	22.00
155407	01/12/2012	ORIENTAL TRADING COMPANY, INC.	72.99
155408	01/12/2012	ORKIN PEST CONTROL 711	2,796.50
155409	01/12/2012	AT & T	259.62
155410	01/12/2012	SOUTHERN CALIFORNIA EDISON CO.	465.76
155411	01/12/2012	XEROX CORP.	10,860.65
155412	01/12/2012	XEROX CORP.	10.75
155413	01/12/2012	JUAN AVALOS	50.00

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Check Number	Check Date	Pay to the Order of	Check Amount
155414	01/12/2012	COLLETTE CHATTOPADHYAY	1,058.92
155415	01/12/2012	CASHIER DEPT. OF PESTICIDE REGULATION	140.00
155416	01/12/2012	JIM GASTON	55.32
155417	01/12/2012	TONY MANCINI	795.86
155418	01/12/2012	MARRIOTT WARDMAN PARK HOTEL	1,414.10
155419	01/12/2012	GLENN ROQUEMORE	87.82
155420	01/12/2012	JAVIER WILLIAMS	124.26
155421	01/12/2012	A TO Z CIRCUIT BREAKERS	161.63
155422	01/12/2012	AARDVARK CLAY AND SUPPLIES	1,180.47
155423	01/12/2012	ADCLUB ADVERTISING SERVICE	22,965.95
155424	01/12/2012	ADVANTAGE MARKETING ADM GROUP INC.	1,825.13
155425	01/12/2012	AMER. RED CROSS	568.00
155426	01/12/2012	APPLE COMPUTER INC.	31.25
155427	01/12/2012	APPLIED INDUSTRIAL TECH.	87.72
155428	01/12/2012	ASSESSMENT TECHNOLOGIES GROUP	168.00
155429	01/12/2012	ATHENA COLLEGE OF BEAUTY	22,330.88
155430	01/12/2012	BAKER & TAYLOR	1,967.35
155431	01/12/2012	MARGUERITE BEAL	210.00
155432	01/12/2012	CALIFORNIA PRESENTERS C/O RUTH ROSENBERG	125.00
155433	01/12/2012	CARQUEST AUTO PARTS	274.89
155434	01/12/2012	COACH AMERICA	1,189.95
155435	01/12/2012	COAST FITNESS REPAIR SHOP	1,151.89
155436	01/12/2012	CCN FINANCIAL SERVICES	1,575.00
155437	01/12/2012	COMPUTERLAND	178.00
155438	01/12/2012	SYLVIA CORDOVA	360.00
155439	01/12/2012	COUTTS LIBRARY SERVICES, INC.	46.04
155440	01/12/2012	COX COMMUNICATIONS	2,882.33
155441	01/12/2012	CREAFORM	510.00
155442	01/12/2012	W. MIKE DALE	30.67
155443	01/12/2012	DANA POINT CHAMBER OF COMMERCE	100.00
155444	01/12/2012	DANA POINT FUEL DOCK	29.97
155445	01/12/2012	DANA POINT YACHT MAINTENANCE	31.90
155446	01/12/2012	MARIE DE LA PALME	87.15
155447	01/12/2012	DIRECT PAINTING & DECORATING INC.	4,875.00
155448	01/12/2012	DISPENSING SOLUTIONS, INC.	250.16
155449	01/12/2012	GERRY DOOLITTLE	14.54
155450	01/12/2012	SPARKLETTS	473.89
155451	01/12/2012	SPARKLETTS	529.91
155452	01/12/2012	EAGLE COMMUNICATIONS	485.26
155453	01/12/2012	DONALD L. EISENTRAUT	1,200.00
155454	01/12/2012	ENTERPRISE RENT-A-CAR	595.13
155455	01/12/2012	ERICA ESTRADA	50.00
155456	01/12/2012	EXPERIAN	77.00
155457	01/12/2012	FISHER SCIENTIFIC	1,688.07
155458	01/12/2012	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	355.58
155459	01/12/2012	FREEWAY AUTO SUPPLY	136.68
155460	01/12/2012	DAIRY DEPOT	152.69
155461	01/12/2012	AT&T	5,914.12

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Check Number	Check Date	Pay to the Order of	Check Amount
155462	01/12/2012	SOUTHERN CALIFORNIA GAS CO.	285.74
155463	01/12/2012	XEROX CORPORATION	528.78
155464	01/13/2012	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	52,205.00
155465	01/13/2012	DIVERSIFIED LANDSCAPE MGT. INC.	174,213.00 *
Cancelled on 01/17/2012, Cancel Register # AP01172012B			
155466	01/13/2012	ENAMIX, INC.	2,240.00
155467	01/13/2012	ENVIRON INTERNATIONAL CORP.	2,885.06
155468	01/13/2012	GKKWORKS	3,078.22
155469	01/13/2012	GRIFFITH CO.	30,802.50
155470	01/13/2012	JOYCE INSPECTION & TESTING	5,628.00
155471	01/13/2012	PARSONS BRINCKERHOFF, INC.	600.00
155472	01/13/2012	PERCEPTIVE SOFTWARE	8,200.00
155473	01/17/2012	BOG'S, CA COMMUNITY COLLEGES	12,202.00
155474	01/17/2012	DAVID E. ANDERSON, JR.	35.69
155475	01/17/2012	CHU, HENCELYN	93.04
155476	01/17/2012	DRAKE, EUGENE	14.99
155477	01/17/2012	JIM GASTON	79.70
155478	01/17/2012	JENNIFER GLEIZER	28.68
155479	01/17/2012	ESTER GRAHAM	44.50 *
Reissued on 02/06/2012. Cancel Register # AP02072012			
155480	01/17/2012	RAUL B. GUTIERREZ	14.99
155481	01/17/2012	RUBEN GUZMAN	199.25
155482	01/17/2012	PATTY HELTON	44.96
155483	01/17/2012	LESLIE HUMPHREY	106.35
155484	01/17/2012	DAVIT S. KHACHATRYAN,	316.68
155485	01/17/2012	TONI LAKOW	41.29
155486	01/17/2012	LORI MANGELS	119.88
155487	01/17/2012	ANITA MC DONALD	50.51
155488	01/17/2012	DONNA PRIBYL	12.47
155489	01/17/2012	KAY RYALS	11.69
155490	01/17/2012	JAY SIERZCHULA	14.99
155491	01/17/2012	SOKHA SONG	22.48
155492	01/17/2012	AT&T	11.38
155493	01/17/2012	AT&T	11.36
155494	01/17/2012	SOUTHERN CALIFORNIA EDISON CO.	97.29
155495	01/17/2012	POSTMASTER	190.00
155496	01/18/2012	LAURA ABRAMS	88.00
155497	01/18/2012	ANNE AKERS	53.77
155498	01/18/2012	APPLE COMPUTER INC.	74.35
155499	01/18/2012	ARS ENTERPRISES	1,626.78
155500	01/18/2012	ATI	1,580.00
155501	01/18/2012	BALBOA SAIL AND POWER SQUADRON	198.50
155502	01/18/2012	BEST BUY BUSINESS ADVANTAGE ACCT	646.48
155503	01/18/2012	BRAND ATHLETICS LIDS TEAM SPORTS	4,368.21
155504	01/18/2012	CALIFORNIA OPTICAL SUPPLIES	83.96
155505	01/18/2012	CASBO CASBO PROFESSIONAL DEVELOPMENT	774.00
155506	01/18/2012	BROOKE CHOO	67.72

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Check Number	Check Date	Pay to the Order of	Check Amount
155507	01/18/2012	COMPENDIUM LIBRARY SRVCS LLC	1,195.00
155508	01/18/2012	CA PARAMEDIC PROGRAM DIRECTORSC/O JAROD MIDDLETON	50.00
155509	01/18/2012	CREATION ENGINE	450.00
155510	01/18/2012	BINETA DIOP	370.00
155511	01/18/2012	EBSCO AR SERVICE CTR	115.78
155512	01/18/2012	EDVOTEK, INC.	84.95
		Unpaid Sales Tax	5.81
		Expensed Amount	90.76
155513	01/18/2012	ELECTRONIC PRODUCTS, INC.	552.36
		Unpaid Sales Tax	40.87
		Expensed Amount	593.23
155514	01/18/2012	EMSI - ECON. MODELING SPEC.	10,250.00
155515	01/18/2012	ESSENCE ENTERTAINMENT	6,270.00
155516	01/18/2012	EWING IRRIGATION PRODUCTS	1,493.19
155517	01/18/2012	FENCE SCREEN INC.	1,290.12
155518	01/18/2012	FONTIS SOLUTIONS	2,682.98
155519	01/18/2012	FREESTYLE	433.43
155520	01/18/2012	MC CALL PATTERNS	95.00
		Unpaid Sales Tax	7.36
		Expensed Amount	102.36
155521	01/18/2012	DAIRY DEPOT	25.52
155522	01/18/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	350.00
155523	01/18/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	350.00
155524	01/18/2012	CCLC/CCCAA CCCAA CONVENTION	300.00
155525	01/18/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	395.00
155526	01/18/2012	ELLE DUBOIS	65.84
155527	01/18/2012	JIM GASTON	755.55
155528	01/18/2012	TEDDI LORCH	19.00
155529	01/18/2012	SAN MATEO MARRIOTT SFO	356.10
155530	01/18/2012	THE RP GROUP	225.00
155531	01/18/2012	SHERATON GRAND SACRAMENTO	337.02
155532	01/18/2012	UNIVERSITY OF TEXAS, AUSTIN	795.00
155533	01/18/2012	AT&T	38.65
155534	01/19/2012	LUCY BROWN	18.78
155535	01/19/2012	GKKWORKS	3,839.22
155536	01/19/2012	W. W. GRAINGER	105.82
155537	01/19/2012	HAIR CALIFORNIA BEAUTY ACADEMY	14,541.63
155538	01/19/2012	HAITBRINK ASPHALT PAVING, INC.	2,250.00
155539	01/19/2012	HOME DEPOT CREDIT SERVICES	1,083.24
155540	01/19/2012	IRVINE PIPE & SUPPLY	141.58
155541	01/19/2012	FHEG IVC BOOKSTORE No. 895 MA 759	3,662.83
155542	01/19/2012	JOHNSTONE SUPPLY	1,101.57
155543	01/19/2012	GLENDA LINDAHL	18.78
155544	01/19/2012	ORANGE CO. FARM SUPPLY	932.40
155545	01/19/2012	ORKIN PEST CONTROL 711	250.00
155546	01/19/2012	PACIFIC ART GLASS	170.01
155547	01/19/2012	PARKWAY LAWNMOWER SHOP	300.10

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Check Number	Check Date	Pay to the Order of	Check Amount
155548	01/19/2012	PAYAM-E-ASHENA	250.00
155549	01/19/2012	PIANO SHOWCASE	205.80
		Unpaid Sales Tax	13.87
		Expensed Amount	219.67
155550	01/19/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
155551	01/19/2012	GWEN PLANO	102.73
155552	01/19/2012	POWER FORD TUSTIN	1,047.99
155553	01/19/2012	THOMAS JOHN PRENDERGAST	46.99
155554	01/19/2012	PRESENTATIONS DIRECT	921.95
		Unpaid Sales Tax	71.45
		Expensed Amount	993.40
155555	01/19/2012	PSYCHOLOGICAL ASSESSMENT RESOURCES, INC.	938.06
		Unpaid Sales Tax	67.85
		Expensed Amount	1,005.91
155556	01/19/2012	QUEST DIAGNOSTICS	715.54
155557	01/19/2012	QUEZADA PRO LANDSCAPE, INC.	2,500.00
155558	01/19/2012	LARRY RADDEN	59.60
155559	01/19/2012	GUENTER REHM	50.00
155560	01/19/2012	RIO GRANDE ALBUQUERQUE THE BELL GROUP	301.84
		Unpaid Sales Tax	22.61
		Expensed Amount	324.45
155561	01/19/2012	S & B FOODS CATERING DIVISION	714.65
155562	01/19/2012	SANFORD DISTRIBUTION CO.	105.77
		Unpaid Sales Tax	7.44
		Expensed Amount	113.21
155563	01/19/2012	SARGENT-WELCH LLC VWR INTERNATIONAL	296.98
155564	01/19/2012	SARS SOFTWARE PRODUCTS, INC.	5,940.00
155565	01/19/2012	BENJAMIN SAYLES	100.00
155566	01/19/2012	SCHLAIFER'S ENAMELING SUPPLIES INC.	34.45
		Unpaid Sales Tax	2.03
		Expensed Amount	36.48
155567	01/19/2012	JARED SCOTT	1,080.00
155568	01/19/2012	SCRIP-SAFE SECURITY PRODUCTS	2,287.44
		Unpaid Sales Tax	152.84
		Expensed Amount	2,440.28
155569	01/19/2012	SEHI PROCOMP COMPUTER PRODUCTS	783.63
155570	01/19/2012	HELENE SHOTWELL	120.00
155571	01/19/2012	SHRED-IT CAMPO ENTERPRISES, INC.	244.00
155572	01/19/2012	SMART LEVELS MEDIA	3,748.08
155573	01/19/2012	THOMAS L. SMITH	15.85
155574	01/19/2012	SNADER AND ASSOCIATES INC.	4,187.62
155575	01/19/2012	SOURCE GRAPHICS	290.29
155576	01/19/2012	SPECIAL EVENTS MAGAZINE	36.00
155577	01/19/2012	STUDIO TWO BLACK DIAMOND PRINTING	203.65
155578	01/19/2012	SUPERIOR PRESS	55.70
155579	01/19/2012	TECHNOLOGY INTEGRATION GROUP	7,307.00
155580	01/19/2012	TOTALLY CHOCOLATE	3,600.00
		Unpaid Sales Tax	279.00
		Expensed Amount	3,879.00
155581	01/19/2012	TRUSTWAVE	1,650.00

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Check Number	Check Date	Pay to the Order of	Check Amount
155582	01/19/2012	TUKATECH	3,254.63
155583	01/19/2012	UNITED INTERIORS	670.60
155584	01/19/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	315.82
155585	01/19/2012	CENTRAL CASHIER'S OFFICE	4,844.00
155586	01/19/2012	VISTA PAINT CORPORATE OFFICE	112.48
155587	01/19/2012	VWR INTERNATIONAL, INC.	325.61
155588	01/19/2012	WARD'S NATURAL SCIENCE	699.64
155589	01/19/2012	WARE DISPOSAL CO., INC.	2,030.57
155590	01/19/2012	W A X I E	32.33
155591	01/19/2012	WESTERN ARTS ALLIANCE	400.00
155592	01/19/2012	DOUGLAS WESTLAKE	1,205.00
155593	01/19/2012	WHITAKER BROS. BUSINESS MACH.	2,674.92
155594	01/19/2012	YALE CHASE MATERIALS HANDLING	1,137.03
155595	01/19/2012	PETCO ANIMAL SUPPLIES	140.39
155596	01/19/2012	SO. ORANGE CO. COMM. COL. DIST	3,352.10
155597	01/19/2012	OFFICEMAX CONTRACT INC.	9,205.56
155598	01/19/2012	OFFICEMAX CONTRACT INC.	1,983.43
155599	01/19/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	1,745.26 *
Cancelled on 01/19/2012, Cancel Register # AP01192012C			
155600	01/19/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	1,745.26
155601	01/19/2012	ADVANCE TEK	7,200.00
155602	01/19/2012	ATOM ENGINEERING CONSTRUCTION	31,086.00
155603	01/19/2012	BEST BUY BUSINESS ADVANTAGE ACCT	5,928.48
155604	01/19/2012	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	2,929.00
155605	01/19/2012	CATALYST CONSULTING	9,045.00
155606	01/19/2012	DATA CLEAN CORPORATION	1,400.00
155607	01/19/2012	DELL MARKETING L.P. C/O DELL USA L.P.	2,715.75
155608	01/19/2012	DIVERSIFIED LANDSCAPE MGT. INC.	173,181.60
155609	01/19/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	221,162.79
155610	01/19/2012	EDGE DEVELOPMENT, INC.	489,754.00
155611	01/19/2012	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
155612	01/19/2012	JOYCE INSPECTION & TESTING	6,929.00
155613	01/19/2012	MC KENNA LONG & ALDRIDGE, LLP	889.90
155614	01/19/2012	NEUDESIC, LLC	24,330.00
155615	01/19/2012	NIMBLE CONSULTING	10,125.00
155616	01/19/2012	PUBLIC ECONOMICS, INC.	4,038.85
155617	01/19/2012	RED STONE, INC	1,968.00
155618	01/19/2012	TORREY PINES BANK ATTN: ROSE RAMSDEN	54,420.00
155619	01/19/2012	WRIGHT LINE, LLC C/O EATON CORP	9,619.92
155620	01/23/2012	AT & T	62.51
155621	01/23/2012	SOUTHERN CALIFORNIA EDISON CO.	1,557.28
155622	01/23/2012	SOUTHERN CALIFORNIA EDISON CO.	7,335.25
155623	01/23/2012	SOUTHERN CALIFORNIA EDISON CO.	10,877.60
155624	01/23/2012	SOUTHERN CALIFORNIA GAS CO.	10,527.61
155625	01/23/2012	ARMSTRONG, MARIA	108.00
155626	01/23/2012	AVILA, ANNE	108.00

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Check Number	Check Date	Pay to the Order of	Check Amount
155627	01/23/2012	COSARRUBIAS-QUINN, OLIVIA	180.00
155628	01/23/2012	DEVRIES, GLORIA	108.00
155629	01/23/2012	DOWKES, AMEE	216.00
155630	01/23/2012	ELDRETH, AMANDA	216.00
155631	01/23/2012	FROST, EMILY	216.00
155632	01/23/2012	GARCIA, DENISE	108.00
155633	01/23/2012	GILMAN, JULIA	72.00
155634	01/23/2012	GRULKOWSKI, SUSAN	108.00
155635	01/23/2012	HEWITT, SUZAN	108.00
155636	01/23/2012	HICKS, ELIZABETH	108.00
155637	01/23/2012	JENNINGS, SHARON	216.00
155638	01/23/2012	KANG, LISA	108.00
155639	01/23/2012	KIEU, THUY	108.00
155640	01/23/2012	KOUNLAVOUTH, ROSELIE	108.00
155641	01/23/2012	LAU, CHARENE	108.00
155642	01/23/2012	LEE, SAMMIE	180.00
155643	01/23/2012	MAGDALENO, WENDY	252.00
155644	01/23/2012	MOHYI, JASMINE	504.00
155645	01/23/2012	NIETO, LAURISSA	108.00
155646	01/23/2012	NILES, DANA	108.00
155647	01/23/2012	PETERSON, MICHELE	72.00
155648	01/23/2012	PIRHAZARI, ZOHREH	108.00
155649	01/23/2012	RAMIREZ, VICKIE	108.00
155650	01/23/2012	RODRIGUEZ, KARINA	108.00
155651	01/23/2012	SALGADO, LISA	216.00
155652	01/23/2012	SCHULTZ, ALISON	216.00
155653	01/23/2012	SCOTT, KELLY	216.00
155654	01/23/2012	SNYDER, RACHEL	108.00
155655	01/23/2012	SOSA, CHERYL	108.00
155656	01/23/2012	STORCK, LENA	108.00
155657	01/23/2012	SWANGO, ASHLEY	108.00
155658	01/23/2012	TAGUE, NICOLE	648.00
155659	01/23/2012	VIVANCO, MARIA	144.00
155660	01/23/2012	WARD, RACHEL	324.00
155661	01/23/2012	WHITE, LAUREL	108.00
155662	01/23/2012	WILLIAMS, HEIDI	216.00
155663	01/23/2012	WOOD, DEBRA	108.00
155664	01/23/2012	SAN DIEGO GAS & ELECTRIC	57,349.74
155665	01/23/2012	VERIZON	141.13
155666	01/23/2012	XEROX CORP.	2,160.66
155667	01/23/2012	XEROX CORPORATION	8,656.66
155668	01/24/2012	PEOPLE ADMIN, INC.	46,350.00
155669	01/24/2012	MARY ROMINGER	32.24
155670	01/24/2012	JAMES L. RYNNING	500.00
155671	01/24/2012	SAGER PTE LTD	900.00
		Unpaid Sales Tax	69.75
		Expensed Amount	969.75
155672	01/24/2012	ANGELA SANTOS	120.00
155673	01/24/2012	SIRSI CORPORATION	8,673.80

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Check Number	Check Date	Pay to the Order of	Check Amount
155674	01/24/2012	SMART LEVELS MEDIA	153.01
155675	01/24/2012	SNADER AND ASSOCIATES INC.	1,577.46
155676	01/24/2012	SO. ORANGE CO. COMM. COL.DIST	381.00
155677	01/24/2012	PATRIC TAYLOR	129.56
155678	01/24/2012	WESTERN REGIONAL HONORS COUNC C/O ANNE SCOTT NAU HONORS PROG	75.00
155679	01/24/2012	KENT YAMAGUCHI	100.00
155680	01/24/2012	A TO Z CIRCUIT BREAKERS	1,104.44
155681	01/24/2012	A-1 AWARDS	63.52
155682	01/24/2012	AAA ELECTRIC MOTOR SALES	696.52
155683	01/24/2012	AIR SOURCE INDUSTRIES, INC.	100.29
155684	01/24/2012	JAMES ALBERT SCHOOL OF COSMETOLOGY	6,484.63
155685	01/24/2012	AMER. EDUCATIONAL PRODUCTS LLC	29.95
		Unpaid Sales Tax	1.71
		Expensed Amount	31.66
155686	01/24/2012	AMTECH ELEVATOR SERVICES	52.11
155687	01/24/2012	APCO GRAPHICS, INC.	595.00
155688	01/24/2012	ARC AMER. REPROGRAPHICS CO.	10.67
155689	01/24/2012	ARS ENTERPRISES	782.43
155690	01/24/2012	BAKER & TAYLOR	431.78
155691	01/24/2012	BARKSHIRE LASER LEVELING, INC.	2,900.00
155692	01/24/2012	JEANISE BARTIROMO	108.00
155693	01/24/2012	BLICK ART MATERIALS	229.76
155694	01/24/2012	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	32,251.08
155695	01/24/2012	NANCY BRACKEN	500.00
155696	01/24/2012	KIM BRANCH-STEWART	72.00
155697	01/24/2012	BRAND ATHLETICS LIDS TEAM SPORTS	91.05
155698	01/24/2012	KATHARINE S. BROOKS	8,000.00
155699	01/24/2012	BUDDY'S ALL STARS	269.81
155700	01/24/2012	CLAYTON BURTON	679.11
155701	01/24/2012	C.T.I./VALUELINE	166.75
155702	01/24/2012	DEPARTMENT OF GENERAL SERVICES	862.00
155703	01/24/2012	CARTECH INC.	95.29
		Unpaid Sales Tax	6.73
		Expensed Amount	102.02
155704	01/24/2012	CASWELL, INC.	823.94
		Unpaid Sales Tax	56.11
		Expensed Amount	880.05
155705	01/24/2012	CINTAS CORPORATION	94.00
155706	01/24/2012	CINTAS DOCUMENT MANAGEMENT	159.50
155707	01/24/2012	CINTAS DOCUMENT MANAGEMENT	159.50
155708	01/24/2012	CINTAS DOCUMENT MANAGEMENT	159.50
155709	01/24/2012	JANINE C. CIRRITO	4,400.00
155710	01/24/2012	CLARK SECURITY PRODUCTS INC.	499.49
155711	01/24/2012	COASTLINE ROP	1,967.18
155712	01/24/2012	COMPUTERLAND	1,975.67
155713	01/24/2012	CSI ELECTRICAL CONTRACTORS, INC	39,349.00
155714	01/24/2012	DELL MARKETING L.P. C/O DELL USA L.P.	159.00

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Check Number	Check Date	Pay to the Order of	Check Amount
155715	01/24/2012	DEMCO INC.	201.86
155716	01/24/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	115.00
155717	01/24/2012	DirecTV	209.92
155718	01/24/2012	DISH NETWORK	59.79
155719	01/24/2012	SPARKLETTS	89.60
155720	01/24/2012	EAGLE COMMUNICATIONS	441.05
155721	01/24/2012	EBERHARD EQUIPMENT	5,025.60
155722	01/24/2012	ECONOMIC ALTERNATIVES, INC.	358.33
155723	01/24/2012	RON ELLISON	500.00
155724	01/24/2012	ENNA PRODUCTS CORPORATION	384.56
		Unpaid Sales Tax	28.90
		Expensed Amount	413.46
155725	01/24/2012	EXCELSIOR ELEVATOR CORPORATION	975.00
155726	01/24/2012	EXPEDEON INC.	376.20
155727	01/24/2012	FACILITIES PLANNING & PROGRAM SERVICES, INC	5,690.00
155728	01/24/2012	FEDERAL EXPRESS	95.21
155729	01/24/2012	FIRE MOUNTAIN GEMS & BEADS INC	23.04
		Unpaid Sales Tax	11.16
		Expensed Amount	34.20
155730	01/24/2012	FISHER SCIENTIFIC	579.70
155731	01/24/2012	FLOOR TECH GROUP	8,523.00
155732	01/24/2012	FREEWAY AUTO SUPPLY	96.21
155733	01/24/2012	DELL MARKETING L.P. C/O DELL USA L.P.	302.77
155734	01/25/2012	AT & T	27.00
155735	01/25/2012	RESERVE ACCOUNT PITNEY BOWES	30,000.00
155736	01/25/2012	SOUTHERN CALIFORNIA GAS CO.	2,929.75
155737	01/25/2012	SOUTHERN CALIFORNIA GAS CO.	2,349.15
155738	01/25/2012	SOUTHERN CALIFORNIA GAS CO.	55.85
155739	01/25/2012	VERIZON	333.39
155740	01/25/2012	PACIFIC ATHLETIC WEAR, INC.	99.13
155741	01/25/2012	NCS PEARSON, INC.	460.69
155742	01/25/2012	PENN CORPORATE RELOCATION SERVICES, INC.	250.00
155743	01/25/2012	PHOENIX GROUP	1,345.66
155744	01/25/2012	PHOENIX PHILANTHROPY GROUP	924.01 *
Cancelled on 01/26/2012, Cancel Register # AP01262012			
155745	01/25/2012	PRAXAIR	113.19
155746	01/25/2012	PROGRESSIVE MEDICAL INT.	488.04
155747	01/25/2012	PSI-PAYPHONE STATIONS INNOVAT.	3,640.00
155748	01/25/2012	QUEZADA PRO LANDSCAPE, INC.	4,800.00
155749	01/25/2012	QUICK CAPTION	660.00
155750	01/25/2012	QUINN RENTAL SERVICES	934.33
155751	01/25/2012	RAINBOW SYMPHONY STORE	99.55
155752	01/25/2012	HENRY SAMUELI SCHOOL OF ENG. TEC BUSINESS CTR.	2,747.28
155753	01/25/2012	REGISTRATIONS FOR YOU	150.00
155754	01/25/2012	RIO GRANDE ALBUQUERQUE THE BELL GROUP	593.81
		Unpaid Sales Tax	44.23
		Expensed Amount	638.04
155755	01/25/2012	ROADTRIP NATION	100,000.00

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Check Number	Check Date	Pay to the Order of	Check Amount
155756	01/25/2012	ROSE PRINTING SERVICES, INC.	224.00
		Unpaid Sales Tax	15.12
		Expensed Amount	239.12
155757	01/25/2012	SAFE NAVIGATION, INC.	274.01
155758	01/25/2012	SAFEWAY INC/PAVILIONS	61.70
155759	01/25/2012	SAMY'S CAMERA	4,361.90
155760	01/25/2012	SCANTRON CORPORATION	134.16
155761	01/25/2012	SUNBURST VISUAL MEDIA	267.00 *
Cancelled on 01/26/2012. Cancel Register # AP01262012			
155762	01/25/2012	SCIENCE KIT, INC.	655.29
155763	01/25/2012	SEHI PROCOMP COMPUTER PRODUCTS	707.95
155764	01/25/2012	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
155765	01/25/2012	SIXTEN, INC. dba SIXTEN & ASSOC.	8,569.50
155766	01/25/2012	SMART LEVELS MEDIA	1,809.13
155767	01/25/2012	DANIEL SMITH, INC.	394.51
		Unpaid Sales Tax	30.57
		Expensed Amount	425.08
155768	01/25/2012	SOURCE GRAPHICS	497.57
155769	01/25/2012	SUPPORT PRODUCT SERVICES	2,029.94
155770	01/25/2012	SWEETWATER	404.50
		Unpaid Sales Tax	31.35
		Expensed Amount	435.85
155771	01/25/2012	TECHNIC BUSINESS SOLUTIONS	381.31
155772	01/25/2012	TOMARK SPORTS, INC.	384.58
155773	01/25/2012	TRAFFIC MANAGEMENT INC.	146.54
155774	01/25/2012	UNITED TRAFFIC SERV & SUPPLY	87.77
155775	01/25/2012	USA MOBILITY WIRELESS, INC.	65.27
155776	01/25/2012	POSTMASTER	800.00
155777	01/25/2012	VIDACARE CORPORATION	1,073.28
155778	01/25/2012	WARD'S NATURAL SCIENCE	213.35
155779	01/25/2012	US FOODS	530.47
155780	01/26/2012	ACCCA	225.00
155781	01/26/2012	TOD A. BURNETT	430.60
155782	01/26/2012	CALIFORNIA COMMUNITY COLLEGES C/O JULIE MOORE, ETS REGISTRAR	225.00
155783	01/26/2012	ELIZABETH CIPRES	250.40
155784	01/26/2012	COADN OHLONE COLL. HLTH SCI/TECH	200.00
155785	01/26/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	580.00
155786	01/26/2012	FESS PARKER'S DOUBLETREE RESORT	250.62
155787	01/26/2012	EMBASSY SUITES HOTEL	392.76
155788	01/26/2012	RACHEL N. HASTINGS	539.00
155789	01/26/2012	LESLIE HUMPHREY	160.39
155790	01/26/2012	JACC TREASURER	100.00
155791	01/26/2012	PHILADELPHIA MARRIOTT DOWNTOWN	687.75
155792	01/26/2012	KEVIN O'CONNOR	754.61
155793	01/26/2012	ORANGE CO. DEPT. OF EDUCATION	80.00
155794	01/26/2012	JULIE PEARCE	274.36
155795	01/26/2012	JANE ROSENKRANS	323.56
155796	01/26/2012	PENNY SKAFF	75.00

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Check Number	Check Date	Pay to the Order of	Check Amount
155797	01/26/2012	BARBARA TAMIALIS	558.95
155798	01/27/2012	CDW GOVERNMENT, INC.	426.06
155799	01/27/2012	CLARK SECURITY PRODUCTS INC.	2,019.92
155800	01/27/2012	CRESCENT SOLUTIONS	6,171.00
155801	01/27/2012	CRESCENT STAFFING, INC.	14,560.00
155802	01/27/2012	ENAMIX, INC.	8,470.00
155803	01/27/2012	GKKWORKS	25,432.66
155804	01/27/2012	JACKSON, DE MARCO, TIDUS, & PE	19,802.77
155805	01/27/2012	NEUDESIC, LLC	43,344.50
155806	01/27/2012	PARSONS BRINCKERHOFF, INC.	4,972.05
155807	01/27/2012	QUEZADA PRO LANDSCAPE, INC.	4,412.00
155808	01/27/2012	RGP PLANNING & DEVELOPMENT SERVICES	3,397.79 *
Cancelled on 01/31/2012, Cancel Register # AP01312012			
155809	01/27/2012	TROXELL COMMUNICATIONS, INC.	271.53
155810	01/27/2012	G & K SERVICES	404.80
155811	01/27/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	529.77
155812	01/27/2012	GALLUP	524.31
155813	01/27/2012	GEARY PACIFIC SUPPLY	174.83
155814	01/27/2012	CAROLINE GEE	72.00
155815	01/27/2012	GKKWORKS	2,112.50
155816	01/27/2012	GOENGINEER, INC.	2,607.55
155817	01/27/2012	GOTHIC ARCH GREENHOUSES	2,641.94
155818	01/27/2012	GOVCONNECTION	50.00
155819	01/27/2012	GOVERNET c/o BIBBY SERVICES	9,630.00
155820	01/27/2012	GRAINGER	92.34
155821	01/27/2012	W. W. GRAINGER	9,934.81
155822	01/27/2012	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	1,314.55
155823	01/27/2012	HIGH POWER MEDIA LTD.	140.00
155824	01/27/2012	HIGH SCHOOL MEDIA, LLC	408.00
155825	01/27/2012	HIGHER ONE INC.	1,047.00
155826	01/27/2012	HITT MARKING DEVICES, INC.	269.38
155827	01/27/2012	HOLLANDER GLASS, INC.	206.80
155828	01/27/2012	HORIZON	754.99
155829	01/27/2012	BERTRAND'S HORN IMPROVEMENT	143.02
155830	01/27/2012	JEFFREY W. HSU	10.00
155831	01/27/2012	IKON OFFICE SOLUTIONS	1,277.20
155832	01/27/2012	BAY VIEW FUNDING FOR INDUSTRIAL TECH. SVC.	2,800.00
155833	01/27/2012	INTERSTATE BATTERIES OF CALIFORNIA COAST	1,143.96
155834	01/27/2012	IRVINE PIPE & SUPPLY	192.30
155835	01/27/2012	IRVINE RANCH WATER DIST.	2,022.90
155836	01/27/2012	FHEG IVC BOOKSTORE NO. 895 MA 62	232.41
155837	01/27/2012	JRS PRESENTATIONS, INC.	2,500.00
155838	01/27/2012	LISA KAPCHINSKE	200.00
155839	01/27/2012	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	398.04
155840	01/27/2012	GARY I. KUSUNOKI	240.00
155841	01/27/2012	LAB SAFETY SUPPLY CO. ACCT # 5252156	253.64
155842	01/27/2012	LAERDAL MEDICAL CORP.	841.89
155843	01/27/2012	LAGUNA TOOLS, INC	174.06
155844	01/27/2012	DAVID B. LANG	299.94

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Check Number	Check Date	Pay to the Order of	Check Amount
155845	01/27/2012	LASER SOURCE	74.35
155846	01/27/2012	LAURA'S INT PLANTSCAPE SERV	200.00
155847	01/27/2012	LAWNMOWERS ETC., LLC	111.32
155848	01/27/2012	LESLIE'S POOLMART, INC.	214.55
155849	01/27/2012	LIEBERT CASSIDY WHITMORE	6,284.80
155850	01/27/2012	LINKS SIGN LANGUAGE INTERPRETING SERVICES	118.00
155851	01/27/2012	LOOMIS, FARGO & COMPANY	311.91
155852	01/27/2012	INSTITUTE FOR PROFESSIONAL DEVdba LOVE AND LOGIC, INC.	780.00
		Unpaid Sales Tax	5.81
		Expensed Amount	785.81
155853	01/27/2012	CHARISSE LYSEIGHT	630.00
155854	01/27/2012	MACIAS, GINI & O'CONNELL, LLP	17,791.75
155855	01/27/2012	MAIN ELECTRIC SUPPLY CO.	1,217.31
155856	01/27/2012	MAIN GRAPHICS	976.88
155857	01/27/2012	MARCIVE, INC.	16.06
155858	01/27/2012	DAVE MCALLISTER	520.00
155859	01/27/2012	MC CALLUM GROUP, INC.	3,500.00
155860	01/27/2012	J. M. MC CONKEY CO.	37.30
155861	01/27/2012	BART MC HENRY	19.31
155862	01/27/2012	MEDIA DISTRIBUTORS	321.35
155863	01/27/2012	R.E. MICHEL CO., INC.	492.36
155864	01/27/2012	MISSION AUTO EQUIP & LIFTS, INC	430.70
155865	01/27/2012	MISSION VIEJO CHAMBER OF COMMERCE	150.00
155866	01/27/2012	MOULTON-NIGUEL WATER DIST.	8,674.60
155867	01/27/2012	MSC INDUSTRIAL SUPPLY CO.	121.52
155868	01/27/2012	MWAVE.COM div of CLT COMPUTER	1,215.47
155869	01/27/2012	NEUDESIC, LLC	29,022.50
155870	01/27/2012	NEWARK ELECTRONICS DBA NEWARK IN ONE	2.64
155871	01/27/2012	NEWBEGINNINGS, INC. CATERING DIVISION	4,833.00
155872	01/27/2012	NEWPORT COMPUTER SOLUTIONS	2,030.00
155873	01/27/2012	OC Treasurer-Tax Collector	11,707.14
155874	01/27/2012	OC REGISTER COMMERCIAL BILLING	11,500.00
155875	01/27/2012	ORKIN PEST CONTROL 711	1,237.50
155876	01/27/2012	ANGELA OROZCO-MAHANEY	78.55
155877	01/27/2012	OXFORD UNIVERSITY PRESS ORDER DEPT.	35.00
155878	01/27/2012	RJ COACHING AND CONSULTING RITA M. JONES	13,333.00
155879	01/27/2012	JEANNE MAZIQUE	581.56
155880	01/27/2012	ORKIN PEST CONTROL 711	187.20
155881	01/27/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	1,200.00
155882	01/27/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	4,751.32
155883	01/30/2012	KATE ALDER	67.04
155884	01/30/2012	MARY ANSTADT	31.75
155885	01/30/2012	DAVID BUGAY	34.73
155886	01/30/2012	CHERYL CLAVEL	14.99
155887	01/30/2012	ELLE DUBOIS	65.71
155888	01/30/2012	THOMAS A. FUENTES	18.38
155889	01/30/2012	BRUCE HAGAN	29.97
155890	01/30/2012	BILL JAY	43.23

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Check Number	Check Date	Pay to the Order of	Check Amount
155891	01/30/2012	MARK KRUHMIN	46.02
155892	01/30/2012	DAVID B. LANG	133.02
155893	01/30/2012	JORDAN J. LARSON	53.15
155894	01/30/2012	FRANK M. MELDAU	63.67
155895	01/30/2012	MARCIA MILCHIKER	35.52
155896	01/30/2012	NANCY PADBERG	307.67
155897	01/30/2012	THOMAS JOHN PRENDERGAST	332.75
155898	01/30/2012	RAUL PACHECO dba R & R VISIBLE PRODUCTS	561.81
155899	01/30/2012	WESTERN GRAPHICS PLUS, INC.	2,903.06
155900	01/30/2012	XEROX CORP.	453.40
155901	01/30/2012	XEROX CORPORATION	312.51
155902	01/30/2012	XEROX CORPORATION	25.17
155903	01/30/2012	A1 INTERNATIONAL TV, INC.	945.31
155904	01/30/2012	AIRGAS WEST	110.68
155905	01/30/2012	AUCA LOS ANGELES	59.70
155906	01/30/2012	ARMSTRONG TOOL & SUPPLY CO.	874.74
155907	01/30/2012	BAKER & TAYLOR	745.91
155908	01/30/2012	CATHERINE BERES	45.54
155909	01/30/2012	BLICK ART MATERIALS	228.88
155910	01/30/2012	BUGGIES UNLIMITED	19.61
155911	01/30/2012	BUTLER CHEMICALS, INC.	474.10
155912	01/30/2012	CALUMET/LA	76.98
155913	01/30/2012	CARQUEST AUTO PARTS	178.75
155914	01/30/2012	COX COMMUNICATIONS	22,585.17
155915	01/30/2012	DARYL DAVIS	150.00
155916	01/30/2012	JOHN DEERE LANDSCAPES, INC.	711.42
155917	01/30/2012	DR. MYRON DEMBO	1,500.00
155918	01/30/2012	FEDERAL EXPRESS	47.75
155919	01/30/2012	FISHER SCIENTIFIC	113.68
155920	01/30/2012	FOSTER CARE AUXILIARY OF OC	120.00
155921	01/30/2012	FREEWAY AUTO SUPPLY	111.91
155922	01/30/2012	JAN FRITSEN	50.00
155923	01/30/2012	THOMAS A. FUENTES	249.95
155924	01/30/2012	OFFICEMAX CONTRACT INC.	10,254.89
155925	01/30/2012	NATALIA EITENEER	223.90
155926	01/30/2012	OFFICEMAX CONTRACT INC.	1,362.98
155927	01/30/2012	WELLS FARGO #1598	101.41
155928	01/30/2012	WELLS FARGO #1606	546.49
155929	01/30/2012	WELLS FARGO #2078	5,681.18
155930	01/31/2012	AT & T MOBILITY	11.66
155931	01/31/2012	AT & T	69.16
155932	01/31/2012	AT & T	345.95
155933	01/31/2012	AT & T	58.27
155934	01/31/2012	AT & T	58.27
155935	01/31/2012	AT & T	58.27
155936	01/31/2012	AT&T	32.25
155937	01/31/2012	AT&T	545.91
155938	01/31/2012	AT&T	1,583.87
155939	01/31/2012	EDUCATION 4 WORK SUSAN M. COLEMAN	16,666.66

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155940	01/31/2012	FIBERGLASS SUPPLY	552.84
		Unpaid Sales Tax	34.06
		Expensed Amount	586.90
155941	02/01/2012	PACIFIC RADIO ELECTRONICS	78.35
155942	02/01/2012	BOB PARRETT CONSTRUCTION	12,352.00
155943	02/01/2012	PAYAM-E-ASHENA	250.00
155944	02/01/2012	LILIANN PEREZ-STROUD	240.00
155945	02/01/2012	MARK PETERSEN	102.80
155946	02/01/2012	PHOENIX PHILANTHROPY GROUP	924.01
155947	02/01/2012	POWER FORD TUSTIN	355.76
155948	02/01/2012	POWERTRON BATTERY CO.	736.15
155949	02/01/2012	PROMARK INTERNATIONAL, INC. dba SMITH VICTOR CORPORATION	113.69
		Unpaid Sales Tax	7.65
		Expensed Amount	121.34
155950	02/01/2012	PROSERV PLUMBING & DRAIN	1,247.00
155951	02/01/2012	QUALITY OFFICE FURNISHINGS	19,824.84
155952	02/01/2012	QUEST DIAGNOSTICS	1,534.47
155953	02/01/2012	QuickMedical	751.72
		Unpaid Sales Tax	37.72
		Expensed Amount	789.44
155954	02/01/2012	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	70.70
155955	02/01/2012	S & B FOODS CATERING DIVISION	247.56
155956	02/01/2012	S & B FOODS CATERING DIVISION	15.09
155957	02/01/2012	SCHOOL SPECIALTY	267.00
155958	02/01/2012	SECURITAS SECURITY SVCS, USA	2,190.76
155959	02/01/2012	SEHI PROCOMP COMPUTER PRODUCTS	256.68
155960	02/01/2012	SIERRA SOIL, INC.	1,933.04
155961	02/01/2012	SIGN A RAMA	186.63
155962	02/01/2012	SMART & FINAL IRIS CO.	71.41
155963	02/01/2012	SMART LEVELS MEDIA	332.92
155964	02/01/2012	SO. COAST FIRE PROTECTION	4,703.70
155965	02/01/2012	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
155966	02/01/2012	SOURCE GRAPHICS	283.56
155967	02/01/2012	SPECTRUM CHEMICAL MFG. CORP.	554.44
155968	02/01/2012	TECHNIC BUSINESS SOLUTIONS	345.76
155969	02/01/2012	TOMARK SPORTS, INC.	1,768.53
155970	02/01/2012	TOTALLY CHOCOLATE	75.00
155971	02/01/2012	TURF TIRE DISTRIBUTORS	143.57
155972	02/01/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	296.54
155973	02/01/2012	UNITED DIRECT MARKETING	658.00
155974	02/01/2012	VEOLIA ES TECHNICAL SOLUTIONS, LLC	6,992.45
155975	02/01/2012	VILLA FORD	22,737.48 *
Cancelled on 02/06/2012, Cancel Register # AP02062012			
155976	02/01/2012	VWR INTERNATIONAL, INC.	298.49
155977	02/01/2012	WALTERS WHOLESALE ELECTRIC	24.00
155978	02/01/2012	WASTE MANAGEMENT OF ORANGE CO.	43.10
155979	02/01/2012	WELLS FARGO BANKS ACCOUNT ANALYSIS	19,911.19
155980	02/01/2012	WILLIAMS RECORDING	400.00

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155981	02/01/2012	SMART & FINAL IRIS CO.	690.79
155982	02/01/2012	US FOODS	170.62
155983	02/01/2012	A-1 AWARDS	15.09
155984	02/01/2012	A-S MEDICATION SOLUTIONS, LLC	447.72
155985	02/01/2012	AAA ACCESS SMOG	250.00
155986	02/01/2012	ADCLUB ADVERTISING SERVICE	8,843.32
155987	02/01/2012	AFFILIATED COMPUTER SERVICES	175.60
155988	02/01/2012	ALBERT USTER IMPORTS	36.19
155989	02/01/2012	ACS DIV.CHEM EXAM INSTIT. IOWA STATE UNIVERSITY	171.00
		Unpaid Sales Tax	12.09
		Expensed Amount	183.09
155990	02/01/2012	APPLE PRINTING INC.	1,061.34
155991	02/01/2012	ARTALKS DESIGN, LLC	1,181.54
155992	02/01/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	39,501.58
155993	02/01/2012	B & H PHOTO	325.40
		Unpaid Sales Tax	25.22
		Expensed Amount	350.62
155994	02/01/2012	B & P SERVICES, INC.	1,480.00
155995	02/01/2012	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	913.34
155996	02/01/2012	BLACKBOARD INC.	1,543.01
155997	02/01/2012	BLICK ART MATERIALS	639.64
155998	02/01/2012	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	795.00
155999	02/01/2012	CAROLINA BIOLOGICAL SUPPLY	76.54
156000	02/01/2012	CINTAS CORPORATION	47.00
156001	02/01/2012	CINTAS DOCUMENT MANAGEMENT	144.05
156002	02/01/2012	CONSOLIDATED ELECTRICAL DIST.	391.53
156003	02/01/2012	CONSUMERS PIPE & SUPPLY CO.	1,214.39
156004	02/01/2012	CORE SOFTWARE CORP	10,000.00
156005	02/01/2012	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	150.00
156006	02/01/2012	D3 SPORTS, INC.	5,895.44
156007	02/01/2012	DANA POINT YACHT MAINTENANCE	31.90
156008	02/01/2012	MW DANNER	261.42
156009	02/01/2012	MARIE DE LA PALME	33.88
156010	02/01/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	83.00
156011	02/01/2012	DISPLAYS 2GO	309.20
		Unpaid Sales Tax	18.88
		Expensed Amount	328.08
156012	02/01/2012	DUNN-EDWARDS CORPORATION	829.70
156013	02/01/2012	ESSENCE ENTERTAINMENT	2,531.25
156014	02/01/2012	FIBRE GLAST DEVELOPMENTS CORP.	1,829.90
		Unpaid Sales Tax	123.99
		Expensed Amount	1,953.89
156015	02/01/2012	PAUL D. FIGUEIRA	108.00
156016	02/01/2012	FISHER SCIENTIFIC	707.66
156017	02/01/2012	FRY'S ELECTRONICS	79.63
156018	02/01/2012	DAIRY DEPOT	71.77
156019	02/01/2012	LEARNINGTIMES, LLC.	350.00

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

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Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156020	02/01/2012	HEIDI M. OCHOA	4,410.00
156021	02/01/2012	PHI RHO PI NAT'L TOURNAMENT	1,600.00
156022	02/01/2012	RENAISSANCE SCHAUMBERG HOTEL & CONVENTION CENTER	4,058.40
156023	02/01/2012	RENAISSANCE SCHAUMBERG HOTEL & CONVENTION CENTER	2,435.04
156024	02/02/2012	GMF SOUND, INC.	555.00
156025	02/02/2012	W. W. GRAINGER	688.13
156026	02/02/2012	GREEN THUMB INTERNATIONAL	34.88
156027	02/02/2012	KELLY GRIMES	360.00
156028	02/02/2012	RICHARD GROSCOST	77.03
156029	02/02/2012	GEORGE T. HALL	6,857.58
156030	02/02/2012	J. HARMON CONSTRUCTION INC.	10,070.00
156031	02/02/2012	ROBBIN HATTEN	120.00
156032	02/02/2012	HERCULES PORTABLE POWER, INC.	2,663.42
156033	02/02/2012	CARMENMARA HERNANDEZ-BRAVO	144.50
156034	02/02/2012	HIRSCH PIPE & SUPPLY	441.45
156035	02/02/2012	HOME DEPOT CREDIT SERVICES	90.51
156036	02/02/2012	HYDRO-SCAPE PRODUCTS, INC.	3,131.24
156037	02/02/2012	ADVANCED OFFICE SERVICES IMAGING PLUS	23.42
156038	02/02/2012	INGARDIA BROTHERS PRODUCE, INC.	1,195.56
156039	02/02/2012	IRVINE RANCH WATER DIST.	4,737.42
156040	02/02/2012	JOHNSTONE SUPPLY	222.35
156041	02/02/2012	K-LOG COMPANY	143.96
		Unpaid Sales Tax	11.16
		Expensed Amount	155.12
156042	02/02/2012	PROTECTED INSURANCE PROGRAM FOR SCHOOLS	167,733.00
156043	02/02/2012	KELE INC.	207.70
		Unpaid Sales Tax	16.10
		Expensed Amount	223.80
156044	02/02/2012	KEN'S SPORTING GOODS	1,375.60
156045	02/02/2012	TONI LAKOW	53.88
156046	02/02/2012	JORDAN J. LARSON	61.98
156047	02/02/2012	LION FLAG SECURITY	4,353.15
156048	02/02/2012	NICOLE LOFTUS	135.40
156049	02/02/2012	MATERIAL SALES UNLIMITED	3,540.45
156050	02/02/2012	MSC INDUSTRIAL SUPPLY CO.	6,538.23
156051	02/02/2012	LILIA PETERSON	34.73
156052	02/02/2012	ERIK JENSEN WIRED PLANET	562.50
156053	02/02/2012	ACCCA	295.00
156054	02/02/2012	ACCCA	395.00
156055	02/02/2012	CALIFORNIA PLACEMENT ASSOC. R ASCENCIO, CAREER PLACEMENT	225.00
156056	02/02/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	395.00
156057	02/02/2012	APRIL CUNNINGHAM	397.66
156058	02/02/2012	DISNEYLAND'S PARADISE PIER HOTEL	452.80
156059	02/02/2012	ARLEEN ELSEROD	39.25
156060	02/02/2012	FAIRMONT HOTEL - SAN FRANCISCO	551.25
156061	02/02/2012	DEBRA L. FITZSIMONS	128.60
156062	02/02/2012	GRANT MANAGEMENT USA	595.00

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Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156063	02/02/2012	GRANT MANAGEMENT USA	595.00
156064	02/02/2012	CARMENMARA HERNANDEZ-BRAVO	1,000.00
156065	02/02/2012	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	550.00
156066	02/02/2012	KEVIN O'CONNOR	40.00
156067	02/02/2012	P&L MARKETING INC.	200.00 *
Cancelled on 02/07/2012, Cancel Register # AP02072012E			
156068	02/02/2012	GARY POERTNER	620.39
156069	02/02/2012	BASIL SMITH	482.22
156070	02/02/2012	W LOS ANGELES - WESTWOOD	714.28
156071	02/02/2012	W LOS ANGELES - WESTWOOD	714.28
156072	02/03/2012	ADVANCE TEK	8,500.00
156073	02/03/2012	AMERICAN GEOTECHNICAL, INC.	26,674.04
156074	02/03/2012	CATALYST CONSULTING	8,775.00
156075	02/03/2012	CDW GOVERNMENT, INC.	4,265.83
156076	02/03/2012	DIRECT PAINTING & DECORATING INC.	3,890.00
156077	02/03/2012	DYNTEK SERVICES INC.	7,677.50
156078	02/03/2012	ENVIRON INTERNATIONAL CORP.	1,640.35
156079	02/03/2012	NIMBLE CONSULTING	10,250.00
156080	02/03/2012	R2A ARCHITECTURE	4,373.39
156081	02/03/2012	RED STONE, INC	984.00
156082	02/03/2012	RGP PLANNING & DEVELOPMENT SERVICES	18,159.49
156083	02/03/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	1,464.32
156084	02/03/2012	ROSE PRINTING SERVICES, INC.	23.00
		Unpaid Sales Tax	1.32
		Expensed Amount	24.32
156085	02/03/2012	SADDLEBACK GOLF CARS, INC.	886.64
156086	02/03/2012	FHEG SADDLEBACK BOOKSTORE STORE 296 MA 2967712	12,865.35
156087	02/03/2012	THEATRE COMPANY	219.65
156088	02/03/2012	VICTORY CUSTOM ATHLETIC, INC	5,297.00
156089	02/03/2012	MICHAEL E. WILSON	9,316.00
156090	02/03/2012	RPM CONSULTANT GROUP	5,240.00
156091	02/03/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	380.00
156092	02/03/2012	ORANGE CO. DEPT. OF EDUCATION	20.00
156093	02/03/2012	OCTMA C/O JODY GONZALEZ	160.00
156094	02/06/2012	ACCCA	1,000.00
156095	02/06/2012	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	4,328.40
156096	02/06/2012	DANIEL DE ROULET	1,400.00
156097	02/06/2012	STEPHEN FELDER	1,129.36
156098	02/06/2012	ESTER GRAHAM	70.04
156099	02/06/2012	EVA HODJERA	86.60
156100	02/06/2012	TONI LAKOW	25.00
156101	02/06/2012	MICHAEL J. MERRIFIELD	622.92
156102	02/06/2012	JAKE MUNNS	25.00
156103	02/06/2012	PAMELA PATTERSON	232.76
156104	02/06/2012	GLENN ROQUEMORE	757.17
156105	02/06/2012	SOKHA SONG	98.18
156106	02/07/2012	LAURA ABRAMS	30.55

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Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156107	02/07/2012	LIDS TEAM SPORTS	152.02
156108	02/07/2012	ELIZABETH CIPRES	37.64
156109	02/07/2012	DRAKE, EUGENE	29.97
156110	02/07/2012	ESTER GRAHAM	230.73
156111	02/07/2012	RAUL B. GUTIERREZ	14.99
156112	02/07/2012	MICHAEL D. HAGGIN	1,000.00
156113	02/07/2012	PATTY HELTON	14.99
156114	02/07/2012	IRVINE RANCH WATER DIST.	269.25
156115	02/07/2012	JAMECO ELECTRONICS	139.71
156116	02/07/2012	BICHTUYEN JENSEN	14.85
156117	02/07/2012	MARK KRUHMIN	25.23
156118	02/07/2012	LAGUNA CLAY CO.	958.98
156119	02/07/2012	TONI LAKOW	29.97
156120	02/07/2012	LIEBERT CASSIDY WHITMORE	26,112.60
156121	02/07/2012	TEDDI LORCH	116.82
156122	02/07/2012	LORI MANGELS	149.85
156123	02/07/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	1,304.46
156124	02/07/2012	NAT'L ASSN COLLEGIATE DIR	125.00
156125	02/07/2012	NAT'L INSTRUMENTS	2,313.80
156126	02/07/2012	NCDA	195.00
156127	02/07/2012	NEWBEGINNINGS, INC. CATERING DIVISION	775.58
156128	02/07/2012	NEWPORT COMPUTER SOLUTIONS	4,510.42
156129	02/07/2012	NORTH STATE ENVIRONMENTAL	358.39
156130	02/07/2012	NU AGE DEVELOPMENT, INC.	24,884.00
156131	02/07/2012	OCE-IMAGISTICS	180.21
156132	02/07/2012	JOHN OZUROVICH	82.19
156133	02/07/2012	LA NELL PEEBLES	6.79
156134	02/07/2012	SANDRA POPE	15.21
156135	02/07/2012	DONNA RANE-SZOSTAK	23.69
156136	02/07/2012	KAY RYALS	34.97
156137	02/07/2012	SOKHA SONG	58.02
156138	02/07/2012	PATRICK WEBSTER	179.74
156139	02/07/2012	SANDI SEMBIAZZA	73.93
156140	02/07/2012	EARL PAGAL	38.88
156141	02/07/2012	AT & T MOBILITY	51.95
156142	02/07/2012	AT & T	75.39
156143	02/07/2012	AT & T	26.12
156144	02/07/2012	AT & T	35.42
156145	02/07/2012	SOUTHERN CALIFORNIA EDISON CO.	30,965.13
156146	02/07/2012	SOUTHERN CALIFORNIA EDISON CO.	1,756.92
156147	02/07/2012	SOUTHERN CALIFORNIA EDISON CO.	211.03
156148	02/07/2012	ALISO VIEJO CONFERENCE CENTER	660.00
156149	02/07/2012	OFFICEMAX CONTRACT INC.	5,489.05
156150	02/07/2012	XEROX CORP.	7,657.16
156151	02/07/2012	XEROX CORPORATION	10,951.32
156152	02/07/2012	WELLS FARGO #3317	4,307.01
		Unpaid Sales Tax	133.32
		Expensed Amount	4,440.33
156153	02/07/2012	AAA ACCESS SMOG	50.00

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Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156154	02/07/2012	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	905.77
156155	02/07/2012	ACTION DUCT CLEANING CO., INC.	4,900.00
156156	02/07/2012	ADCLUB ADVERTISING SERVICE	16,058.00
156157	02/07/2012	ADI	169.60
156158	02/07/2012	ADVANTA ENERGY CORP	800.00
156159	02/07/2012	ADVANTAGE MAILING, INC.	1,133.19
156160	02/07/2012	AMERIDEX PLATE EXCHANGERS	6,289.56
156161	02/07/2012	AUCA LOS ANGELES	59.70
156162	02/07/2012	ARC AMER. REPROGRAPHICS CO.	106.78
156163	02/07/2012	LEE ARMSTRONG CO., INC.	875.00
156164	02/07/2012	ARROWHEAD DRINKING WATER	38.78
156165	02/07/2012	AUTOMOTIVE WORKWEAR	99.44
156166	02/07/2012	B & H PHOTO	145.84
		Unpaid Sales Tax	11.30
		Expensed Amount	157.14
156167	02/07/2012	BAKER & TAYLOR	4,357.52
156168	02/07/2012	BEACON GRAPHICS, LLC	93.92
		Unpaid Sales Tax	5.95
		Expensed Amount	99.87
156169	02/07/2012	BESAFE TECHNOLOGIES, INC.	738.15
156170	02/07/2012	BLICK ART MATERIALS	198.36
156171	02/07/2012	BRENDA BORRON	1,434.96
156172	02/07/2012	BRAND ATHLETICS LIDS TEAM SPORTS	1,690.32
156173	02/07/2012	BRAVO SIGN & DESIGN	2,336.12
156174	02/07/2012	MIKE BROWN GRANDSTANDS	500.00
156175	02/07/2012	KRISTEN BUSH	1,085.00
156176	02/07/2012	DEPARTMENT OF GENERAL SERVICES	1,058.00
156177	02/07/2012	CAL PRO SPORTS	3,889.78
156178	02/07/2012	CAMPUS CONCERTS ATTN: PAT MAKI	1,810.00
156179	02/07/2012	CAPT BUSINESS OFFICE	144.74
		Unpaid Sales Tax	9.30
		Expensed Amount	154.04
156180	02/07/2012	CAROLINA BIOLOGICAL SUPPLY	31.52
156181	02/07/2012	CDW GOVERNMENT, INC.	5,753.61
156182	02/07/2012	CLARK SECURITY PRODUCTS INC.	148.64
156183	02/07/2012	COACH AMERICA	1,063.45
156184	02/07/2012	JANE L. COLLIER	180.00
156185	02/07/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	999.00
156186	02/07/2012	COMPUTERLAND	346.35
156187	02/07/2012	CULLIGAN	79.74
156188	02/07/2012	CUTTERPROS.COM	76.40
		Unpaid Sales Tax	4.79
		Expensed Amount	81.19
156189	02/07/2012	DEMCO INC.	76.93
156190	02/07/2012	DISPLAYS 2GO	56.61
		Unpaid Sales Tax	3.71
		Expensed Amount	60.32
156191	02/07/2012	MICHELE DUGAN	180.00
156192	02/07/2012	DUNN-EDWARDS CORPORATION	150.28

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Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156193	02/07/2012	EN4ORM OFFICE INTERIORS	2,340.87
156194	02/07/2012	EXPERIAN	77.00
156195	02/07/2012	FANTASY DESIGNS	1,290.70
156196	02/07/2012	FEDERAL EXPRESS	545.43
156197	02/07/2012	FISDAP HEADWATERS SOFTWARE, INC.	1,540.00
156198	02/07/2012	FITNESS PLUS EQUIPMENT SERV	1,884.05
Total Number of Checks			1,088
			5,877,108.94

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	8	204,088.66
Reissue	1	44.50
Net Issue		5,672,975.78

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	937	3,577,559.92
12	Child Development Fund	56	11,371.47
40	Capital Outlay Fund	76	1,722,353.23
68	Self-Insurance Fund	6	11,795.64
71	Retiree Benefit Fund	4	351,892.80
Total Number of Checks		1,079	5,674,973.06
Less Unpaid Sales Tax Liability			1,997.28
Net (Check Amount)			5,672,975.78

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Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
010328	01/12/2012	GOOD TIMES TRAVEL, INC.	3,016.00
010329	01/12/2012	SMART LEVELS MEDIA	114.53
010330	01/12/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	115.87
010331	01/12/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	234.18
010332	01/20/2012	KAYLAA FOX	1,300.95
010333	01/20/2012	OFFICEMAX CONTRACT INC.	210.70
010334	01/20/2012	SOUTHWEST OFFSET PRINTING CO.	20,772.68
010335	01/20/2012	XEROX CORP.	453.48
010336	01/27/2012	GOOD TIMES TRAVEL, INC.	5,133.00
010337	01/27/2012	SADDLEBACK COLLEGE FOUNDATION	2,136.60
010338	02/03/2012	EDUCATION TO GO	1,680.75
010339	02/03/2012	NEWBEGINNINGS, INC. CATERING DIVISION	71.92
010340	02/03/2012	OFFICEMAX CONTRACT INC.	165.18
010341	02/03/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	93,602.71
Total Number of Checks			14
			129,008.55

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	14	129,008.55
	Total Number of Checks	14	129,008.55
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		129,008.55

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ESCAPE ONLINE

Checks Dated 01/04/2012 through 02/07/2012

Check Number	Check Date	Pay to the Order of	Check Amount
008954	01/06/2012	MARK SEVI	300.00
008955	01/06/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	79,110.23
008956	01/06/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	19,253.63
008957	01/20/2012	EDUCATION TO GO	433.50
008958	01/20/2012	DORIS MILLER	45.00
008959	01/20/2012	DUY LAM	25.00
008960	01/20/2012	LINDA YIPP	115.00
008961	01/20/2012	NORA GRIMM	75.00
008962	01/20/2012	SUSAN DESMOND	60.00
008963	01/20/2012	VIRGINIA ESPENSHIP	60.00
008964	01/20/2012	WENDY CHEN	50.00
008965	01/27/2012	IRVINE VALLEY COLLEGE	31.36
008966	01/27/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	30,793.59
008967	01/27/2012	IRMA MUNOZ	70.00
008968	02/03/2012	EDUCATION TO GO	418.50
008969	02/03/2012	MARY JANE LEWIS	16.00
Total Number of Checks			16
			130,856.81

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	16	130,856.81
	Total Number of Checks	16	130,856.81
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		130,856.81

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

ESCAPE ONLINE

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback and Irvine Valley College Courses, Programs, and Services Offered at ATEP

ACTION: Approval

BACKGROUND

The colleges presented their vision and planning for the use of the ATEP campus site to the board of trustees at its December 2011 meeting. These proposals are consistent with the board's approved mission and vision for ATEP as a site for workforce development, advanced technology and career technical education courses, programs, and services to meet the needs of the district's entire service area and the community at large.

STATUS

Each college has identified anchor courses, programs, and services to be offered at ATEP during the initial phases of the development of permanent buildings. Additional uses will be considered as needs are identified and space becomes available.

The Board-approved Districtwide Strategic Plan 2011-2014 includes this board action item as Goal #6 and Objectives 6.1.1 through 6.1.4. Board action will advance the Districtwide planning agenda. These proposals are complementary and non-competitive:

Saddleback College:

- **Allied Health - Center for Innovation in Health Care Education**
 - *Patient Care Units:* orthopedics, pediatrics, med-surg, ICU/O.R., obstetrics - labor & delivery | post-partum | neonatal nursery.
 - *Assessment and Education Center:* evaluation services, classrooms, auditorium, meeting/observation rooms, administration/offices.
 - *Emergency Department:* emergency room, ambulance bay, helipad, patient registration, waiting area, triage, family room, imaging.
 - *Clinical Laboratories:* laboratory analysis, phlebotomy.
 - *Patient Services:* pharmacy, interpretive services, behavioral health – mental health | substance abuse.
 - *Medical Records:* admitting, billing & coding, health information management, information technology.

Irvine Valley College:

- Multimedia Technology
 - Digital Media Art Design & Production; 3D Animation; Motion Graphics; Video Production; Recording Technology and Entertainment; Simulation and Gaming Design
- Electrical Technology and Resource Management
 - Electronics Technology; Electrical Technology; Recycling and Resource Management; Environmental Technology
- Applied Technology
 - Pre-Engineering; Design Model Prototyping; Optics & Photonics; CNC Contract Education
- Administration of Justice
- Business Management
 - Computer Information Management; Retail Management; Entrepreneurship /Business Incubator; Business Simulation Center; Applied Accounting

ACTION

The Chancellor recommends that the South Orange County Community College Board of Trustees approve these initial program areas to be offered by the colleges on the permanent ATEP campus.

Item Submitted By: *Dr. Glenn Roquemore, President, Irvine Valley College*
Dr. Tod Burnett, President, Saddleback College

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 boardmanship. 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 2, 2012. The award will be presented on Wednesday, May 2, 2012 at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees determine if they wish to nominate a trustee for the Marian Bergeson Award, and, if so, approve the nomination for transmittal to OCDE.

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



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 25, 2012

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

FROM: Suzie Swartz, 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 boardmanship. 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 2, 2012**. The Marian Bergeson Award will be presented on Wednesday, May 2, 2012, 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
2010 Marian Bergeson Award
Nomination Form



Due: Friday, March 2, 2012

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: bjzimmerman@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 () _____

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. (The font needs to be 12 point and double-spaced.) In addition, you may include a single page resume. 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. Fisler*	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

**deceased*

February 2012

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: OCSBA Board of Directors Interest Form
ACTION: Approval

BACKGROUND

The Orange County School Boards Association (OCSBA) provides an opportunity for school and community college board members from throughout the county to network and obtain pertinent legislative and educational information that impacts public education at the local level and statewide. For this reason, it is important that the Board of Directors be made up of board members from as many districts across the county as possible.

STATUS

The responsibilities of the Board of Directors include attendance at three to four dinner meetings and up to five Board of Directors meetings annually. Members may also be invited to serve on special committees. The term for the Board of Directors is two years commencing in July 2012. Each OCSBA board member must be currently serving on a school board. Members must have served at least two years on their district board of trustees.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees determine if they wish to nominate a trustee for the OCSBA Board of Directors, and, if so, approve the nomination for transmittal to OCSBA as shown in Exhibit A.

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



Orange County School Boards Association

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

February 16, 2012

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

FROM: OCSBA Nominating Committee

SUBJECT: OCSBA BOARD OF DIRECTORS INTEREST FORM

The Orange County School Boards Association (OCSBA) provides an opportunity for school and community college board members from throughout the county to network and obtain pertinent legislative and educational information that impacts public education at the local level and statewide. For this reason, it is important that the Board of Directors be made up of board members from as many districts across the county as possible.

The responsibilities of the Board of Directors include attendance at three to four dinner meetings and up to five Board of Directors meetings annually. Members may also be invited to serve on special committees. The term for the Board of Directors is two years commencing in July 2012. Each OCSBA board member must be currently serving on a school board.

To be eligible for nomination to the slate, members must have served at least two years on their district board of trustees. Only trustees of districts in good standing may serve as an officer or director. There shall be no more than two trustees from any one school board serving on the board of directors at the same time.

If you are interested in being considered for nomination to the OCSBA Board of Directors, please complete the attached form and return it by **March 16, 2012**. You may also send your application via email to Blanca Zimmerman: bjzimmerman@ocde.us. If you have any questions, please call Ellin Chariton, OCSBA Liaison, at (714) 966-4312.

SS:bj

cc: Superintendents, Chancellors, and CEOs



**OCSBA Interest Form
OCSBA Board of Directors
2012-2014**

Name:

Email:

Street Address:

City/Zip:

Phone:

Fax:

District:

Years on the Board:

Term Dates:

I am interested in serving on the OCSBA Board of Directors because:
(please use additional paper if necessary)

Special areas of interest:
(please see attached list of open positions)

Have you completed the CSBA Masters in Governance? Yes No

How many CSBA Annual Conventions have you attended? _____

Do you generally attend the OCSBA PAGE and Dinner Meetings? Yes No

Mail form to:
Blanca Zimmerman, OCSBA, P.O. Box 9050, Room B-1008
Costa Mesa, CA 92628-9050
(714) 966-4313 • FAX (714) 549-2657



OCSBA Board of Directors Open Positions for 2012-2013

Please identify with a check mark the board positions you are interested in.

- * President
- * President-Elect
- * Vice President of Programs
- * Secretary
- * Treasurer

Open Positions for 2012-2014

- Elementary District Representative
- Unified District Representative
- High School Representative
- PAGE Chair
(Political Action Group Efforts)
- Newsletter Editor

- * One Year Term
- * Recommended prior OCSBA board of director's experience.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4091-Administrator Retreat Rights, BP-4117-Family Medical Leave for Administrators and Classified Management Personnel, BP-4700-Whistleblower Protection, BP-5604-Eligibility for Admission, BP-4090-Evaluation of Administrators and Classified Management Personnel, BP-4082-Medical Benefits for Administrators and Classified Management Personnel While on Leave, BP-3600-Disposition of District Property, BP-4002.1-Authorization for Employment

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

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on January 12, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the January 23, 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval and study the board policies, as shown in Exhibit A through H.

BOARD POLICY

4091

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL/HUMAN RESOURCES

ADMINISTRATOR RETREAT RIGHTS

The South Orange County Community College District adopts the following administrator retreat rights policy to balance the rights of students, administrators, and faculty in accordance with California Education Code, Section 87458.

This policy does not apply to administrators employed prior to July 1, 1990. Such administrators have already acquired or will be eligible for faculty tenure after two years of satisfactory service, pursuant to provisions of former California Education Code, Section 87458. A tenured faculty member retains his or her status as a tenured faculty member upon advancement to an administrative assignment. The reassignment of administrators hired after the effective date of California Education Code, Section 87458, to a faculty position shall be affected in accordance with the California Education Code and this policy. Placement on the Faculty Salary Schedule will be identified at date of administrative hire. All subsequent years of service will accrue for placement on the Faculty Salary Schedule in the event of administrative retreat. Administrators employed after the effective date shall have the right to become probationary, tenure track faculty members as provided by California Education Code, Section 87458, and in accordance with the following conditions:

- I. An administrator employed after the effective date without previous faculty tenure in the South Orange County Community College District at the time of employment may be reassigned to a first-year probationary, tenure track, faculty position provided that he or she meets all of the following conditions:
 - A. The employee occupies an administrative position that is not part of the classified service. For every administrative position title, the records of the District shall indicate whether or not the position is part of the classified service or part of the academic service, and if part of the academic service whether it is an educational administrative position within the meaning of California Education Code, Section 87002. At the time of employment, the employee shall be certified by the Academic Senate as possessing qualifications in a specified discipline or disciplines similar in experience and education to those expected of a newly employed faculty member.
 - B. The employee has satisfactorily served full-time in the South Orange County Community College District for a minimum of two (2) years as a tenure-track faculty member and/or an administrator.

- C. The administrator is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically-funded projects of indeterminate duration.
 - D. The employee is reassigned due to the elimination of his/her current position as part of an administrative reorganization; or, as part of a reduction in force among administrators; or, for reasons other than for the causes listed in Section 87732 of the California Education Code as determined by the Chancellor, or his or her designee, and approved by the Board of Trustees.
 - E. The District can assign the administrator only to a discipline in which he or she possesses at least the minimum qualifications specified by the Calif. Ed. Code and Title 5, Calif. Code of Regulations.
 - F. Prior to re-assignment:
 - 1. The Academic Senate will be provided the opportunity to present its views to the Board of Trustees before the board makes its final determination, and
 - 2. That the written record of the decision, including the views of the Academic Senate, shall be available for review.
- II. Placement on the Faculty Salary Schedule will be identified at date of administrative hire. All subsequent years of service will accrue for placement on the Faculty Salary Schedule in the event of administrative retreat.

References:

California Education Code, Section 87458, 87002, 87732

Adopted: 6-24-91

Revised: 6-30-03

Reviewed

BOARD POLICY

4117

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL
HUMAN RESOURCES

FAMILY MEDICAL LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

In accordance with state and federal law, the Board of Trustees shall grant family care and medical leave to eligible employees, without discrimination. Employees who are granted such leave shall be employed in the same or a comparable position upon returning from family care or medical leave, subject to any exceptions or limitations provided by law.

- Legal References:
- 1) Government Code, Section 12940, Unlawful employment practices; Section 12945, Pregnancy; childbirth or related medical condition; unlawful practice; Section 12945.2, California Family Rights Act; family care leave; definitions; conditions; Section 19702.3, Family care leave; exercise of rights
 - 2) Title 2, California Code of Regulations, Sections 7297.0-7297.9, Family care leave
 - 3) Title 29, United States Code, Sections 2601, 2611-2619, 2631-2636, 2651-2654, Family and Medical Leave Act of 1993
 - 4) Title 29, Code of Federal Regulations, Section 825, Family and Medical Leave Act of 1993

Adopted: 5-10-93

Revised: 4-26-99

Revised: 1-31-05

Reviewed:

BOARD POLICY

4700

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL HUMAN RESOURCES

WHISTLEBLOWER PROTECTION

The Chancellor shall establish ~~procedures~~ 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 ~~procedures~~regulations, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The ~~procedures~~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.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5604
STUDENTS

ELIGIBILITY FOR ADMISSION

~~Admission to Irvine Valley College, Saddleback College, and ATEP (Advanced Technology Education Park) are open to individuals who are capable of profiting from the instruction offered. The following conditions apply:~~

A. Definitions

- ~~1. Concurrent Enrollment: Enrollment in both the K-12 System and college at the same time.~~
- ~~2. Special Admission Full Time Student: A student who has been released by the primary school district, and the college president has approved full time enrollment at the college.~~
- ~~3. Special Admission Part Time Student: A student concurrently enrolled in both the K-12 System and college. The Student is limited to a maximum of 11 units of study at the college level.~~

B. General Admission

~~Pursuant to Calif. Ed. Code, Section 76000, the South Orange County Community College District shall admit any person who:~~

- ~~1. Possesses a high school diploma or its equivalent; OR~~
- ~~2. Is over 18 years of age. Such persons shall be admitted as a provisional student, and therefore, shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester; OR~~
- ~~3. Is an apprentice as defined in Section 3077 of the California Labor Code.~~

C. Special Admission

~~Pursuant to Calif. Ed. Code, Sections 48800 and 76001, students in K-12 may be admitted as a special admission. Special admission students are limited to a maximum of 11 units per semester. Special admission students include:~~

ELIGIBILITY FOR ADMISSION

- ~~1. Students in Grades 9 through 12 who are:~~
 - ~~a. Enrolled in a public or private school must have a recommendation from their school principal, OR~~
 - ~~b. Home schooled. The student must present:~~
 - ~~1) A certificate from the County Department of Education, OR~~
 - ~~2) Documentation to confirm the instructor of record has a current and valid California teaching certificate, OR~~
 - ~~3) School award held by the State, OR~~
 - ~~c. Permitted by the College President or designee.~~
- ~~2. Students at the 8th Grade or below who are:~~
 - ~~a. Enrolled in a public or private school. The student must have a recommendation from their school principal and permission from the College President or designee, OR~~
 - ~~b. Home schooled. The student must have the permission of the College President or designee and present:~~
 - ~~1) A certificate from the County Department of Education, OR~~
 - ~~2) Documentation to confirm the instructor of record has a current and valid California teaching certificate, OR~~
 - ~~3) School award held by the State, OR~~

D. Restrictions to Admission or Enrollment

- ~~Pursuant to Calif. Ed. Code, Section 76002 (b), the District may restrict admission or enrollment of a special student during any session based on any of the following criteria:~~
- ~~1. Age, and/or~~
 - ~~2. Completion of a specified grade level, and/or~~
 - ~~3. Meeting assessment standards established by the District.~~

ELIGIBILITY FOR ADMISSION

~~E. Denial of Requests for Special Full Time Admission~~

~~The District may deny a request to admit any special admission student who is identified as highly gifted. If a request is denied:~~

- ~~1. Within 60 days of the request, a written statement will be sent to the requester and will identify the findings and the reason for denial of the request.~~
- ~~2. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the request is made.~~

A. GENERAL ADMISSION

Admission to Irvine Valley College and Saddleback College is open to individuals who are capable of profiting from the instruction offered for those:

1. Who possess a high school diploma or its equivalent; or
2. Who are 18 years or over of age. Such persons shall be admitted as a provisional student, and therefore, shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to be area admitted in any succeeding semester; or
3. Who are apprentices as defined in Section 3077 of the California Labor Code.

A. ADMISSION TO SPECIAL PROGRAMS

In addition to meeting the academic standards for admission to the Colleges, students wishing to enroll in special programs (i.e. nursing) must satisfy additional admissions requirements. Specific criteria for admission to those programs shall be approved by the President.

C. SPECIAL ADMISSION

Students enrolled in grades K-12 who can demonstrate their ability to benefit from college instruction may be admitted as a special admission. Special part-time admission students are limited to a maximum of 11 units per semester. Special full-time admission may be approved by the President to an individual identified as highly gifted and who has been released by the primary school district.

D. DENIAL OF REQUESTS FOR SPECIAL FULL TIME ENROLLMENT

Reference: BP-6125, Student Travel: Field Trips and Excursions

Revised: 5-15-89
Revised: 4-26-99
Revised: 12-10-01
Revised: 9-26-05

If the President denies admission to any special full-time admission applicant who is identified as highly gifted, the applicant shall:

1. Be provided a written statement within 60 days of the request identifying the findings and the reason for denial of the request.
2. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the request is made.

C-E. INTERNATIONAL STUDENT ADMISSION

The colleges of the District have been approved by the United States Department of Justice to accept and enroll international students. The colleges will seek to achieve broad representation from nations of the world to benefit both international and the District students and the community it serves.

Only individuals who have completed the equivalent of an American high school education with satisfactory grades; those who can demonstrate they possess adequate financial resources to support themselves and meet educational expenses, and who have demonstrated English language proficiency will be admitted. All international students are required to purchase health and accident insurance from the company approved by the District's Business Services Office.

Reference:

California Education Code, Sections 48800, 76000, 76001, 76002(b)

California Labor Code, Section 3077

BOARD POLICY

4090

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL HUMAN RESOURCES

EVALUATION OF ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Probationary Period

Classified Management Personnel positions will serve a prescribed period of probation which shall not exceed one (1) year. Administrators shall have individual contracts approved by the Board of Trustees.

Evaluation Timelines

Both administrators and classified management personnel shall be evaluated twice the first year and annually thereafter. All evaluations for the preceding academic year, provided that the assignment has been ongoing for at least six months, shall be completed by June 20th~~May 31st~~ for Classified Management Personnel Managers and ~~by November 1st~~ for Administrators, or as otherwise provided in the administrator's contract.

Performance evaluations of academic administrators and classified management personnel shall be completed by the immediate supervisor using established procedures and forms developed under the direction of the Chancellor.

Adopted: 9-10-79
Revised: 3-09-81
Revised: 4-10-89
Revised: 4-17-89

Revised: 5-11-92
Revised: 4-26-99
Revised: 1-31-05
Revised: 10-30-06

BOARD POLICY

4082

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL HUMAN RESOURCES

HEALTH AND MEDICAL BENEFITS FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL WHILE ON LEAVE

Administrators and classified management personnel of the South Orange County Community College District shall receive medical, dental, vision, and life insurance benefits while on leave of absence in accordance with the following conditions:

1. Employees shall continue to receive insurance benefits while on paid leave of absence.
2. An employee on unpaid leave of absence due to illness shall continue to receive insurance benefits, provided by the District, for one year following the date the employee attained unpaid leave status.
3. Employees on unpaid leave longer than one year may continue to receive District insurance benefits beyond the one year by paying the District's costs to provide these insurance benefits.
4. The benefits provided by this policy shall run concurrently with rights under the federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA).

Adopted: 6-21-93
Revised: 4-26-99
Revised: 1-31-05

BOARD POLICY

3600

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

DISPOSITION OF DISTRICT PROPERTY

The board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer required or suitable for District purposes and authorize the Chancellor or his/her designee to dispose of such supplies and equipment in conformance with the law and District procedures.

Reference:

Education Code Section 70902(b)(6), 81383, 81384, 81450, 81452

Adopted: 9-08-80
Revised: 4-06-87
Revised: 5-23-88
Revised: 4-26-99
Revised: 9-29-03

Revised: 4-28-08
Reviewed:

BOARD POLICY

4002.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL/HUMAN RESOURCES

AUTHORIZATION FOR EMPLOYMENT

The Board of Trustees authorizes all employment and all employment transactions per California Education Code, ~~Sections 72411, 87604, and 88003.~~ The Board of Trustees hereby delegates ~~pursuant to Calif. Ed Code, Section 70902 (d),~~ to the Chancellor authority to employ persons in all positions except for ~~the~~ executive level positions. All actions to employ and all employment transactions shall be reported to the Board of Trustees at its next regular meeting. All subsequent employment transactions shall be approved or ratified by the Board of Trustees.

Reference:

California Education Code Sections 70902(d), 72411, 87604, 88003

Adopted: 8-17-92

Revised: 4-26-99

Revised: 1-20-04

Revised: 5-24-04

Revised: 1-31-05

Reviewed:

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4076-Compensation, BP-5210-Enrollment Priorities, BP-4345-Catastrophic Leave, BP-5130-Financial Aid, BP-4018-Alcohol and Controlled Substances Testing, BP-4125-Retirement Incentive Plan for Educational Administrators

ACTION: Review and Study

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on February 16, 2012 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in Exhibit A through F.

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.

Reference:

Education Code Sections 70902(b)4, 87801, and 88160

Government Code Section 53200

(7130)

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

BOARD POLICY
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5210
STUDENTS

ENROLLMENT PRIORITIES

The Chancellor or his/her designee shall establish regulations procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Reference:

Title 5, Sections 51006, 58106, 58108

BOARD POLICY

4345

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

CATASTROPHIC LEAVE: ~~ADMINISTRATORS, MANAGERS AND CLASSIFIED STAFFEMPLOYEES~~

When a catastrophic illness or injury incapacitates an employee, or an employee's family member*, fellow employees may donate accrued vacation and sick leave credits to that employee under the specific requirements of the District's catastrophic leave program. Donations made under the catastrophic leave program shall be strictly voluntary and donors shall sign a form acknowledging that the transfer of leave credit is irrevocable.

The Board reserves the right to discontinue the catastrophic leave program at its discretion at any time; however, any employee or employees utilizing donated leave credits at the time the Board determines the program is to be discontinued, shall be allowed to continue to utilize donated leave credits until such time as the maximum benefit has been received or all donated eligible leave credits have been exhausted. An employee requesting catastrophic leave due to a catastrophic illness or injury of a family member must first have administrator/manager approval and exhaust all applicable and available accrued paid leave credits including any sick leave at full pay per California Labor Code ~~§233~~, any available vacation leave, and any other accrued leave balances under applicable law.

Reference:

California Labor Code §233

*"Family member" includes the employee's spouse or registered domestic partner, the employee's child (or any person for whom the employee acts as legal guardian), sibling or parents; the child (or any person for whom the employee acts as legal guardian) or parent of the employee's spouse or registered domestic partner; and any relative residing in the immediate household of the employee.

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 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

BOARD POLICY

4018

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

ALCOHOL AND CONTROLLED SUBSTANCES TESTING

AUTHORITY FOR POLICY AND TESTING

The District will comply with the Omnibus Transportation Employee Testing Act of 1991.

The Omnibus Act requires all operators of commercial motor vehicles (CMV's) to be tested for controlled substances and alcohol. It applies to all drivers required to obtain a commercial driver's license (CDL). Drivers to which federal drug testing requirements are newly applicable include, but are not limited to, drivers and their employers operating wholly in intrastate commerce, employed directly by federal, state and local governments, including school Districts, and drivers with restricted-use CDL's or drivers in a state that does not recognize waiver CDL's.

Adopted: 12-04-95
Revised: 4-26-99
Revised: 1-20-04
Reviewed:

BOARD POLICY

4125

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL/HUMAN RESOURCES

RETIREMENT INCENTIVE PLAN FOR EDUCATIONAL ADMINISTRATORS

~~Educational Administrators may participate in retirement incentive programs established by the Board of Trustees.~~

~~I. Reduced Work Load With Full Retirement Credit.~~

- ~~A. The board may permit full time educational administrators to reduce their work load from full time to part time and have their retirement benefits based on their full time employment. Following are the rules and regulations for the implementation of the retirement incentive plan Calif. Ed. Code, Section 87483).~~
- ~~1. The option of a reduced load may be exercised upon mutual agreement between the district and the employee. Once the option is exercised, it is not revocable unless agreed to by the board.~~
- ~~2. To be eligible to start the plan, the employee must be at least fifty five (55) years of age before the beginning of the college year (July 1) in which the reduction in work load start.~~
- ~~3. The employee must have been employed full time (100 percent) as an educational administrator of the district for at least ten (10) years prior to the request for a reduced work load.~~
- ~~4. Except for the reduction in salary that corresponds to the reduced load, the district will provide the part time employee the same benefits provided a regular full time (100 percent) educational administrator.~~
- ~~5. The district and the employee shall agree to make contributions to the State Teachers' Retirement System equal to the amount required of a full time (100 percent) employer.~~
- ~~6. The minimum reduced load shall be the equivalent of one half (1/2) of the number of days of service required by the employee's contract of employment during the final year of service as a full time (100 percent) employee.~~
- ~~7. Upon mutual agreement with the district, an employee on this plan shall work as a minimum the following schedule:~~

- ~~_____ a. One hundred (100 percent) for six months (6) and zero (0) percent the remaining six (6) months, or~~
- ~~_____ b. Fifty (50 percent) for twelve (12) months or~~
- ~~_____ c. Any assignment that will average fifty (50 percent) or more days for the college year.~~

- ~~_____ 8. Employees who participate in this plan shall not have the option to return to a full time position unless a request to do so is approved by the Board of Trustees.~~
- ~~_____ 9. Employees applying for this plan must submit their application to the Office of Human Resources no later than February 1 to be eligible to participate in the plan the following college year.~~

II. Consultant Contract Program for Retired Educational Administrators.

- ~~_____ A. When the need exists, the board may award consultancy contracts to retired educational administrators of the district.~~

- ~~_____ 1. To be eligible to start the consultant contract program, the employee must be at least fifty five (55) years of age before the beginning of the college year (July 1) in which the consultant contract is in effect.~~
- ~~_____ 2. The employee must have been employed full time (100 percent) as an educational administrator of the district for at least ten (10) years prior to the request to participate in the consultant contract is in effect.~~
- ~~_____ 3. The employee must have officially retired from the district prior to July 1 of the college year in which the consultant contract is in effect.~~
- ~~_____ 4. The contract may be written for a period of up to five (5) years or until the employee reaches the age of seventy (70), whichever occurs first.~~
- ~~_____ 5. The contract may be written by mutual agreement for a specific annual project or service for not less than thirty (30) working days per year.~~
- ~~_____ 6. The annual consultant contract compensation shall not exceed the maximum permitted by the California State Teachers Retirement System.~~
- ~~_____ 7. Employees choosing to participate in this program shall continue to receive other district benefits throughout the duration of the contract and receive any improved benefits that are awarded to full time employees.~~

~~8. An applicant for the consultant contract program must apply for the program no later than February 1 to be eligible to participate in the program the following college year.~~

~~III. Health and Medical Benefits for Retirees:~~

~~A. The health and medical benefits presently provided by the district shall continue upon retirement of employees who have been employed full time by the district for ten (10) years immediately preceding their date of retirement.~~

~~1. Health, medical, vision, and dental benefits shall continue for the retiree and eligible dependents until the retiree is sixty five (65) years old and~~

~~a. If at age sixty five (65) the retiree is eligible for Social Security benefits, including Medicare (Parts A and B) benefits, the district will provide supplemental coverage to Medicare for the retiree only or~~

~~b. If at age sixty five (65) the retiree is not eligible for Social Security benefits, the district obligation to the retiree shall be terminated (i.e., the district shall not furnish any health and medical insurance nor provide any supplemental health or medical coverage).~~

~~IV. Emeritus Privileges:~~

~~Emeritus administrative employees shall retain the same professional privileges afforded regular administrative employees.~~

DELETE - REMOVE FROM BOARD POLICY MANUAL

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on 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).

STATUS

The Education Code requires the District, before March 15th of the year the contract ends, to follow one of the following steps. The District may notify the employee prior to March 15th before expiration of any of these three contract periods that it will not enter into a contract for the following academic year(s); or, it may notify the employee that it will employ him or her as a regular employee for all subsequent academic years. Exhibit A lists those employees in each probationary contract category. Currently, we have 38 full-time faculty members who are eligible for tenure effective 2012-13.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve entering first, second, and third/fourth year contracts for full-time faculty members as listed in Exhibit A.

MEMORANDUM



**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

DATE: February 25, 2012
TO: Dr. David Bugay
FROM: Teddi Lorch
SUBJECT: **ANNUAL REPORT ON PROBATIONARY FACULTY
RECOMMENDED FOR TENURE**

The probationary period for newly hired faculty is four years in length. The following is the annual Tenure Report for probationary faculty members at Irvine Valley College and Saddleback College.

PROBATIONARY FACULTY – 1st Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Brittany Adams	History	IVC
Deanna Avetesian	Mathematics	SC
Teresa Bear	Chemistry	SC
Hencelyn Chu	Medical Lab. Tech./Phlebotomy	SC
Cheryl Delson	Library (Instruction)	IVC
Ryan Even	Photography	SC
Kirill Gliadovsky	Music	SC
M. Scott Grabau	Theatre Arts	IVC
Lawrence Grialva	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
Stephen Robertson	Speech	SC
Joel Sheldon	Mathematics (Math Tutoring Center)	IVC
Penelope Skaff	Matriculation & Counseling	SC
Kolin Williams	Counseling (Veterans & Generalist)	SC

PROBATIONARY FACULTY – 2nd Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Renee Bangerter	English Composition	SC
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
Ralph Meza	Counselor (Generalist & Articulation)	SC
Devon Mohamed	Biology	IVC
Candy Nelson	Nursing	SC
Christina Nigrelli	Child Development	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

PROBATIONARY FACULTY – 3rd Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Christina Abel	Chemistry	SC
Marina Aminy	English Composition	SC
Susan Boettger	Music Keyboard	IVC
April Cabbage-Vega	Sociology	SC
Amy Grimm	Museum Studies/Art History	IVC
M. Andy Ground	Kinesiology/Head Men’s Basketball Coach	SC
Michael Hoggatt	Learning Disabilities	SC
Chin Lam	English as a Second Language	SC

PROBATIONARY FACULTY – 3rd Year (Cont.)

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Robert Melendez	Counselor (Generalist)	IVC
Heidi Ochoa	Speech/Forensics	SC
Jamie Poster	Film Studies	IVC
Michelle Scharf	Counselor (Generalist)	IVC
Daniel Scott	Accounting/Business Management	IVC
Abby Sirulnik	Biology	SC
Basil Smith	Philosophy	SC
Christina Smith	Child Development & Education	SC
Ray Zimmerman	English Composition	SC

PROBATIONARY FACULTY – 4th Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Michael Bennett	Adapted Kinesiology	SC
Donald Bradshaw	Accounting and Business	IVC
Linda Call	Nursing	SC
Michael Cassens	Psychology	IVC
Terry Chatkupt	Art: Digital Media/Drawing	IVC
Fang-I Chen	Chinese	IVC
Christopher Claflin	Graphic Communications/Design	SC
Barbara Cox	Business	SC
Kerry Crabb	PE/Kines./Asst. Football Coach	SC
Kim D'Arcy	Learning Disability Specialist	SC
John Davison	Chemistry Instructor	IVC
Marie De La Palme	Dance	IVC
Julie Evans	English (Writing)	IVC
Robert Farnsworth	Horticulture & Landscape Design	SC
Caroline Gee	Psychology	SC
Bruce Gilman	English Composition	SC
Frank Gonzales	Mathematics	SC
Sanjai Gupta	Mathematics	IVC
Georgina Guy	EOPS Coordinator	SC
Melanie Haeri	English (Reading)	IVC
Jennifer Hedgecock	English Composition	SC
Elizabeth Horan	Distance Learning Librarian	SC

PROBATIONARY FACULTY – 4th Year (Cont.)

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Diana Hurlbut	Biology	IVC
Maria Kiernan	Emeritus Fine Arts/Studio	SC
Joon Kil	Political Science	IVC
Ardith Lynch	DSP&S Coordinator/Counselor	SC
Emalee MacKenzie	Biology	IVC
Veronica Obermeyer	Drawing/Computer-Medicated Art	SC
Joshua Pryor	English Composition	SC
Michele Rousseau	Computer Science	SC
Maureen Smith	Geography	SC
Parisa Soltani	EOPS/CARE/CalWORKS Counselor	IVC
Stephanie Sorenson	Mathematics	SC
Blake Stephens	Architecture/Drafting	SC
Nicholas Trani	Kinesiology/Women's Softball Coach	SC
Matthew Tresler	Music Instructor/Choral Director	IVC
Matthew Wolken	Drafting/CADD	IVC
James Zoval	Chemistry	SC

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. 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>
¹ Foults, Coralyn	MA/English	Writing/IVC	II/6	01/17/12
Mallory, Fernando	MSW/Social Welfare	Human Services/SC	II/1	02/01/12
² Merry, Pauline	PhD/Couns.Psychology	Women's Studies/IVC	V/4	01/17/12

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Grigoriants, N.	³ MA/Industrial Eng.	CIM/SC	I/6	01/09/12

Equivalency is based on multiple certificates in computer programming and web design from Los Angeles Pierce College, and extensive professional experience in the computer information management field. Ms. Grigoriants holds a Master's degree in Industrial Power Engineering from Azerbaijan State Oil Academy in Armenia (evaluation of foreign degree in progress). She has experience designing, developing, and teaching computer courses utilizing course management and training systems. Her experience includes teaching face-to face, online, and hybrid computer courses at Los Angeles Pierce College, where she has taught since 2001.

McMullen, Cam	MA/Teaching	PhysEd/IVC	II/1	02/01/12
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Equivalency is based on a Bachelor of Arts degree in History from University of Massachusetts, Amherst, and a Master of Arts degree in Teaching from University of Southern California. Mr. McMullen has experience coaching at the summer collegiate and community college level; his professional responsibilities have been identical to those expected of instructors at Irvine Valley College, including instruction of students, managing enrollments and curriculum, grading, and classroom leadership. Mr. McMullen is a volunteer assistant at Irvine Valley College for the baseball team.

¹ Emergency hire. Currently working as a LAP Tutor at Irvine Valley College, NBU Classified position.

² Former Vice President of Student Services for Irvine Valley College, 1994-1999.

³ Foreign degree pending evaluation by a foreign credential evaluation service.

A. NEW PERSONNEL APPOINTMENTS

1. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

Sargeant, Amy MA/Design Studies Art/SC II/1 01/19/12

Equivalency is based on a Bachelor of Fine Arts degree in Ceramics from Oregon College of Art and Craft, Portland, Oregon, and a Master of Arts degree in Design from University of the Arts London, Central Saint Martins. Mrs. Sargeant had her foreign credential evaluated by World Education Services, Inc., a qualified agency; her report confirms that her Master of Arts degree from the United Kingdom is equal to a Master's degree from an accredited college or university in the United States. Mrs. Sargeant has previously taught design elements, beginning design, beginning and intermediate drawing, and anatomy and movement figure drawing at various institutions in the United States, including The Art Institute of Portland, Portland State University, Pacific Northwest College of Art; she is currently teaching foundation art part time at The Art Institute of California, Orange County.

⁴Ziencina, Taylor BA/Communication PhysEd, Soccer/IVC I/1 01/30/12

Equivalency is based on a Bachelor of Arts degree in Communication from California State University, San Marcos. Ms. Ziencina is a girl's soccer coach for Laguna Hills Soccer Club and is the varsity soccer coach for Tesoro High School in Las Flores. In high school, Ms. Ziencina and her team won CIF (California Interscholastic Federation). In college, Ms. Ziencina had greater success as she holds three records for CSUSM: all time points and assists and is the highest second all time leading goal scorer; she was also named as an All Conference player for three straight years. Ms. Ziencina earned her U.S. Soccer Federation "E" certificate.

B. RECLASSIFICATION OF ACADEMIC FACULTY POSITIONS

1. IRVINE VALLEY COLLEGE, School of Physical Sciences and Technologies, Office of Instruction, seeks authorization to reclassify the following Academic Faculty position for a change in title only within its organization.

1a. **REPLACE** CIS/PHYSICS INSTRUCTOR, by eliminating Pos. #1641, full time Faculty Salary Schedule, 36 hours per week, 10 months per year, from its staff complement, and establishing PHYSICS INSTRUCTOR, full time Faculty Salary Schedule, 36 hours per week, 10 months per year, to its staff complement, effective November 1, 2011. (Position #1641 was approved June 25, 1984)

C. AUTHORIZATION TO ELIMINATE ACADEMIC ADMINISTRATIVE POSITION AND/OR POSITION NUMBERS

1. DIRECTOR OF PLANNING, RESEARCH AND GRANTS, Pos. #4011, Academic Administrative Salary Schedule Range I, Step 1, Office of the President, Saddleback College, seeks authorization to eliminate this full time, 40 hours per week, 12 months per year position from its staff complement, effective April 3, 2012. (Position approved February 23, 2009)

⁴ Taylor Ziencina is currently a Classified Non-Bargaining Unit Coaching Aide for the School of Kinesiology, Health, and Athletics at Irvine Valley College.

D. AUTHORIZATION TO ESTABLISH AND ANNOUNCE ACADEMIC ADMINISTRATIVE POSITION

1. DIRECTOR OF RESEARCH, PLANNING AND ACCREDITATION, Academic Administrative Salary Schedule Range I, Step 1, Office of Planning, Research and Accreditation, Saddleback College, seeks authorization to establish and announce a full time, 40 hours per week, 12 months per year position to its staff complement, effective February 28, 2012. (Exhibit B, Attachment 1)
2. DIRECTOR OF RESEARCH, PLANNING AND ACCREDITATION, Academic Administrative Salary Schedule Range I, Step 1, Office of Planning, Research and Accreditation, 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 28, 2012. (Exhibit B, Attachment 1)

E. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
⁵ Clark, Kate	Facilitator, SLO/IVC	\$ 6,000.00	08/15/11-12/16/11
⁶ Clark, Kate	Facilitator, SLO/IVC	17,000.00	01/09/12-05/18/12
⁷ Crammer, Cale	Facilitator, MUN/IVC	1,721.00	01/09/12-05/18/12
Kirk, Julie	SLO Liaison/Facilitator/IVC	500.00	08/22/11-12/18/11
Kirk, Julie	SLO Liaison/Facilitator/IVC	500.00	01/09/12-05/18/12
Meyer, H. Fred	Facilitator, Physics Lab/SC	1,200.00	01/09/12-05/18/12
Sim, Alec	SLO Liaison/Facilitator/IVC	500.00	08/22/11-12/18/11
Sim, Alec	SLO Liaison/Facilitator/IVC	500.00	01/09/12-05/18/12

F. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Avetissian, D.	BSI Project, Math Tutor/SC	\$ 2,000.00	01/09/12-05/18/12
Bagwell, Janet	BSI Project, Eng 300/SC	86.05	08/22/11-12/18/11
Bander, Carol	BSI Project, Eng 300/SC	86.05	08/22/11-12/18/11
Bangerter, Renee	BSI Project, Study Skills Web/SC	6,939.07	01/09/12-05/18/12
Boyd, Melody	Child Dev. Conf. Facilitator/SC	100.00	03/03/12-03/03/12
Caviar, Gina	Recital/Musical Perf./SC	200.00	12/10/11-12/10/11
Chaboya, Robert	Curric. Dev. Electrical Tech/IVC	1,800.00	01/03/12-03/30/12
Chu, Hencelyn	Coord. SJSU Grant/SC	4,731.00	08/15/11-11/30/11
Chin, Lam	BSI Project, Eng 300/SC	86.05	08/22/11-12/18/11
Cox, Barbara	YEP Project Asst./SC	625.00	07/01/11-12/31/11

⁵ Replaces stipend for \$3,442 approved on 12/5/12 Board Agenda. Scope of work increased.

⁶ Replaces stipend for \$3,442 approved on 12/5/12 Board Agenda. Scope of work increased.

⁷ Replaces stipend approved as 50/50 split between Cale Crammer and Stewart Frame on 11/16/11 Board Agenda. Cale Crammer performed 100% of the work.

F. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Fisher, Suki	BSI Project, Eng 300/SC	\$ 86.05	08/22/11-12/18/11
Gilman, Bruce	BSI Project, Eng 300/SC	86.05	08/22/11-12/18/11
Homma, Mary	Child Dev. Conf. Facilitator/SC	100.00	03/03/12-03/03/12
Hughes, Luther	Jazz Concert/Musical Perf./SC	150.00	01/23/12-01/23/12
Kaiser, Kai	Child Dev. Conf. Facilitator/SC	100.00	03/03/12-03/03/12
Knapp, Rebecca	YEP Project Coord./SC	1,500.00	07/01/11-12/31/11
LaGatta, Jill	BSI Project/Reading Phase II/SC	1,497.27	01/09/12-05/18/12
Lebauer, Roni	BSI Project, Eng 300/SC	86.05	08/22/11-12/18/11
Luong, Phong	BSI Project, Math 351/SC	137.68	01/09/12-05/18/12
Melendez, Robert	Early Coll.Stud.Acad.Advis./IVC	3,734.00	01/09/12-05/18/12
Paige, Monique	Child Dev. Conf. Facilitator/SC	400.00	03/03/12-03/03/12
Renault, Irene	BSI Project, Eng 300/SC	86.05	08/22/11-12/18/11
Rosenn, Jamie	Jazz Concert/Musical Perf./SC	150.00	01/23/12-01/23/12
Sotelo, Sharyn	BSI Project, Math Tutor. Ctr/SC	2,000.00	01/09/12-05/18/12
Stout, Ron	Jazz Concert/Musical Perf./SC	150.00	01/23/12-01/23/12
Vidal-Prudholme,L.	Child Dev. Conf. Facilitator/SC	100.00	03/03/12-03/03/12
Wilson, Cathy	Child Dev. Conf. Facilitator/SC	100.00	03/03/12-03/03/12

G. WORKLOAD BANKING

1. WOODWARD, KENNETH, ID #1011, Economics Instructor, Division of Social and Behavioral Sciences, Saddleback College, Pos #1727, is requesting a leave of absence for the Fall, 2012 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2011-2014, in compliance with the Workload Banking Program.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BENDER, GRETCHEN, ID #16946, Director of Planning, Research, and Grants, Pos #4011, Academic Administrator Salary Range I, Step 3, Office of Planning, Research, and Grants, Saddleback College, resignation effective April 2, 2012. Payment is authorized for any compensated time off. (Start date: July 20, 2009)

South Orange County Community College District

DIRECTOR OF RESEARCH, PLANNING, AND ACCREDITATION, ID #, Academic Administration Salary Schedule - Range I

DEFINITION

To provide leadership to plan, conduct and present research and analysis of institutional data related to the development, assessment, and effectiveness of College programs, services, and activities; provide a variety of complex decision-making and strategic planning support to the President of the College or designees; assist the College Accreditation Liaison Officer by providing research, analysis, and organizational support for accreditation, including the comprehensive self-study; organize, coordinate and monitor implementation of accreditation planning agendas and recommendations; articulate accreditation activities with the district as necessary; and provide regular progress reports to the college and administration.

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 general direction from the president or designee.

Exercises functional and technical supervision over professional, technical and classified staff as assigned.

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

Plan, organize, control, conduct and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing institutional effectiveness, planning, accreditation and decision-making, and determining implications of practices, policies, measures and procedures.

Train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group.

Develop, organize, facilitate, implement, review and evaluate a comprehensive, integrated and collaborative strategic planning process for the college; communicate the changing expectations, trends and needs of educational preparation effectively to college personnel.

Develop and oversee implementation of a process for monitoring progress on all college goals, objectives, and strategies and report on this progress to the president and appropriate college constituencies.

Coordinate research efforts related to strategic planning and all other activities related to institutional effectiveness, including the Institutional Effectiveness Annual Report, program review, matriculation, and validation of placement testing.

Assist the college in the development of its Facilities and Educational Master Plan by coordinating the efforts of college constituents and facilitating the sharing of best practices, assuring consistency of plans with other college and district plans and providing appropriate trend data.

South Orange County Community College District
Page 2 - Director of Research, Planning, and Accreditation

EXAMPLES OF DUTIES

Assist the College Accreditation Liaison Officer by providing research, analysis, and organizational support for accreditation, including the comprehensive self-study; organizing, coordinating, and monitoring implementation of accreditation planning agendas and recommendations; articulating accreditation activities with the district as necessary; and providing regular progress reports to the college and administration.

Prepare a variety of mandated and requested district, state and federal reports.

Develop and implement effective and sound survey instruments as determined by the administration, faculty, or staff for both required and investigative data trends analysis; collect and process data; analyze data and present results in comprehensive reports; assist college leadership to access student demographic data as well as with data analysis for additional planning purposes.

Chair, co-chair or serve on a variety of steering, planning, assessment, effectiveness and other committees and task forces as assigned.

Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations.

Provide assistance for Student Learning Outcomes (SLOs) and Administrative Unit Outcomes (AUO) development; and provide assistance for Student Services Outcomes (SSOs) when assigned,

Maintain an understanding of current research methodologies and practices, and applications of technology pertaining to areas of responsibility.

Train college personnel to access/utilize reports on the inFORM Data Warehouse website.

Maintain data integrity by testing new data measures, training college personnel who input data, and assisting District IT employees in tracking down data errors.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Advanced statistical procedures and research methods including those related to sampling, projections, significance, and distributions.

Applicable laws, codes, regulations, policies, and objectives.

Computer systems and software applications related to area of assignment.

Data collection and coding methods.

Data warehouse structures and techniques and data collection information systems

District and college organization, operations and objectives.

Interpersonal skills including tact, patience and diplomacy.

Principles and best practices of strategic planning and accreditation standards for community colleges.

Principles and practices of developing and measuring student learning outcomes, student services outcomes, and administrative unit outcomes.

Principles and practices of leadership and administration, including organization, budget preparation and report writing.

Principles and practices of training and supervision.

Principles and practices used in the development and implementation of survey instruments and techniques.

Strong oral and written communication skills, including giving presentations to small as well as large groups.

South Orange County Community College District
Page 3 - Director of Research, Planning, and Accreditation

QUALIFICATIONS

Ability to:

- Analyze current and historical statistical data and develop sound, logical conclusions and recommendations.
- Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
- Compile data and prepare and present administrative, analytical, and technical reports and recommendations.
- Coordinate, support, and exercise leadership in college and district planning processes.
- Demonstrate leadership, management, supervisory, and team-building skills.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Demonstrate strong and effective writing, editing and verbal communication skills.
- Develop and implement comprehensive research designs and methods with specific timelines.
- Develop and maintain research and planning website.
- Develop, prepare and administer program and project budgets.
- 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.
- Evaluate program and institutional effectiveness objectively, accurately, and efficiently.
- Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.
- Facilitate and coordinate the activities of large groups for the purpose of institutional planning.
- Interpret, apply and explain applicable district policies and procedures and local, state and federal laws and regulations.
- Manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.
- Operate computers, peripherals and assigned office equipment.
- Perform statistical research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.
- Plan and organize work to meet deadlines.
- Plan, design and produce extensive reports, proposals, position papers and other formal documents.
- Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.
- Plan, organize and execute effective oral presentations, supported by sophisticated multi-media programs for large audiences.
- Plan, organize and execute effective written reports supported by facts, documentation and research.
- Plan, organize, coordinate, manage and expedite projects related to assignment.
- Relate effectively to people of varied academic, cultural, and socioeconomic backgrounds.
- Remain current in the field of accreditation research and planning.
- Train and provide supervision and work direction to others as assigned.
- Train others in the tools and techniques of research and the use of data.
- Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
- Use highly analytical thinking to identify, scrutinize, improve and streamline statistical data and complex work processes.
- Work independently with minimal supervision.

South Orange County Community College District
Page 4 - Director of Research, Planning, and Accreditation

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:

An earned Master's degree from an accredited college or university in a research-oriented discipline or related field that demonstrates applications related to planning, research, and accreditation; qualifications to teach an academic discipline offered at assigned college.

Experience:

At least five years increasingly responsible experience in the following: research design, statistical methods (qualitative and quantitative), data inference, data analysis (using SPSS, SAS, or other statistical software), report writing, presentation of information, participatory governance, strategic planning and accreditation practices, including at least one year of supervisory and public contact experience.

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. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits educational sites and is 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.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit educational sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, February 13, 2012

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.8
DATE: 2/27/12**

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, Exhibit B and Exhibit C.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. ¹ARAIZA, J. ESTANISLAO is to be employed as Groundskeeper, Pos. #4344, Facilities Grounds, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Range 118, Step 1, 40 hours per week, 12 months per year, effective February 7, 2012. This position was approved by the Board of Trustees on October 25, 2010.
- b. BARNAK, GARY is to be employed as Grant Project Director, Categorical, Pos. #4434, a temporary, grant funded position, Division of Business Science and Economic and Workforce Development, Saddleback College, Classified Management Salary Range 7, Step 7, 40 hours per week, effective February 13, 2012. This position was approved by the Board of Trustees on July 25, 2011, with employment contingent upon the availability of funding by the Rapid Tech Grant.
- c. BELARDES, YVONNE is to be employed as Office Assistant, Pos. #4451, Division of Social and Behavioral Sciences, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 29 hours per week, 12 months per year, effective February 6, 2012. This position was approved by the Board of Trustee on September 26, 2011.
- d. MEHRABIAN, SHAKEH is to be employed as Administrative Assistant, Pos. #4440, School of Academic Programs, Irvine Valley College, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, 12 months per year, effective February 6, 2012. This position was approved by the Board of Trustee on July 25, 2011.
- e. RICKNER, DONALD is to be employed as a temporary Acting, Part-time Director, College Foundation, Office of College Fiscal Services, Saddleback College, Classified Management Salary Range 8, Step 10, effective January 17, 2012 through June 30, 2012. This is a temporary replacement for Dave Jenkin, who resigned.

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>
² Casillas, Meghan	Counseling Office Assistant/SC	115/1	01/19/12
Ghafari, Azadeh	Counseling Office Assistant/SC	115/1	01/19/12
Hildabidle, Lois	Senior Administrative Assistant/IVC	127/1	01/05/12
³ Long, Jacqueline	Instructional Assistant/IVC	122/1	12/15/11

¹ Husband of Elva Araiza, Admissions & Records Evaluator, Office of Admissions, Records & Enrollment Services, Saddleback College; son of J. Arturo Araiza, Counseling Office Assistant, Counseling Services & Special Programs, Saddleback College; Brother of J. Alberto Araiza, Groundskeeper, Office of Physical Plant, Irvine Valley College; Father of Luz-Maria Luna, Library Assistant II, Division of Online Education and Learning Resources, Irvine Valley College; and brother in-law, to Evelia Ramirez, Admissions & Records Evaluator, Office of Admissions & Records, Saddleback College.

² Daughter of Lurdes Casillas, Senior Administrative Assistant, Office of Admissions, Records & Enrollment Services, Saddleback College.

³ Niece of Trung-Kim Nguyen, Instructional Assistant, Learning Assistant Program, School of Library Services Irvine Valley College.

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>
Medina, Carlos	Custodian/IVC	113/1	01/23/12
Regan, Cheryl	Graphics Designer/SC	130/1	01/10/12
Sack, Tammy	Dispatcher/IVC	115/1	01/30/12

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Aguilar-Rivera, M.	Project Specialist/SC	\$ 16.00	01/03/12-06/30/12
Avalos, Kristina	Project Specialist/Dist.	18.00	02/01/12-06/30/12
Burkett, Austin	TMD Aide/SC	8.50	01/19/12-06/30/12
Carranza, Frank	Project Specialist/SC	16.00	01/19/12-06/30/12
⁴ Cramer, Emily	Project Specialist/SC	18.00	01/05/12-06/30/12
Cubillos Bezanilla, S.	Project Specialist/SC	10.50	01/03/12-06/30/12
Druzhinina, Vita	Project Specialist/SC	12.00	01/31/12-06/30/12
Farrell, Nicholas	Project Specialist/IVC	20.00	01/03/12-06/30/12
Gomez, Fermin	Outreach Aide/SC	12.00	01/05/12-06/30/12
Hambric, Sandra	Project Specialist/IVC	15.00	01/09/12-06/30/12
Han, Jackie	Project Specialist/SC	20.00	01/04/12-06/30/12
Hellriegel, John	Project Specialist/SC	18.00	01/25/12-06/30/12
Jaka, Samir	Project Specialist/Dist.	16.00	01/03/12-06/30/12
Madani, Mahsa	Project Specialist/IVC	16.00	02/06/12-06/30/12
Madariago, Marco	Outreach Aide/SC	12.00	01/05/12-06/30/12
Mareks, Michelle	Project Specialist/SC	12.50	01/19/12-06/30/12
McAnlis, Allen	Project Specialist/SC	12.50	01/31/12-06/30/12
Miller, Matthew	Project Specialist/SC	14.00	01/09/12-06/30/12
Mohyi, Jasmine	CDC Aide/SC	12.00	12/20/11-06/30/12
Reyes, Diana	Outreach Aide/SC	12.00	01/05/12-06/30/12
Sandhu, Ravinder	Project Specialist/SC	12.50	01/03/12-06/30/12
Tung, Haiyun	Coaching Aide/IVC	15.00	01/09/12-06/30/12
Turk, Anthony	Project Specialist/SC	18.00	01/10/12-06/30/12
Volosing, Rachel	Project Specialist/IVC	20.00	02/06/12-06/30/12
Walker, Carson	ST Campus Security Off./SC	12.00	01/10/12-06/30/12
Webster, Patrick	Outreach Aide/SC	12.50	01/10/12-06/30/12
Woods, Christopher	Coaching Aide/SC	15.00	01/31/12-06/30/12

⁴ Sister of Stephen Handa, Counselor, Division of Counseling Services & Special Programs, 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 **2011/2012** academic year.

<u>Name</u>	<u>Start/End Date</u>
Avalos Galvez, Diego	01/05/12-06/30/12
Bardei, Negar	01/09/12-06/30/12
Benkert-Langrell, Alex	01/09/12-06/30/12
Bishop, Sidney	01/12/12-06/30/12
Carbonaro, Olivia	01/24/12-06/30/12
⁵ Cheng, Jason	01/09/12-06/30/12
Copeland, Melonie	01/03/12-06/30/12
⁶ Davarnia, Sam	01/09/12-06/30/12
⁶ Davarnia, Sohrab	01/09/12-06/30/12
Fryer, Laura	01/25/12-06/30/12
Ghassemi, Sahar	01/05/12-06/30/12
Howell, Andre	01/03/12-06/30/12
Lor, Lily	01/04/12-06/30/12
McKinney, Donovan	01/10/12-06/30/12
Mercado, Ariel	01/10/12-06/30/12
Montgomery, Edie	01/26/12-06/30/12
Phillips, Linus	01/05/12-06/30/12
Riley, Kerry	01/13/12-06/30/12
Swango, Ashley	01/20/12-06/30/12
Ward, Kerisa	01/15/12-06/30/12
Young, Kathy	01/05/12-06/30/12

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Aziz, Abdul	Tutor/IVC	\$ 12.00/hr	01/31/12-06/30/12
Brown, David	Comm. Ed./SC	2,500.00/cs	01/25/12-06/30/12
Celestino, Brandi	Captionist/SC	45.00/cs	01/05/12-06/30/12
Chau, Joseph	Tutor/SC	12.00/hr	01/23/12-06/30/12
Coutras, Kelly	Comm. Ed./SC	2,500.00/cs	01/05/12-06/30/12
Dilley, Steven	Comm. Ed./SC	2,500.00/cs	01/05/12-06/30/12
Downing, Chad	Tutor/SC	12.00/hr	01/31/12-06/30/12
Fairbanks, Eric	Workforce Trainer/IVC	72.00/hr	01/17/12-06/30/12
Fiorenza, Matthew	Clinical Skills Spec./SC	30.00/hr	02/02/12-06/30/12
Gaerlan, Cherrilyn	Tutor/IVC	12.00/hr	01/25/12-06/30/12
Giguere, Virginia	Clinical Skills Spec./SC	30.00/hr	01/12/12-06/30/12

⁵ Son of Laura Bellin, Library Technician, Library Services, Division of Online Education and Learning Resources, Saddleback College.

⁶ Sam and Sohrab Davarnia are brothers. Both employed in the Library Services, Division of Online Education and Learning Resources, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Kinnaird, John	Clinical Skills Spec./SC	\$ 30.00/hr	01/19/12-06/30/12
Lonberger, Steven	Model/SC	22.00/hr	01/27/12-06/30/12
⁷ Miller, Nancy	Comm. Ed./SC	2,500.00/cs	02/03/12-06/30/12
O'Hara, Lauren	Tutor/SC	12.00/hr	01/24/12-06/30/12
⁷ Rounds, Michael	Comm. Ed./SC	2,500.00/cs	02/03/12-06/30/12
Ruffino, Michael	Model/SC	22.00/hr	01/10/12-06/30/12
Sanii, Raika	Tutor/IVC	12.00/hr	01/19/12-06/30/12
Shen, Youfen	Tutor/IVC	12.00/hr	02/03/12-06/30/12
Tung, Haiyun	Comm. Ed./IVC	2,500.00/cs	01/09/12-06/30/12

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

1. POLICE OFFICER, Pos. #4379, Police Officers Association Salary Range II, Office of Campus Safety and Security, Advanced Technology and Education Park, Irvine Valley College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position, from its staff complement, effective February 28, 2012. (Position approved: April 25, 2011)
2. POLICE OFFICER, Pos. #3887, Police Officers Association Salary Range II, Office of Campus Safety and Security, Advanced Technology and Education Park, Irvine Valley College, seeks authorization to eliminate this part-time, 16 hours per week, 12 months per year position, from its staff complement, effective February 28, 2012. (Position approved: May 27, 2008)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. ASSISTANT DIRECTOR OF FACILITIES-CAPITAL OUTLAY PROJECTS, Classified Management Salary Range 8, Office of Facilities Maintenance and Operations, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 28, 2012. (Exhibit B, Attachment 1)
2. PUBLIC SAFETY ASSISTANT, Classified Bargaining Unit Salary Range 113, Step 1, Office of Campus Safety and Security, Irvine Valley College seeks authorization to establish and announce a part-time, 14 hours per week, 12 months per year position to its staff complement, effective February 28, 2012. (Exhibit B, Attachment 2)

⁷ Nancy Miller and Michael Rounds are spouses. Both are employed as Community Education Presenters for Office of Community Education, Saddleback College.

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -
Continued**

3. PUBLIC SAFETY ASSISTANT, Classified Bargaining Unit Salary Range 113, Step 1, Office of Campus Safety and Security, Irvine Valley College seeks authorization to establish and announce a part-time, 15 hours per week, 12 months per year position to its staff complement, effective February 28, 2012. (Exhibit B, Attachment 2)
4. PUBLIC SAFETY ASSISTANT, Classified Bargaining Unit Salary Range 113, Step 1, Office of Campus Safety and Security, Irvine Valley College seeks authorization to establish and announce a part-time, 20 hours per week, 12 months per year position to its staff complement, effective February 28, 2012. (Exhibit B, Attachment 2)

D. RECLASSIFICATION OF CLASSIFIED POSITIONS

1. **IRVINE VALLEY COLLEGE, School of Physical and Life Sciences**, seeks authorization to reclassify the following Classified Bargaining Unit positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
 - 1a. **REPLACE SENIOR ADMINISTRATIVE ASSISTANT**, by eliminating Pos. #3472, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 12 months per year position from its staff complement, and establishing an ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 121, a full-time, 40 hours per week, 12 months per year position, effective March 1, 2012. (Position #3472, to be vacated by Lizbeth Nichols, who will be retiring, was approved February 27, 2006)
2. **SADDLEBACK COLLEGE, Division of Liberal Arts**, seeks authorization to reclassify the following Classified Bargaining Unit positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
 - 2a. **REPLACE OFFICE ASSISTANT**, by eliminating Pos. #4417, Classified Bargaining Unit Salary Range 113, part-time, 29 hours per week, 12 months per year position from its staff complement, and establishing an ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 121, a part-time, 24 hours per week, 12 months per year position, effective February 28, 2012. (Position #4417 was approved August 29, 2011, and is vacant)
3. **IRVINE VALLEY COLLEGE, Office of Technology Services**, seeks authorization to reclassify the following Classified Bargaining Unit positions within their department as defined in Title V Education Regulation, Section (c), Recruitment 53021.
 - 3a. **REPLACE OFFICE ASSISTANT**, by eliminating Pos. #3728, Classified Bargaining Unit Salary Range 113, part-time, 25 hours per week, 12 months per year position from its staff complement, effective February 28, 2012, and Pos. #4099, NETWORK SYSTEMS TECHNICIAN II, Classified Bargaining Unit Salary Range 136, 29 hours per week, 12 months per year, effective April 30, 2012, and establishing a PROGRAMMER ANALYST, Classified Bargaining Unit Salary Range 142, a full-time, 40 hours per week, 12 months per year position, effective February 28, 2012. (Position #3728, a vacant position, was approved April 23, 2007, Position #4099, to be vacated by Mark Duvall, who will be retiring, was approved May 26, 2008)

D. RECLASSIFICATION OF CLASSIFIED POSITIONS

4. **IRVINE VALLEY COLLEGE, School of Library Services**, seeks authorization to reclassify the following Classified Bargaining Unit positions within their department as defined in Title V Education Regulation, Section (c), Recruitment 53021.
 - 4a. **REPLACE LIBRARY ASSISTANT I**, by eliminating Pos. #4484, Classified Bargaining Unit Salary Range 115, part-time, 20 hours per week, 12 months per year position from its staff complement, effective February 28, 2012, and Pos. #4265, LIBRARY TECHNICIAN, Classified Bargaining Unit Salary Range 125, 19 hours per week, 12 months per year, effective February 28, 2012, and establishing a LIBRARY TECHNICIAN, Classified Bargaining Unit Salary Range 125, a full-time, 40 hours per week, 12 months per year position, effective February 28, 2012. (Position #4484 was approved November 16, 2011, and Position #4265 was approved March 25, 2010)
 - 4b. **REPLACE INSTRUCTIONAL ASSISTANT**, by eliminating Pos. #4322, Classified Bargaining Unit Salary Range 122, full-time, 40 hours per week, 12 months per year position from its staff complement, effective February 28, 2012, and establishing a LABORATORY TECHNICIAN, STUDENT SUCCESS CENTER, Classified Bargaining Unit Salary Range 122, full-time, 40 hours per week, 12 months per year position, effective February 28, 2012. (Position #4322 was approved October 25, 2010)

E. REORGANIZATION OF CLASSIFIED POSITIONS

1. **IRVINE VALLEY COLLEGE**, seeks authorization to reorganize by changing the reporting structure of the following Classified positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Exhibit C, Attachment 1)
 - 1a. **TRANSFER DIRECTOR OF ECONOMIC AND WORKFORCE DEVELOPMENT**, Pos. #4275, Classified Management Salary Range 9, 40 hours per week, 12 months per year, from reporting to the Dean of the School of Career Technical Education and Workforce Development, at the Advanced Technology and Education Park Facility, Office of Instruction, and begin reporting to the Dean of School of Academic Programs, at the Advanced Technology and Education Park Facility, Office of Instruction, effective February 28, 2012. (This position is appointed to Bruce Sobczak, ID #16964)
 - 1b. **TRANSFER PROGRAM SPECIALIST, CATEGORICAL**, Pos. #4399, Classified Bargaining Unit Salary Range 130, 40 hours per week, 12 months per year, from reporting to the Dean of the School of Career Technical Education and Workforce Development, at the Advanced Technology and Education Park Facility, Office of Instruction, Office of Instruction, and begin reporting to the Dean of School of Academic Programs, at the Advanced Technology and Education Park Facility, Office of Instruction, effective February 28, 2012. (This categorical, grant funded position is appointed to Pamela Prince, ID #17217, with employment contingent upon the availability of funding by the Economic and Workforce Development Grant)

E. REORGANIZATION OF CLASSIFIED POSITIONS - Continued

2. **SADDLEBACK COLLEGE**, seeks authorization to reorganize by changing the reporting structure of the following Classified position within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Exhibit C, Attachment 2)
 - 2a. **TRANSFER CAREER PLACEMENT OFFICER**, Pos. #3475, Classified Bargaining Unit Salary Range 129, 40 hours per week, 11 months per year, from reporting to the Dean of Counseling Services and Special Programs, to begin reporting to the Dean of Business Sciences and Economic and Workforce Development, effective December 12, 2011. (This position is appointed to Eric Hilden, ID #15118)

F. AUTHORIZATION TO CHANGE A CLASSIFIED POSITION

1. **LABORATORY TECHNICIAN, PHOTOGRAPHY AND ART**, Pos. #4450, Classified Bargaining Unit Salary Range 122, 19.5 hours per week, 10 months per year, Division of Fine Arts and Media Technology, Saddleback College seeks authorization to permanently increase hours to 20 hours per week, 10 months per year, effective February 13, 2012.

G. CHANGE OF STATUS

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

- A. **HURLBUT, JEFFREY**, ID #16615, Building Maintenance Worker, Pos. #3528, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Irvine Valley College, is to be employed as Assistant Director of Facilities, Pos. #4284, Classified Management Salary Range 7, Step 2, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, effective February 13, 2012. This is a replacement position for Ian Guajardo.
- B. **PRIBYL, DONNA**, ID #14728, Senior Graphic Designer, Pos. #3624, Classified Bargaining Unit Salary Range 134, Step 6, 29 hours per week, 12 months per year, Office of College Publications, Saddleback College, has been granted a lateral transfer to Senior Graphic Designer, Pos. #3525, Classified Bargaining Unit Salary Range 134, Step 6, 40 hours per week, 12 months per year, Office of College Publications, Saddleback College, effective February 6, 2012. This is a replacement position for Diane Smith, who retired.
- C. **ROSET, MASON**, ID #18291, Laboratory Technician, Photography and Art, Pos. #4450, Classified Bargaining Unit Salary Range 122, Step 1, 19.5 hours per week, 10 months per year, Division of Fine Arts and Media Technology, Saddleback College, is to be given a permanent increase in hours to 20 hours per week, 10 months per year, effective February 13, 2012, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.
- D. **SMITH, ANNA**, ID #11435, Student Development Office Assistant, Pos. #4295, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Office of Student Development, Irvine Valley College, is to be employed as Student Services Specialist, Pos. #4452, Classified Bargaining Unit Salary Range 125, Step 5, 40 hours per week, 12 months per year, Office of Financial Aid, at the Advanced Technology and Education Park Facility, Irvine Valley College, effective February 6, 2012. This position was approved by the Board of Trustees on February 28, 2011.

H. OUT OF CLASS ASSIGNMENTS

1. ABBOTT, EMERSON, ID #2249, Lead Groundskeeper, Pos. #4435, a temporary assignment, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, temporary assignment ended on January 2, 2012. This was a temporary reassignment for Brian Mc Mahan, who was on leave.
2. ABBOTT, EMERSON, ID #2249, Groundskeeper, Pos. #2793, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Groundskeeper, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, effective, January 3, 2012. This is a temporary reassignment for Scott Cowley, who is on leave.
3. AFSHARI, MARYAM, ID #12385, Counseling Office Assistant, Pos. #3238, Classified Bargaining Unit Salary Range 115, Step 6, 29 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College has been given a temporary change in assignment to Articulation Specialist, Pos. #3214, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Division of Counseling Services and Special Programs, Saddleback College, effective January 23, 2012. This is a temporary reassignment for Krista Fisher, who resigned .
4. ARAIZA, ARTURO J., ID #14589, Counseling Office Assistant, Pos. #3442. Classified Bargaining Unit Salary Range 115, Step 2, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Senior Counseling Office Assistant, Pos. #3439, Classified Bargaining Unit Salary Range 119, Step 1, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective January 9, 2012. This is a temporary reassignment for Carla Conn, who is on leave .
5. FRANKS, JACQUELINE, ID #13605, Senior Administrative Assistant, Pos. #3775, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, has been given a temporary change in assignment to Executive Assistant. Pos. #3345, Classified Bargaining Unit Salary Range 133, Step 4, 40 hours per week, Office of Instruction, Saddleback College, effective March 20, 2012 through April 5, 2012. This is a temporary reassignment for Kathleen Schlick, who will be on leave .
6. ORLICH, VICTORIA, ID #16839, Administrative Assistant, Pos. #4432, a temporary assignment, Classified Bargaining Unit Salary Range 121, Step 4, 40 hours per week, Division of Health Sciences and Human Services, Saddleback College, assignment ended effective January 6, 2012, and returned to permanent assignment as Program Assistant, Categorical funded, Pos. #3988, Classified Bargaining Unit Salary Range 118, Step 4, 20 hours per week, 12 months per year effective January 9, 2012. This was a temporary reassignment for Ryan Brook, who was in a temporary assignment .
7. SILVA, LUIS, ID #16143, Lead Groundskeeper, Pos. #4397, a temporary assignment, Classified Bargaining Unit Salary Range 124, Step 2, 40 hours per week, Facilities Grounds, Office of Physical Plant, Saddleback College, assignment ended effective January 2, 2012 and returned to permanent assignment as Groundskeeper, Pos. #3907, 40 hours per week, 12 months per year, effective January 3, 2012. This was a temporary reassignment for Scott Cowley, who was on leave.

I. LEAVE OF ABSENCE

1. COWLEY, SCOTT, ID #1495, Lead Groundskeeper, Pos. #3449, Classified Bargaining Unit Salary Range 124, Step 6, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Saddleback College has been approved for a three month leave of absence without pay, but with benefits, effective January 17, 2012 through April 17, 2012.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. CROWE, DAWN, ID #12866, Custodian, Pos. #1037, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, resignation effective March 6, 2012. Payment is authorized for any compensated time off. (Permanent Start date May 28, 2003)
2. DUBEI, EMMANUEL, ID #15450, Custodian, Pos. #1250, Facilities Custodial, Office of Physical Plant,, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 5, 40 hours per week, 12 months per year, resignation effective January 10, 2012. Payment is authorized for any compensated time off. (Permanent Start date: July 25, 2007)
3. DUVALL, MARK, ID #1900, Network Systems Technician II, Pos. #4099, Office of Technology Services, Irvine Valley College, Classified Bargaining Unit Salary Range 136, Step 6, 29 hours per week, 12 months per year, resignation effective April 27, 2012 and retirement effective April 28, 2012. Payment is authorized for any compensated time off. (Permanent Start date: September 25, 1990)
4. VARGA, REGINA, ID #17588, Library Assistant I, Pos. #3954, Office of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 115, Step 3, 20 hours per week, 12 months per year, resignation effective February 9, 2012. Payment is authorized for any compensated time off. (Permanent Start date: July 28, 2010)

K. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Advanced Technology and Applied Science, Saddleback College

Abbott, Ashton	Amini, Elias	Anter, Shannon
Asher, Jackie	Baker, Sean	Balaban, Nick
Balmer, Elisabeth	Banard, Justin	Banarie, Talia
Barker, William	Barnard, Ryan	Barth, Hannah
Barton, Nolan	Bavnouch, Caitlin	Beach, Nicholas
Behrns, Evan	Belteton, Manuel	Benson, Michael
Bernard, Connor	Berry, Mark	Bertagna, Dominic
Beymer, Christy	Blackburn, Whitney	Blanch, Erik
Boldt, Holly	Bora, Mc Kay	Bourdon, Michael
Bratty, Garrett	Broady, Taylor	Broderick, Ashley
Brophy, Candace	Brown, Riley	Bustos, Justine
Bueras, Jorge	Campos, Jose	Cano, Alexandro
Carter, Edward	Castruita, Mackenzie	Ceja, Judith
Cerneka, Nick	Chau, Alan	Christiansen, Alik
Chung, Jonathan	Cianci, Claire	Cicali, Kyle
Cicco, Bryan	Cimo, Sarah	Cleveland, Kathryn

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Colgan, Christopher	Connolly, Christine	Conlon, Kevin
Cortes, Jonathon	Cristian, Alex	Czuleger, Cody
DeYoung, Savannah	Dibble, Shannon	Diemer, Michael
Donohue, Sean	Douglas, Angelica	Duehr, Jacquie
Dunham, Taylor	Dunsmore, Amber	Edmondson, Kiralynn
Egner, Britney	Eichenayer, Teri	Ellin, Ryan
Emami, Aurian	Emami, Payaam	Emerson, Megan
Emmertson, Grace	Emmertson, Hunter	Farah, Ryan
Farnham, Joshua	Fischella, Michael	Flock, Deanna
Flores, David	Flores, Elizabeth	Fusco, Vince
Galvez, Maria Rosa	Garcia, Joshua	Gardner, Kyle
Geyer, Dallas	Giampolo, Gianni	Gilbert, Nicole
Gille, Alexandria	Gille, Alexis	Gille, Ashley
Guidice, Nicholas	Gordon, Theodore	Gonzalez, Susana
Gracia, Albert	Grane, Zach	Grant, Marcus
Greene, Daniel	Groeniger, Erik	Gracia, Albert
Gustis, Alex	Ha, Vincent	Haas, Kimberly
Harbin, Jessica	Harrington, Brent	Harris, Ashleigh
Harris, Nick	Hatcher, Ashley	Havlena, Kaitlyn
Hayes, Mikayla	Haynes, Ryan	Hejny, Felicia
Hemnes, Tessa	Hill, Richard	Hood, Alyssa
Horner, Deborah	Hurlbert, Haley	Hudnall, Jeffrey
Ilarraza, Carlos	Iraclides, Kanelo	Johnson, Courtney
Johnson, Terrell	Jones, Emery	Kalagian, Bryant
Kalagian, Wayne	Kalugampitiya, Ravin	Kammann, Jamie
Karimi-Hosseini, Sara	Kebler, Andrew	Kehoe, Alexandra
Kendall, Victoria	Khazaeifarsifranklin, Albaniachaemhasn	
Kimball, Vanessa	Kind, Alexandra	Kirker, Gavin
Knauf, Andrew	Kolleck, Chris	Koscielski, Nick
Kourie, Mike	Krieger, Russell	Larocca, Gina
Laurel, Chris	Le, Timothy	Lee, Christopher
Lee, Megan	Leimbach, Cynthia	Lockhart, James
Luxon, Alexander	Lyon, Jared	Mack, William
Malik, Amber	Martin, Michelle	Martinez, Arielle
Mattocks, Joseph	Mayer, Nick	McCandless, Ashley
McCormick, Jeff	McGrady, Danielle	McQuown, Kelli
McMahan, Michael	McMillen, Shelby	Meeks, Adam
Merando, Dylan	Mesbah, Shahrzad	Meyer, Janea
Mika, Alex	Miller, Mark	Moersch, Travis
Mojarro-Busto, Andree	Mostofi, Nikki	Munson, Oscar
Murphy, Kyle	Murphy, Lauren	Navarro, Tiffany
Nelson, Tara	Nepomuceno, Michael	Nguy, Mary
Nichols, Jesse	North, Michelle	Norton, Austin
Orozco, Andrea	Padilla, Ricky	Pahlavan, Sarvy
Pakneshan, Justin	Pass, Jordan	Patel, Rushil
Patino, Danieli	Penaloza, David	Perry, Mikailin
Pierce, Cassandra	Poei, Oliver	Poff, Kyle

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Advanced Technology and Applied Science, Saddleback College

Poliquin, Mark	Ponce, Laura	Popovits, Joseph
Poppitt, Tanner	Pourang, Aahoo	Rabas, Alyssa
Raessner, Olivia	Raissan, Sepehr	Ram, Lauren
Richardson, Brandon	Riddle, Spring	Rieff, Matt
Roberts, Maxx	Rocheftort, Karen	Rock, Lisa
Rockenbach, Amber	Rodriguez, Andrew	Rodriguez, Yesenia
Ross, Luke	Ruiz, Alejandro	Runeis, Emily
Rush, Kelly	Sadeghian, Kimia	Saenz, Lisa
Saiz, Jason	Sakmoto, Luke	Salina, Chase
Sammut, Joseph	Sanchez-Magana, Desiree	Sanders, Conor
Sapp, Haley	Satterfield, Nathan	Scarantino, Dominic
Schooler, Bret	Schooler, Clinton	Schwab, Amanda
Scott, David	Seirafi, Ahmed	Selman, Julianar
Shahryari, Ghazaleh	Shapiro, Julie	Sharan, Shreya
Shishkov, Jessica	Smith, Michael	Staley, Ryan
Starkey, Sean	Stearns, Todd	Stolinski, Alex
Stone Adam	Stoneberger, Kaitlyn	Stratton, Dylan
Streit, Daniel	Sy, Daniel	Sympson, Heather
Tamaki, Mychal	Tanimoto, Tamryn	Taslakian, Sima
Taylor, Chase	Temori, Samar	Terberg, Brittney
Thiercof, Franklin	Thornberg, Emily	Tobon, Manuel
Tolle, Matthew	Toth, Attila	Truitt, Tawny
Tsalmanis, Ioannis	Ueberschaer, Kristen	Valencia, Kasey
Vanderlaan, Nicole	VanDeventer, Joshua	Van Nuland, Geisele-Marie
Venditti, Gianni	Vera, Carlos	Vien, Phoebe
Wagner, Kelly	Wang, Alex	Wang, Justin
Wence, Isaac	Wendy, Scott	Werner, Alex
Werner, Nicholas	Wheeler, Jennifer	Whelchel, Shannon
Whittemore, Katie	Williams, Monica	Wise, Kalena
Wolfe, Ivy	Woo, Brianna	Wyman, Kevin
Yarbrough, Billy	Yazdani, Sahar	Young, Joshua
Young, Kellie	Zampino, Jordan	Zueck, Andrew

Automotive, Advanced Technology and Applied Science, Saddleback College

Cohen, Heather Loeom, Bara

Business Sciences and Economic and Workforce Development, Saddleback College

Wilke, Don

Community Education, Saddleback College

Allen, Jonelle Biagini Huch, Gilda Mikhael, Holly

Fine Arts and Media Technology, Saddleback College

Bayless, Gerry	Friedman, Shaune	Hawkins, Tim
Lee, Alexandra	Lee, Cyndi	Lingenfelter, Reid
Nuse, Morgan	Nuse, Rita	St. Julien, Hannah
Tarullo, David	Ward, Larry	Williams, Scott

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Fine Arts and Media Technology, KSBR, Saddleback College

Bernardin, Zack	Belongie, Tyler	DeLadurantey, Joe
Edmonds, Annette	Marquez, Brooke	McGrody, Brandon
Moore, Sara	⁸ Muchirahondo, Tichafa	Philips, Derrick
Poizner, Michael	Rigdon, Jeremiah	Rockey, Dana
Salini, James	Sanchez, Eric	Shab, Donald
Shelton, James	Weir, Sara	Woodhouse, Avery

Fine Arts, Irvine Valley College

Lewellen, John	Proprofsky, Tom
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Health, Kinesiology, and Athletics, Irvine Valley College

Hsu, Shannon	Strickland, Jeff
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Humanities and Languages, Irvine Valley College

Agabao, Edzle	Alvarez, Dominic	Chen, Jing-Rong
Hirano, Naoko	Hirayama, Kaori	Kanzelmeyer, Kayla
Li, Zhitong	Ma, Ruigian	Masunaga, Chihiro
Moriwaki, Chiyoko	Nakano, Megumi	Taguchi, Sayo
Tsai, Tina	Xiao, Weifeng	Wang, Xin Yi
Zhang, YuJie		

Kinesiology, Counseling Services and Special Programs, Saddleback College

Aluag, Aura	Arreola, Erica	Baldwin, Laura
Bisconti, Jacqueline	Boos, Kaili	Bordere, David
Britt, Erin	Cingari, Joanne	Culp, Margaret
Dolan, Jenni	Forrest, Cathy	Gabold, Ginger
Harlow, Susanne	Hodges, Lance	McFadden, Florce
Ngethe, Charles	Petrilla, Nicholas	Rhodes, Gracen
Spencer, Davis	Stivers, David	Stratford, Jon
Tabb, Jim	Thibeau, Lori	
Woodard, Erica		

Kinesiology, Physical Education and Athletics, Saddleback College

Abe, Robert	Binder, Robert	Jamerson, Megan
Resnick, Craig	Shibata, Takeo	Sharon, Isadora
Talley, Bobby		

Online Education and Learning Resources, Saddleback College

Avalos, Diego	Caballero, Henry	Chen-Ellis, Grace
Do, Tin	Lee, Nachiko	Parker, Steve
Razavi, Behnaz	Zuniga, Delia	

Liberal Arts, Saddleback College

Gleason, Anna

⁸ Son of Doris Muchirahondo, Senior Admissions & Records Specialist, Office of Admissions, Records and Enrollment Services, Saddleback College.

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Veterans Office, Office of Fiscal Services, Saddleback College

Fraser, Kyle

Physical Sciences and Technology, Irvine Valley College

Kingery, Bob

Mirsafavi, Rustin

Student Success Center, Library Services, Irvine Valley College

Hambic, Sandra

Misje, Ashley

Navarro, Rocio

Shirazi Dorsa

Social and Behavioral Sciences, Saddleback College

Smith, Alyssa

Social and Behavioral Sciences, Irvine Valley College

Misje, Ashley

Guidance and Counseling, Irvine Valley College

Jones, Hannah

Schaefer, Briana

South Orange County Community College District

ATTACHMENT 1

**ASSISTANT DIRECTOR OF FACILITIES-CAPITAL OUTLAY PROJECTS, ID #, Classified Management
Salary - Range 8**

DEFINITION

To assist Saddleback College's Director of Facilities to plan and develop college-level capital outlay projects and to act as liaison on District-level capital outlay projects, as appropriate, including contributing to District efforts relative to needs assessments, coordinating academic schedules with construction schedules, and provide supporting documentation; and to participate in District meetings for planning, design, and construction or remodeling of College facilities.

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 direction from the College's Director of Facilities.

Exercises direct supervision over employees and/or contracted personnel as assigned.

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

Assist the College's Director of Facilities in coordination efforts with District managed capital outlay project services and in other areas of assigned work; assist in the preparation of the space inventory and maintenance of up-to-date College facilities plans, work with the District Purchasing office in the development of bid documents for College projects; and assist in evaluating College facilities including coordination with College personnel to determine rehab and replacement needs of existing facilities.

Coordinate with College and contract personnel when identifying needs to ensure that the most up-to-date technology is used; represent Saddleback College facilities' points of view and positions at District and College meetings; interface with City and County representatives on College managed improvements, including the local fire authority, as required.

Attend, collaborate and contribute to District Services Education and Facilities Master Planning meetings with administrators, faculty and staff; coordinate and supervise the design of college level projects with architects, other consultants, staff and faculty as directed; obtain surveys and soil tests required by architects and engineers for college level projects; and coordinate with District Services on various services for District managed projects.

Attend district-wide committees as assigned which may include contributing to the following: review of the policies and practices for providing design and construction support technical assistance services; provide college perspective relative to the parameters and criteria for project designs; and assist in implementing design and technical standards.

Set up priorities and ensure the efficient utilization of available College assets; coordinate Maintenance and Operations staff in the facilities plan review process for appropriate college construction or renovation projects including final review of any plan changes just prior to bidding; ensure the continued and on-going review of technical standards.

South Orange County Community College District
Page 2 - Assistant Director of Facilities-Capital Outlay Projects

EXAMPLES OF DUTIES

Coordinate solicitation and review of proposals to obtain contractors for projects below bid limit; for project above the bid limit: assist District with review of bid alternates and addenda to ensure conformance with college standards; attend pre-bid conferences; attend bid opening, attend weekly construction progress meetings and participate in close out activities.

Assist in developing, preparing and administering project scope, budgets and schedules for college level projects including: status reports; purchase requisitions, purchase orders, change orders, and payment applications; review and negotiate claims; and prepare agenda items for submittal to Purchasing Department for review and for Board approval as needed; coordinate information as requested for construction inspectors, soils engineers, material testing labs and other consultants; act as College representative in the administration of assigned construction contracts including monitoring and evaluating the work of contractors to ensure accurate payment and timely completion of contractual requirements; and work with architects, inspectors and contractors as needed to complete projects including punch list, submittals, training of Maintenance and Operations personnel..

Coordinate keying of new facilities and assist in coordinating the implementation of telecommunication requirements and equipment; coordinate installation of utility company services including electrical, gas, water; obtain operating permits; assist with furnishing and move-in of new facility.

Maintain an effective and cooperative working relationship with all College and District Services personnel, including administration, faculty and classified personnel; provide College administrators and other district personnel with regular updates on projects and activities as requested; interact directly with College administrators with policy-level responsibility.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Budget preparation, administration and control.

Building design, building trades and California construction codes.

Construction management.

Construction permit procedures.

Correct English composition, grammar, spelling and vocabulary.

Cost benefit analysis and cost accounting.

Design, development, construction and implementation of major capital projects.

District and College policies, procedures, organization, operations and objectives.

Interpersonal skills including tact, patience and diplomacy.

Materials, methods, practices, machinery and equipment used for major facilities projects, construction, structural utilities, energy conservation projects, facilities repair and maintenance, including electrical, plumbing, HVAC and swimming pool maintenance, landscape and irrigation installation and repair and college transportation services.

Occupational hazards and OSHA safety standards.

Operation of computer, peripherals and software programs, including database management, spreadsheet, word processing and specialized software related to District or College operations and facilities.

Oral and written communication skills, including public presentation techniques.

Planning and organizational skills.

Principles and practices of construction plan and specification preparation.

Principles and procedures of record keeping.

South Orange County Community College District
Page 3 - Assistant Director of Facilities-Capital Outlay Projects

QUALIFICATIONS

Knowledge of:

Principles and practices of management, supervision and training.

Public contract administration.

State, local and federal laws, regulations, codes and requirements related to the design, construction and maintenance of capital facilities projects.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Assist in the preparation, administration and control of budgets for assigned program areas.

Assure compliance with legal requirements and District policies.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Develop, monitor, review and manage college-level construction budgets.

Effectively utilize District/College resources to attain a clean, safe and appropriate learning environment for students, faculty, administrators and staff.

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.

Interpret, apply and explain complex and technical State, federal and local laws, codes and regulations related to assigned program.

Lead and facilitate group meetings effectively.

Learn and maintain current knowledge of facilities management, including, construction, modification, maintenance and operations.

Maintain the security of confidential information and materials.

Make informational and persuasive oral and written presentations.

Negotiate with vendors and contractors.

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

Participate with District in the design and construction of capital facilities construction projects.

Plan, organize and direct the work of consultants and contractors.

Plan, organize, coordinate and direct the programs, services and activities related to facilities construction and modification.

Prepare and present complex ideas and processes clearly and concisely, both orally and in written form.

Read, interpret, apply, explain and inter-relate to engineering blueprints and drawings, construction plans, specifications and drawings.

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

Represent the College at meetings with others, regarding the construction and remodeling of College facilities.

Train, 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.

Use independent judgment to plan and accomplish goals.

Work effectively with others to achieve common goals and work collaboratively and effectively with departments at District Services responsible for Facilities Planning and Purchasing/Contracts.

South Orange County Community College District
Page 4 - Assistant Director of Facilities-Capital Outlay Projects

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 with major course work in Planning, Civil Engineering, Architecture, Construction Management or closely related field.

Experience:

At least three years of increasingly responsible construction management experience, including responsibility for major capital project planning, coordination and implementation.

Licenses and other Requirements:

A valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Duties are performed in an office environment while sitting at a desk or computer workstation or outside with moderate exposure to adverse weather conditions, including extreme temperatures, sun, wind, rain and sleet. Also exposed to conditions involving dirt, dust, steam, noise from machinery or equipment, uneven pavement or paths, and construction or maintenance equipment while inspecting the work sites of subordinates or contracted workers. Incumbents are subject to contact with others, in person and on the telephone; frequent interruptions and demanding timelines. Work also requires frequent travel to various locations to attend meetings, inspect construction and other work sites and conduct work. Must use/wear safety equipment, such as hard hat, boots, construction vest and eye protection while visiting construction sites. Minimal environmental controls are required to assure health and comfort.

Physical Demands

Typically requires the ability to regularly sit for long periods, walk or stand for extended periods, 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, bend at the waist, stoop or kneel or crouch to file, remember key information and concentrate for prolonged periods; speak clearly and distinctly to answer telephones and to provide information; see to read all printed materials, including fine print, computer screen, fine print, diagrams, schematics and to operate computer; hear and understand voices to conduct face-to-face and telephone conversations; speak in an understandable voice with sufficient volume to be heard within a normal conversational distance or on the telephone; transport self to places necessary to perform work, such as meeting locations and to visit and inspect construction sites; walk over uneven surfaces and through construction environments at various levels of completion, regularly bend at the waist and reach overhead, above shoulders and diagonally; lift, push, pull, move and/or carry objects weighing up to a maximum of 25 pounds.

South Orange County Community College District

ATTACHMENT 2

LABORATORY TECHNICIAN, STUDENT SUCCESS CENTER, ID #, Classified Bargaining Unit Salary Range 122

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from an assigned instructor and reporting to the Dean of the area, assists in the preparation of materials and operations for an assigned instructional area; operates and demonstrates use of specialized equipment, supplies and materials; provides assistance to students within the assigned subject area; and maintains the general cleanliness of the assigned instructional area.

DISTINGUISHING CHARACTERISTICS

Positions in the Lab Technician class are distinguished from the Senior Lab Technician by the level of responsibility assumed. In comparison to the Senior Lab Technician, positions at this level are assigned to less complex labs, have less exposure to hazardous or otherwise dangerous materials, and limited involvement in budget activities and ordering of supplies and equipment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist instructor in preparing materials for use in the Student Success Center and ensuring operational needs of Center are met; orient and provide information and assistance to students as needed; answer phone and respond appropriately to inquiries.
2. Assist students in the use of a variety of equipment in assigned area; ensure student compliance with Center policies, procedures and safety precautions; oversee student check-in and check-out processes; schedule tutorial sessions for students using scheduling software.
3. Create tutor schedules under guidance of instructional staff; establish discipline details in scheduling system and monitor online scheduling; monitor time sheets for Center; prepare, monitor and certify payroll time cards.
4. Prepare material to communicate Student Success Center activities; prepare flyers, notices, and other hard copy information; maintain and update Student Success Center website.
5. Provide assistance to instructional staff in establishing, projecting and monitoring Center expenditures; maintain necessary and adequate inventory levels; order equipment and supplies as needed.
6. Maintain a clean and safe learning environment; clean table tops, desks and furniture; perform routine and minor repairs on equipment within the Center; liaison with other campus departments to ensure working order of facilities, equipment, furnishings, etc..
7. Maintain and prepare data regarding student enrollment and usage of the Center; manage and maintain the Center's electronic scheduling system and ensure all necessary data is tracked.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

South Orange County Community College District
Page 2 – Laboratory Technician, Student Success Center

QUALIFICATIONS

Knowledge of:

Operational characteristics of equipment and materials pertaining to assigned instructional area.
Principles and practices of instructional area operations.
Principles and techniques of customer service.
English usage, spelling, grammar and punctuation.
Principles and procedures of record keeping and filing.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Assist in the preparation of instructional materials and demonstrations for an assigned subject area.
Operate and demonstrate the proper use of specialized equipment, supplies and materials.
Provide assistance to students on matters related to assigned area.
Operate, understand the mechanical function of and perform routine maintenance and repairs on equipment within assigned area.
Maintain the cleanliness of assigned instructional area.
Interpret and apply department policies, procedures, rules and regulations.
Ensure adherence to safe work practices and procedures.
Maintain an adequate inventory of materials for instructional programs.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in English, education or a related field.

Experience:

Two years of increasingly responsible instructional assistance experience or similar experience requiring strong customer service skills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a classroom setting; may be exposed to noise, dust; work with instructional area equipment and apparatus; frequent interaction with students. At least minimal environmental controls to assure health and comfort.

South Orange County Community College District
Page 3 – Laboratory Technician, Student Success Center

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical:

Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate instructional area equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Finalized by: Forsberg Consulting Services, January, 2012

South Orange County Community College District

ATTACHMENT 3

PUBLIC SAFETY ASSISTANT, ID #, Classified Bargaining Unit Salary Range 113

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from the Chief of Police, performs a variety of clerical duties and specialized support for the Campus Police Department at an assigned campus; supports Front Counter operations providing a variety of information and assistance to students, faculty, staff, and the general public relative to assigned area of responsibility; receives incoming calls related to public safety matters from the campus community and the general public; supports the Campus Police Department in field assignments on foot or utilizing vehicles as necessary.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as receptionist for the Campus Police Department at an assigned campus; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
2. Assist with the issuance of parking permits to students, staff, and special student categories; receipt payment received and balance monies received.
3. Provide assistance to individuals having received citations; provide information for appealing citation; process initial Administrative Reviews from walk-in customers, the citation processing agency, or by mail; log in requests for hearings; enter results; receive, record, and issue receipts for parking citation payments and enter payments into system.
4. Receive and maintain safe storage of campus lost and found items; attempt to contact owner of item; maintain records of items received and claimed.
5. Operate Live Scan fingerprinting device for applicant and general public records checks.
6. Issue parking citations in support of parking enforcement operations; conduct traffic control in support of traffic enforcement operations.
7. Assist with crowd management at campus events.
8. Perform student escort services.
9. Assist with Counter Reports, including traffic accident and no lead criminal incident reports.
10. Perform general clerical duties including entering parking permit numbers and other information into computer system and accessing student information as requested/necessary.
11. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
12. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

South Orange County Community College District
Page 2 - Public Safety Assistant

QUALIFICATIONS

Knowledge of:

Basic emergency procedures and proper radio communication procedures and rules. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

Learn geographic features and streets of the campus.

Perform a variety of office support and clerical duties and activities of a general and specialized nature for assigned campus police office.

Receive and appropriately respond to telephone calls for emergency service as needed.

Effectively communicate with and elicit information from the general public.

Operate two-way radio equipment to communicate with police station or other police personnel..

Respond appropriately to the needs, requests and inquiries from students, staff, faculty, or the public; and effectively present information in person or on the telephone.

Remain calm in emergency situations.

Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records and reports.

Use sound judgment in recognizing scope of authority.

Compile and organize data and information.

Maintain filing systems.

Plan and organize assigned work to meet schedules and changing deadlines.

Learn to operate office equipment including computers and Live Scan device

Adapt to changing technologies and learn functionality of new equipment and systems.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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:

South Orange County Community College District
Page 3 - Public Safety Assistant

EDUCATION AND EXPERIENCE GUIDELINES

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Some customer service experience is desirable.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a college campus setting. Duties may be performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, staff, and others; or at field assignments such as parking enforcement or traffic control. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations for duty assignments or to pick up or deliver materials.

Vision:

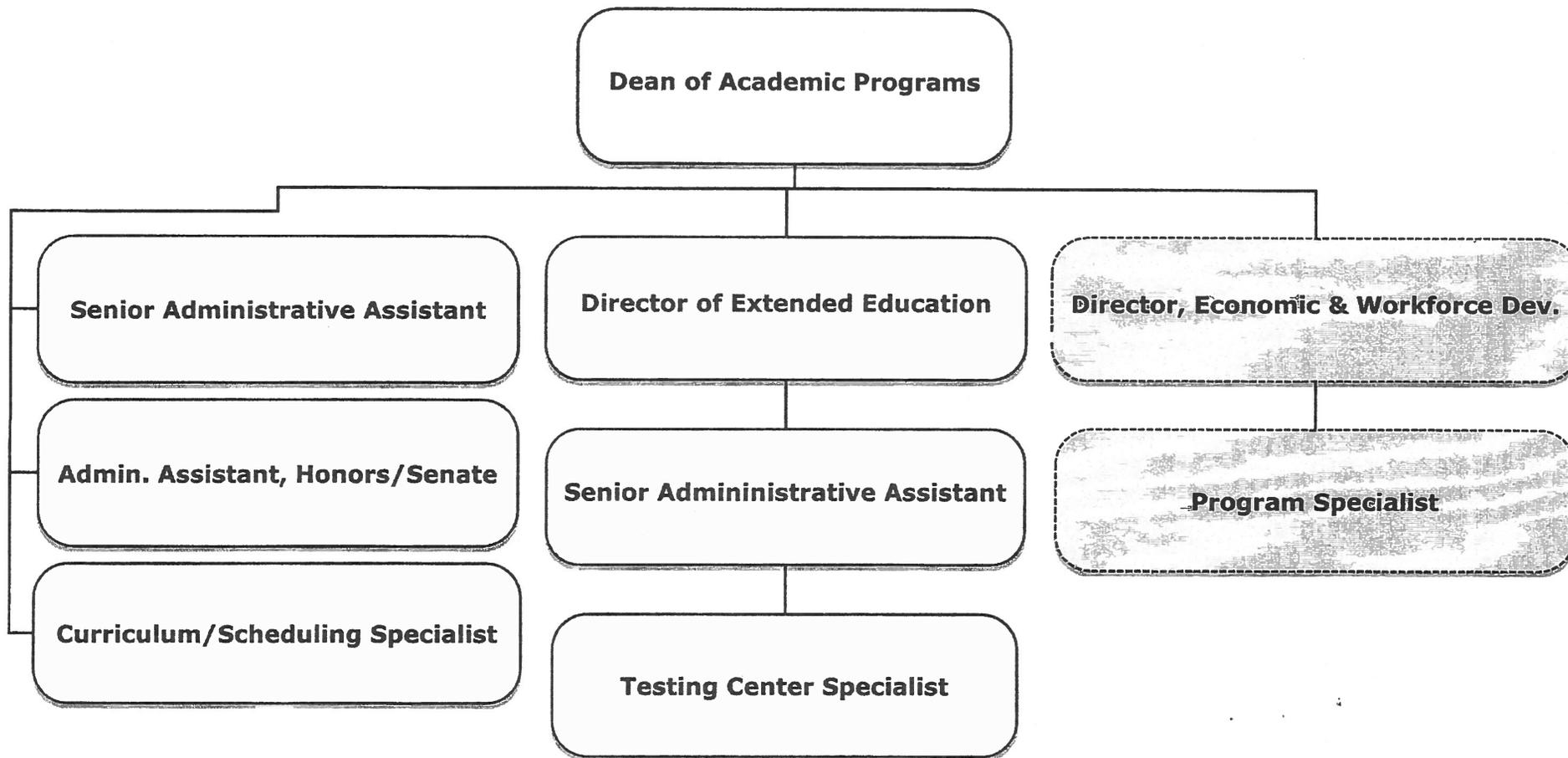
See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

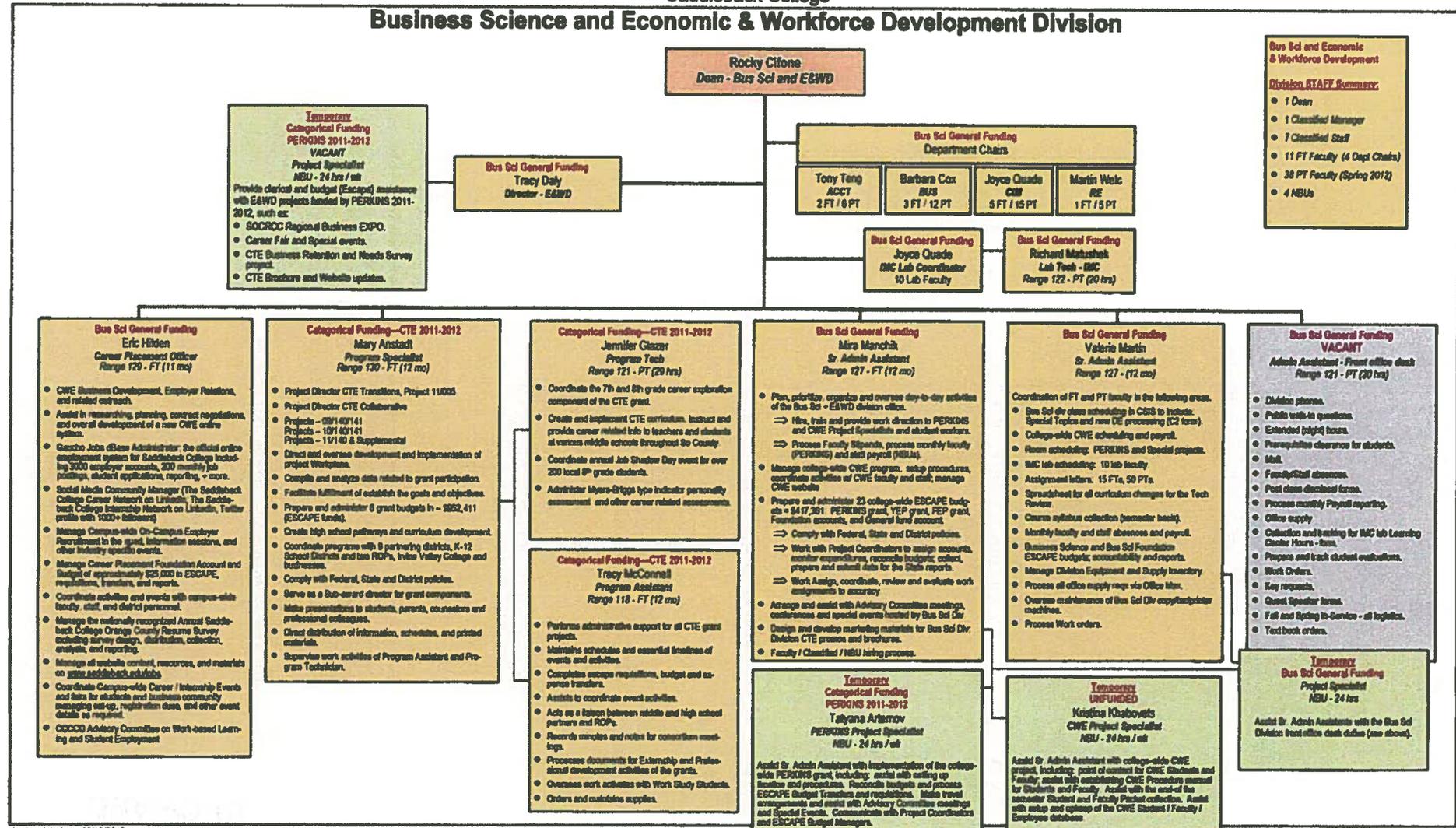
Finalized by: Forsberg Consulting Services, August, 2011

Irvine Valley College
Office of Academic Programs
Proposed Reorganization
February 2012 2011



Saddleback College

Business Science and Economic & Workforce Development Division



TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Organizational Assessment for Administrators and
Classified Managers
ACTION: Approval

BACKGROUND

A contract with Marlys Grodt & Associates to study and accomplish an organizational assessment for administrators and classified managers was approved by the Board of Trustees on September 27, 2010.

STATUS

As a part of the study, it was determined that a new integrated salary schedule is appropriate for all administrators and managers. The new SOCCCD District Administrator Manager Salary Schedule is the first of six phases of action being recommended for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the SOCCCD District Administrator Manager Integrated Salary Schedule as shown in Exhibit A.

SOCCCD Integrated District Administrator Manager Salary Schedule

Range:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$ 3,750	\$ 3,938	\$ 4,134	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277
2	\$ 3,938	\$ 4,134	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540
3	\$ 4,134	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817
4	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108
5	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414
6	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734
7	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071
8	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425
9	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796
10	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186
11	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595
12	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025
13	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476
14	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950
15	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447
16	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970
17	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518
18	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094
19	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699
20	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334
21	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000
22	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700
23	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436
24	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207
25	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018
26	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018	\$ 17,869
27	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018	\$ 17,869	\$ 18,762
28	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018	\$ 17,869	\$ 18,762	\$ 19,700
Chancellor is a contracted position.								

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>
2/7/12 11:00am	BGS 119	Diane McGroarty	Intro. to Fashion / Fash 101	Tomiko Lawless	Executive Sales - Ralph Lauren
2/8/12 7:30pm	TAS 216	Lem Chin	Pro Practice / Arch. 122	Horst Noppenbarger	Modern Houses
2/15/12 7:30pm	TAS 216	Lem Chin	Pro Practice / Arch. 122	Rick Finkel	Commercial Architecture
2/21/12 11:00am	BGS 119	Diane McGroarty	Intro. to Fashion / Fash 101	Amanda Schultz	Merchandise Manager – Ann Taylor Loft
2/21/12 5:00pm	BGS 104	Lisa Elston	Internship / Fash 145 & Bus 145	Nicole Gentry	Job Search Interview Skills
2/22/12 7:30pm	TAS 216	Lem Chin	Pro Practice / Arch. 122	Christine Lampert	Institutional Architecture
2/27/12 10:30am	BGS 132	Patricia Sullivan	Fundamentals on Interior Design / ID 110	Scott Ferguson	Paint
2/27/12 1:30pm	BGS 131	Arlene Thomas	Interior Design Club	Carol Lamkins	National Kitchen & bath Association (NKBA)
3/7/12 7:30	TAS 216	Lem Chin	Pro Practice / Arch. 122	Serafin Maranan	Entitlement Process
3/26/12 10:30am	BGS 312	Patricia Sullivan	Fundamentals on Interior Design / ID 110	Pat Becker	Lighting Globes
3/26/12 1:30PM	BGS 131	Arlene Thomas	Interior Design Club	Doug Stead	Professional Ethics
4/3/12 11:00am	HS 104	Martine Wehr	Adolescent Substance Abuse / HS 182	Kelli White	Coastal Mountain Youth Academy Adolescent Treatment
4/9/12 6:15pm	BGS 254	Martine Wehr	Intro. to Criminology / HS 37	Jason Dale	Probation
4/10/12 6:00pm	BGS 148	Ken Lee	History of Landscape Design / Hort 115	Wes Murray	Influence on American Landscape Design by Ian McHarg
4/24/12 10:30am	HS 104	Martine Wehr	Adolescent Substance Abuse / HS 182	Paul Gillane	Family Systems & Addiction
4/30/12 10:30am	BGS 312	Patricia Sullivan	Fundamentals on Interior Design / ID 110	Tracie Swallon	Hard Surfaces

4/30/12 1:30pm	BGS 131	Arlene Thomas	Interior Design Club	Barbara Deckmeyer	Market Yourself in Any Economy
5/2/12 6:00pm	BGS 148	Ken Lee	History of Landscape Design / Hort 115	Mehrdad Mohregi	Landscape Design in 21 st Century – Bahai Garden in Haifa, Israel
6/8/12 6:00pm	HS 134	Barbara Penland	Paramedic Field Internship / PM 240	Julie Nace	National Registry Practical Exam

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>
2/21/12 1:00pm	A306	Kim O'Neil	English Special Services 310	Kimberly Notters	Dogs as Therapeutic Companions
2/21/12 2:00pm	B106	Bonnie Massey	Sociology/Human Development 15	Marissa Presley, from Laura's House	Domestic Violence and Children
4/12/12 7:00pm	PAC main stage	Dr. Stephen Rochford	Distinguished Academic Lecture Series (DALs)	Dr. Steven Topik, Professor of History, UCI	The Caffeinated Elephant: Coffee's Strange 500 Year Life Journey around the World: Myths and Paradoxes

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.2
DATE: 2/27/12

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: ATEP 5 Year Site Development Plan and Timeline
ACTION: Information

BACKGROUND

The ATEP 5 Year Site Development Plan and Timeline summary draft has been presented to the vice chancellors, college presidents and to Chancellor's Council members for review, input and consideration. This plan and timeline is a detailed and comprehensive report that will support moving forward with the planning and construction of the next buildings on the ATEP site. This plan includes the components of the site development plan, the funding plan timeline, and the timeline for the development and the responsibility for each component of the plan.

STATUS

The ATEP 5 Year Site Development Plan and Timeline Summary (Exhibit A) with the incremental steps to complete the planning and construction for the next buildings at the ATEP site will be routinely updated as needed and published on the district website for college and district staff to utilize for information and planning. This plan will move us forward into a construction phase starting about December 2012 with building(s) completed in 2015 pending timely success in our New Markets Tax Credit construction funding plan. The board approved District-wide Strategic Plan 2011-2014 identifies this board item for Goal #6 and is included in Objectives 6.2.1 through 6.2.5.

ATEP 5 Year Site Development Plan and Timeline

EXHIBIT A

Task Name	Duration	Start	Finish
PROJECT PLANNING PHASE	205.4 wks	Mon 3/2/09	Tue 2/5/13
Initial Concept Planning	73.2 wks	Mon 3/2/09	Mon 7/26/10
Initial Key Planning/Programming	12 wks	Tue 9/15/09	Mon 12/7/09
Planning	103.8 wks	Tue 12/8/09	Fri 12/2/11
Programming & Colleges Mutual Agreement	11.8 wks	Wed 12/7/11	Mon 2/27/12
District Board of Trustees Programming Approval	0 days	Mon 2/27/12	Mon 2/27/12
Solicitation of NMTC Allocatee Expressions of Interest	112 days	Tue 2/28/12	Wed 8/1/12
Engage New Master Architect	0 wks	Mon 3/26/12	Mon 3/26/12
Finalize Concept Planning	2 wks	Mon 3/26/12	Fri 4/6/12
Concept Budgeting & Scheduling	2 wks	Mon 4/9/12	Fri 4/20/12
Site Demolition Plans & Construction (Phase 1 - BLDG NON LIFOC)	13 wks	Mon 11/29/10	Fri 2/25/11
Site Demolition Plans & Construction (Phase 2 - BLDGS LIFOC)	30 wks	Tue 3/1/11	Mon 9/26/11
Site Demolition Plans & Construction (Phase 3 HANGER & CHAPEL)	36 wks	Mon 11/21/11	Fri 7/27/12
Site Demolition Plans & Construction (Phase 4 Slabs & Foundations)	34 wks	Mon 3/5/12	Fri 10/26/12
Develop Design-Build Delivery Method Plan Document	12 wks	Mon 3/26/12	Fri 6/15/12
Architectural Programming & Preliminary Schematic Design	6 wks	Mon 4/9/12	Fri 5/18/12
Owner/Team Review & Finalize Schematics	2 wks	Mon 5/21/12	Fri 6/1/12
Develop CEQA Documents	4 wks	Mon 5/21/12	Fri 6/15/12
Finalize Preliminary Cost Estimate (Site & Building Costs)	1 wk	Mon 6/4/12	Fri 6/8/12
Stakeholder Presentation & Confirmation Approval	1 wk	Mon 6/11/12	Fri 6/15/12
District Board Approval (Design / Budget / CEQA / RFP / R-T-N)	1 day	Mon 6/18/12	Mon 6/18/12
City of Tustin Site Plan & Design Review	8 wks	Tue 6/19/12	Mon 8/13/12
Signed NMTC Allocatee Term Sheets	2 wks	Tue 8/14/12	Mon 8/27/12
District Board of Trustees Term Sheet Approval	1 day	Tue 8/28/12	Tue 8/28/12
Design Build Procurement	28 wks	Tue 6/19/12	Mon 12/31/12
Ratification of NMTC Term Sheets	9 wks	Wed 8/29/12	Tue 10/30/12
Design-Build Contract Executed / Notice to Proceed Issued	1 wk	Tue 1/1/13	Mon 1/7/13
Close NMTC Transaction(s)	10 wks	Wed 10/31/12	Tue 1/8/13
Finalize Design Documents	4 wks	Wed 1/9/13	Tue 2/5/13
Value Engineering Review	4 wks	Tue 1/8/13	Mon 2/4/13
Constructability Review	4 wks	Tue 1/8/13	Mon 2/4/13
DSA Collaboration Meetings	4 wks	Tue 1/8/13	Mon 2/4/13
PROJECT CONSTRUCTION PHASE	118 wks	Tue 1/8/13	Mon 4/13/15
Prepare Construction Docs	24 wks	Tue 1/8/13	Mon 6/24/13
Construction Docs Final Coordination	2 wks	Tue 6/25/13	Mon 7/8/13
Owner/Team Review of Construction Docs	2 wks	Tue 7/9/13	Mon 7/22/13
Finalize Construction Documents	2 wks	Tue 7/23/13	Mon 8/5/13
Agency Processing	24 wks	Tue 8/6/13	Mon 1/20/14
BUILDING CONSTRUCTION PREP	16 wks	Tue 1/21/14	Mon 5/12/14
BUILDING CONSTRUCTION	64 wks	Tue 1/21/14	Mon 4/13/15

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 1/23/12 Total Basic Aid Estimated Receipts of \$433.1M less Total Approved Projects in the amount of \$393.7M leaves a \$39.4M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2011 – 2012	\$39,203,922
2012 – 2013	\$36,317,404
2013 – 2014	\$35,279,068
2014 – 2015	\$34,204,878

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of January 23, 2012 Board Meeting**

	1999-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	Total
Actual Basic Aid Receipts	\$114,528,126	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$39,022,021	\$38,737,963	\$393,955,568
Estimated Basic Aid Receipts 2011/12								\$39,203,922
							Total Receipts	\$433,159,490
							Total Approved Projects	\$393,742,188
							Uncommitted Basic Aid Funds	\$39,417,302

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
Retiree Benefit Liability Contribution	\$38,017,938					\$38,017,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC, ATEP & District		\$136,477	\$5,297,000	\$5,203,275	\$8,667,343	\$19,304,095
ATEP First Building Phase 3A		\$12,500,000				\$12,500,000
ATEP Operating Budget		\$10,963,521				\$10,963,521
ATEP Staffing, Equipment, Program Development		\$891,611				\$891,611
ATEP Renovation/Temp Bldgs		\$7,964,191				\$7,964,191
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$0				\$0
ATEP Site Development		\$340,436				\$340,436
ATEP Site Development Negotiations		\$4,265,883				\$4,265,883
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$176,414				\$176,414
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$1,238,600	\$817,310	\$2,055,910
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$7,352,000		\$7,352,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$17,410,000		\$17,410,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,553,656		\$4,553,656
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,796,000		\$1,796,000
IVC Performing Arts Center				\$17,006,209		\$17,006,209
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$484,122		\$484,122
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$1,902,389		\$1,902,389
IVC A-400 Building Remodel				\$1,000,000		\$1,000,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Early College Program				\$60,000		\$60,000
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC Energy Management System					\$657,400	\$657,400
SC M/S/E Bldg, Soil, & Slab Repairs					\$128,710	\$128,710
SC M/S/E Plaza Repair					\$69,288	\$69,288
SC M/S/E Renovation					\$39,000	\$39,000
SC M/S/E Bldg Ventilation System					\$0	\$0
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$24,250	\$24,250
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC Sciences Building					\$47,656,346	\$47,656,346
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Bridge Replacement					\$1,700,000	\$1,700,000
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilities					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$735,010					\$735,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$285,000					\$285,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Document Management Solution	\$659,202					\$659,202
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$8,744,770			\$8,744,770
SOCCCD Legal Defense for Invocation Complaint	\$1,208,817					\$1,208,817
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,398,988					\$1,398,988
Total Approved Projects	\$82,812,384	\$47,988,533	\$36,623,357	\$88,368,012	\$137,949,902	\$393,742,188

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	Total
College Scheduled Maintenance Projects	5,000,000	381,124	900,200	431,327	161,938	1,428,062	1,184,918		512,432	5,000,000
2005/06 Allocation for Salary Schedule Restructure	4,245,000		4,245,000		-	-	-		-	4,245,000
2005/06 College Instructional Equipment Needs	1,392,000		438,461	41,503	378,311	473,955	55,237.32		4,532	1,392,000
Technology Needs for IVC, SC & District	19,304,095	2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	923,579	431,902	19,304,095
Campus Appearance Improvement IVC & SC	1,000,000					378,837	215,312	144,365	261,486	1,000,000
ATEP Operating Budget*	10,963,521	266,981	706,587	1,119,887	1,841,834	2,273,645	2,401,548		2,353,039	10,963,521
ATEP Staffing, Equipment, Program Development	891,611					20,689	171,285		699,637	891,611
ATEP Renovation	7,964,191	1,000,339	1,035,239	3,838,068	1,318,978	103,660	450,213	153,872	63,821	7,964,191
ATEP Building Demolition	7,000,000					61,693	12,192	1,439,404	5,486,711	7,000,000
ATEP Hangar & Chapel Utilities	-					-	-	-	-	-
ATEP Site Development	340,436								340,436	340,436
ATEP Site Development Negotiations	4,265,883			12,066	887,067	1,080,568	592,509	618,846	1,074,828	4,265,883
ATEP Development	3,750,000				565,425	1,041,250	750,807	735,035	657,483	3,750,000
ATEP Parking Lot Renovation	176,413						176,205		208,340	176,413
ATEP First Building Phase 3A	12,500,000								12,500,000	12,500,000
College/District Contributions for Debt Retirement - COPS	4,380,701	2,894,983	1,485,718	-	-	-	-		-	4,380,701
Debt Retirement Contribution	34,400,000	26,000,000	4,200,000	4,200,000	-	-	-		-	34,400,000
IVC Business & Technology Innovation Center	10,182,000		25,860	981,852	5,563,594	2,292,938	23,716		1,294,039	10,182,000
IVC Design and Install Entrance from Barranca	2,850,000		9,950				41,576	45,644	2,752,829	2,850,000
IVC Fine Arts Building	7,352,000				61,163	115			7,290,722	7,352,000
IVC Floor Repairs	58,340	57,458	882							58,340
IVC Life Sciences Project	17,410,000					81,776	793,360	448,231	16,086,633	17,410,000
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759	1,500	222,418	1,183,432	69,409					1,476,759
IVC Maintenance and Police Facility	4,553,656	90,046	1,575,308	1,412,747	1,475,172	383				4,553,656
IVC Modular Building	370,000	370,000								370,000
IVC Landscaping (PAC & BSTIC)	1,796,000						105,493	146,485	1,544,022	1,796,000
IVC Performing Arts Center	17,006,209	681,476	4,235,617	10,727,931	1,137,271	38,469	185,445			17,006,209
IVC Science Equip & TV Studio	500,000	500,000								500,000
Sports Facilities	1,238,600	896,000							342,600	1,238,600
IVC Replace Main Water Valves	275,000						6,035	76,957	192,008	275,000
IVC Replace Natural Gas Piping A&B Quads	230,000						3,088	41,368	185,544	230,000
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000							215,836	184,164	400,000
IVC SSC HVAC System	800,000						1,346	19,668	778,986	800,000
IVC Utility Service Project	416,000		125,332	220,576	315				69,778	416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	484,123		35,700	413,103	29,853	5,466				484,123
IVC Modular Bldg Replacement (CEC)	197,402			197,402						197,402
IVC Science Lab Addition & Remodel	6,980,000		276,823		86,014	2,373,462	2,024,161	412,531	1,807,009	6,980,000
IVC A-300 Bldg Remodel	1,902,389			49,177	94,785	1,529,452	228,508	467		1,902,389
IVC A-400 Bldg Remodel	1,000,000								1,000,000	1,000,000
IVC Early College Program	60,000				19,626	40,374			0	60,000
Retiree Benefits	38,017,938	5,874,987	3,361,039	4,681,912	#####	500,000	2,500,000		10,600,000	38,017,938
SC - Energy Management System	657,400								657,400	657,400
SC M/S/E Bldg, Soil, & Slab Repairs	128,710	57,748		9,684	61,163	115				128,710
SC M/S/E Plaza Repairs	69,288					69,288				69,288
SC M/S/E Renovation	39,000					39,000				39,000
SC Building Repairs - TAS Building	1,956,000	26,775	97,135	28,465		1,048		13,800	1,788,776	1,956,000
SC Building Repairs - Library Remodel	20,141,000	77,892					511,511	9,685,166	9,866,431	20,141,000
SC Demolition of Lower Campus Buildings	1,719,000	981,290	737,255						455	1,719,000
SC Demolition and Upper Quad Remodel	1,000,000								1,000,000	1,000,000
SC Village Remodel	4,130,000				244,229	2,014,945	1,311,975	124,943	433,909	4,130,000
SC Village Expansion	3,942,000					463,110	2,942,595	474,450	61,844	3,942,000
SC Golf Driving Range Net Replacement	300,000		1,800	43,400	46,600	5,000	5,000	4,950	193,250	300,000
SC Health Science/District Office Building	15,251,655	15,043,551	189,994	5,096	13,014				0.460	15,251,655
SC Hire Consultant for Parking/Traffic Study	24,250	24,250								24,250
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	1,335,000								1,335,000
SC BGS Mold Abatement and Air Quality Improvements	8,724,200		682,740	3,735,624	4,277,090	28,746				8,724,200
SC Sciences Building (M/S/E annex)	47,656,346			29,595				258,563	47,368,187	47,656,346

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	Total
SC Science Equip & TV Studio	500,000	500,000				-	-	-	-	500,000
SC Science/Applied Science Bldg	14,850	14,850	-	-	-	-	-	-	-	14,850
SC Sports Facilities	817,310	805,320	11,990			-	-	-	-	817,310
SC Bridge Replacement	1,700,000						2,693	97,266	1,600,041	1,700,000
SC M/S/E Bldg Ventilation System Upgrade	-									-
SC Pool Deck Replacement	1,500,000						23	1,276,844	223,133	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000						166,833	851,935	481,232	1,500,000
SC Temporary Classroom Facilities	7,269,285	714	3,729,338	3,341,007	105,308	450	300		92,168	7,269,285
SC McKinney Theater Restroom remodel	2,542,000			162,708	105,248	2,023,613	72,862	121	177,448	2,542,000
SC Loop Road	3,442,000						5,740	212,701	3,223,559	3,442,000
SOCCCD: Replace HR & Bdgt Dev Systems	897,740		208,797	672,943	16,000					897,740
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260			3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725	14,102,260
SOCCCD: Districtwide Telephone System	4,499,498	3,764,183	627,911	107,404					0	4,499,498
SOCCCD: Fiscal and HR Systems Repl.	27,500		27,500							27,500
SOCCCD: Consultant District Educational & Facilities Master Plan	735,010		370,010					321,010	43,990	735,010
SOCCCD: HR Recruitment Work Plan	85,911	85,911			0					85,911
SOCCCD: Legislative Advocacy Services - Basic Aid	285,000	39,702	24,298	24,000	14,000	34,354	13,140		135,506	285,000
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830		184,690	85,327	59,813					329,830
SOCCCD: Document Management Solution	659,202								659,202	659,202
SOCCCD: IT Projects SC/IVC/A/TEP Instruct & Student Svc	8,744,770						2,906,089	2,665,868	3,172,813	8,744,770
SOCCCD: Legal Defense for Invocation Complaint	1,208,817								1,208,817	1,208,817
SOCCCD: Additional 1% Contingency	1,278,101								1,278,101	1,278,101
SOCCCD: Trustee Election/General Election Expense	1,398,988	453,867				527,830			417,291	1,398,988
Totals	393,742,187	64,620,943	33,077,552	44,726,959	38,085,375	26,963,776	22,188,298	21,664,298	142,414,987	393,742,188

	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward
Commitments	141,294,076	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	41,176,493	3,048,955
Cumulative Commitments	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	393,742,188
Receipts	114,528,126	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	64,620,943	97,698,495	142,425,454	180,510,829	207,474,606	229,662,904	251,327,202	393,742,188
Cash Balances	49,907,183	63,728,834	71,897,892	84,505,390	108,720,978	125,554,701	142,628,366	39,417,302

<i>Change from January 2012 Report:</i>	<i>Approved Amount</i>							<i>2012 and Forward</i>	<i>Total</i>
Total Change	-							-	-

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.4
DATE: 2/27/12

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 27, 2012

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

Reallocation of basic aid funding has allowed this project to move forward. Board awarded construction in May 2010. Work is on-going as follows: Installation of interior and exterior doors and hardware on all three floors; Floor preparation for resilient vinyl flooring on *first, second and third floors. Sheet vinyl installation at the first floor is 70% complete and is underway at the second and third floors. Installation of handrails is ongoing.* Completed work includes: Hardscape and landscaping work at East and South elevation. The District and furniture consultant are advancing vendor contracts for purchase of the FF&E. *The contractor is eight months behind schedule and is not recovering lost time.* The contractor struggles with many aspects of project management such as meeting documentation requirements and managing sub-contractors. Staff evaluation concludes that replacing the contractor is less beneficial than staying the course at this stage of completion. Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000.

2. SCIENCES BUILDING

On February 28, 2011, the Board approved moving forward with the Sciences building and reassigned \$14,789,346 basic aid dollars from other Saddleback College projects to partially fund the Sciences building. Receipt of state funding was considered unlikely and there will be none forthcoming. The Board of Trustees approved Dougherty and Dougherty as the Architect. Design Team meetings are held on an as-needed basis during the current Construction Documents Phase. The architects presented the design to the division faculty, staff and college administration during Flex Week. *Geotechnical investigation of the site was conducted with the report pending. A meeting with the user group was conducted this month to consider educational display options for the building.* The team continues to research alternative energy solutions. The overall project budget is \$58,835,000 with \$47,656,346 currently assigned from basic aid and \$11,178,654 anticipated from future basic aid distribution.

3. LOOP ROAD

The Board approved the Loop Road project in March, 2009. The preliminary budget estimate for this project is \$11,697,000. Architectural selection was Board approved in February, 2010. On February 28, 2011, the Board approved moving forward with phase II of the design and secondary effects. This project will be included in the Environmental Report that is underway and will be reevaluated upon completion of that effort. \$3,442,000 of the overall project budget is approved for funding through basic aid. Recent estimates identify the project cost at \$7,914,000.00.

4. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project in November, 2008. The Notice of Completion for the building portion was filed in June, 2010. The final for the site work was filed in August 2010. The last documentation requested by DSA has been forwarded and District awaits final approval for project close out. The project was closed and certified by DSA last month. The overall project budget is \$3,942,000 funded through basic aid. *This project will be removed from future reports.*

5. BRIDGE REPLACEMENT PROJECT

In March 2010, the Board approved an architect and basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity. DSA approval was obtained in April and the Board approved the award of the construction contract in June, 2011. The Notice to Proceed occurred in September 2011. Revisions to associated handrails are in fabrication and a field clarification was sent for DSA approval. *Awaiting handrail installation.* The overall project budget is \$1,700,000 funded through basic aid.

6. TAS RENOVATION PROJECT

On February 28, 2011, the Board approved the TAS building renovation project. The preliminary budget estimate for this project is \$15,616,000. The current basic aid assignment of \$1,956,000 is sufficient to meet design costs. In August, the Board of Trustees approved gkkworks to provide construction documents to address renovation of the north and south wings in relationship to the seismic improvement. The architect and District have developed a programming schedule and end user design meetings *continued last month. The college decided to maintain the Auto-Tech program during renovation. Options for the relocation of the Auto-Tech Program during the building renovation are being studied by the college and district.*

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding and are necessary to arrive at DSA close out. District staff and the architect continue coordination toward this DSA close out effort.

2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. The Notice of Completion was filed on July 8, 2010. All required paperwork has been submitted to DSA with some change orders coming back to the architect for clarification. Coordination continues toward this DSA close out effort. The overall project budget is \$6,980,000 funded through basic aid. Follow up continues with a shifting of assigned personnel at the San Diego office relative to scheduling and furloughs causing a bit of a delay.

3. LIFE SCIENCES PROJECT

The Board of Trustees awarded construction on April 25, 2011. Project updates may be viewed at: <http://socc.edu/businessservices/ProjectUpdates.html>. *The contractor and district staff met January 27, 2012, to discuss the tenuous project standing. The contractor indicated that they have an agreement in place with a Canadian firm to join interests. They requested that the district make payment to their surety who has stepped in to assist with meeting fiscal obligation for this and ten other struggling projects. They also stated there will be fourth major shift in project management. On February 10, 2012, District staff provided the contractor with written notice that agreements made during the January 27th meeting must be maintained in order to avoid default.* The overall project budget is \$21,036,000 with \$13,568,000 from the state and \$7,468,000 funded through basic aid. The Board has assigned basic aid funding to this project in the amount of \$17,410,000 to address the potential lack of bond funding from the state.

4. FINE ARTS BUILDING

The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$34,552,000 with \$24,330,000 anticipated from the state and \$10,222,000 proposed as funded through basic aid.

5. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project March, 2010. On February 28, 2011, the Board approved moving forward phase II of the design. The first of two plan check fees has been submitted to the City of Irvine. *In February, district staff met with the designer to review the design development level documents prior to moving into final construction documents.* This work precedes submittal to DSA. The overall project budget is \$2,850,000 funded through basic aid.

6. GREAT LAWN PROJECT

The Board of Trustees approved the Landscape Improvements project in March, 2009. Contractor was approved August, 2010. The original Contractor declared bankruptcy on December 6, 2010. The kick off meeting with the new contractor was held August 19, 2011. Grading, *landscaping*, irrigation and drainage improvements are underway. The overall project budget is \$1,796,000 funded through basic aid.

7. A400 RENOVATION AND EXPANSION PROJECT

On February 28, 2011, the Board approved moving forward with the renovation of the A400 building. The preliminary budget estimate for this project is \$11,568,000. Staff is participating in a design/build selection process with San Diego Community College District to determine if this delivery method might be an option for this project. Budget will be finalized early in the design phase anticipated for *early 2012*. The current basic aid assignment of \$1,000,000 is sufficient to meet anticipated design costs.

ATEP**1. ATEP BUILDING DEMOLITION**

The Board approved both Phase I and II contractors on October 25, 2010. Phases I and II are complete. The *Board approved contracts for buildings 26 and 524 on January 23, 2012. Building 524 is scheduling the project kick off meeting in February 2012 and Building 26 is working toward meeting the LIFOC property insurance requirements.* The overall project budget is \$7,000,000 funded through basic aid.

2. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

3. ATEP FIRST BUILDING PHASE 3A

On February 28, 2011, the Board approved moving forward with the First Building of Phase 3A. Programming is *complete. District staff is investigating the use of Design/Build as a delivery method for the advancement of these projects.* The budget estimate for this project is \$23,500,000. The current basic aid assignment of \$12,500,000 is sufficient to meet anticipated design costs. Program level planning is underway.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.5
DATE: 2/27/12

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through January 31, 2012. A review of current revenues and expenditures for the 2011/2012 fiscal year show that they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

General Fund Income and Expenditure Summary

As of January 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		28,463,180	28,463,180	0	28,463,180
REVENUES:					
Federal Sources	8100-8199	\$ 1,909,500	3,021,446	1,111,946	452,396
Other State Sources	8600-8699	14,707,813	14,867,163	159,350	7,763,844
Other Local Sources	8800-8899	174,973,921	175,005,921	32,000	110,853,425
Total Revenue		191,591,234	192,894,530	1,303,296	119,069,665
BASIC AID				0	
INCOMING TRANSFERS	8980-8989			0	
TOTAL SOURCES OF FUNDS		220,054,414	221,357,710	1,303,296	147,532,845
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	61,660,421	60,936,110	(724,311)	34,079,239
Other Staff Salaries	2000-2999	39,771,693	39,996,791	225,098	19,353,773
Employee Benefits	3000-3999	34,363,697	34,389,020	25,323	19,157,658
Supplies & Materials	4000-4999	5,459,896	5,545,491	85,595	1,546,275
Services & Other Operating	5000-5999	18,545,192	19,753,703	1,208,511	8,794,744
Capital Outlay	6000-6999	7,528,724	7,576,758	48,034	2,396,618
Payments to Students	7500-7699	157,618	250,064	92,446	101,776
Total Expenditures		167,487,241	168,447,937	960,696	85,430,083
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	834,000	1,176,600	342,600	1,176,600
Basic Aid Transfers Out		39,128,922	39,128,922	0	4,368,000
Intra Fund Transfers Out	7400-7499	0	0	0	0
Debt Service	7100-7199	422,424	422,424	0	211,211
Total Other Sources (Uses)		40,385,346	40,727,946	342,600	5,755,811
TOTAL USES OF FUNDS		207,872,587	209,175,883	1,303,296	91,185,894
ENDING FUND BALANCE		12,181,827	12,181,827	0	56,346,951
Reserve for Economic Uncertainties		10,210,900	10,210,900	0	
Location Reserves for Economic Uncertainties		1,970,927	1,970,927	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of January 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
LOCATION BEGINNING BALANCE	11,936,755	11,936,755	0	11,936,755
REVENUES:				
Unrestricted Budget Allocation	\$ 79,169,155	79,169,155	0	49,306,866
Restricted Budget Allocation	7,869,187	8,885,710	1,016,523	4,966,231
Total Revenue	87,038,342	88,054,865	1,016,523	54,273,097
BASIC AID	0	0	0	0
INCOMING TRANSFERS 8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS	98,975,097	99,991,620	1,016,523	66,209,852
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries 1000-1999	39,552,151	39,604,226	52,075	21,878,774
Other Staff Salaries 2000-2999	20,439,118	20,667,826	228,708	9,788,483
Employee Benefits 3000-3999	19,381,376	19,483,174	101,798	10,781,139
Supplies & Materials 4000-4999	4,006,790	4,115,566	108,776	1,057,601
Services & Other Operating 5000-5999	8,420,702	9,017,675	596,973	3,762,338
Capital Outlay 6000-6999	5,178,961	5,106,315	(72,646)	1,523,608
Payments to Students 7500-7699	75,072	75,911	839	42,887
Total Expenditures	97,054,170	98,070,693	1,016,523	48,834,830
OTHER FINANCING SOURCES/(USES):				
Transfers Out 7300-7399	350,000	350,000	0	350,000
Other Transfers 7400-7499	0	0	0	0
Debt Service 7100-7199	0	0	0	0
Total Other Sources (Uses)	350,000	350,000	0	350,000
TOTAL USES OF FUNDS	97,404,170	98,420,693	1,016,523	49,184,830
LOCATION OPERATING BALANCE	1,570,927	1,570,927	0	17,025,022
Reserve for Economic Uncertainties	1,570,927	1,570,927	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of January 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		3,080,005	3,080,005	0	3,080,005
REVENUES:					
Unrestricted Budget Allocation		\$ 43,955,845	43,955,845	0	27,585,404
Restricted Budget Allocation		6,045,795	6,332,568	286,773	3,466,696
Total Revenue		50,001,640	50,288,413	286,773	31,052,100
BASIC AID		0	0	0	0
INCOMING TRANSFERS 8980-8989		0	0	0	0
TOTAL SOURCES OF FUNDS		53,081,645	53,368,418	286,773	34,132,105
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		20,643,985	19,852,599	(791,386)	11,584,398
Other Staff Salaries 2000-2999		12,448,504	12,459,894	11,390	6,177,292
Employee Benefits 3000-3999		11,374,866	11,298,391	(76,475)	6,314,750
Supplies & Materials 4000-4999		1,267,487	1,243,224	(24,263)	443,065
Services & Other Operating 5000-5999		4,677,883	5,259,843	581,960	2,249,621
Capital Outlay 6000-6999		1,529,950	1,681,290	151,340	511,793
Payments to Students 7500-7699		82,546	174,153	91,607	58,889
Total Expenditures		52,025,221	51,969,394	(55,827)	27,339,808
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		234,000	576,600	342,600	576,600
Other Transfers 7400-7499		0	0	0	0
Debt Service 7100-7199		422,424	422,424	0	211,211
Total Other Sources (Uses)		656,424	999,024	342,600	787,811
TOTAL USES OF FUNDS		52,681,645	52,968,418	286,773	28,127,619
LOCATION OPERATING BALANCE		400,000	400,000	0	6,004,486
Reserve for Economic Uncertainties		400,000	400,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.6
DATE: 2/27/12

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly Financial Status Report for SOCCCD, as of December 31, 2011 for the 2011/12 fiscal year, is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q2) Dec 31, 2011

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	180,702,584	181,588,225	179,153,234	177,656,360
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	180,702,584	181,588,225	179,153,234	177,656,360
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,868,154	136,661,585	143,192,286	146,582,353
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	48,636,000	44,656,082	41,067,999	40,627,946
B.3	Total Unrestricted Expenditures (B.1 + B.2)	182,504,154	181,317,667	184,260,285	187,210,299
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,801,570	270,558	-5,107,051	-9,553,939
D.	Fund Balance, Beginning	28,373,829	26,572,259	26,842,817	21,735,766
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,373,829	26,572,259	26,842,817	21,735,766
E.	Fund Balance, Ending (C. + D.2)	26,572,259	26,842,817	21,735,766	12,181,827
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.6%	14.8%	11.8%	6.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	25,759	26,233	28,199	28,183
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		63,018,783	50,371,854	71,639,843
H.2	Cash, borrowed funds only		10,000,000	15,000,000	0
H.3	Total Cash (H.1 + H.2)	78,557,616	73,018,783	65,371,854	71,639,843

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,656,360	177,656,360	101,763,116	57.3%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	177,656,360	177,656,360	101,763,116	57.3%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	146,924,953	146,582,353	66,041,735	45.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,285,346	40,627,946	5,655,812	13.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	187,210,299	187,210,299	71,697,547	38.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-9,553,939	-9,553,939	30,065,569	
L.	Adjusted Fund Balance, Beginning	21,735,766	21,735,766	21,735,766	
L.1	Fund Balance, Ending (C. + L.2)	12,181,827	12,181,827	51,801,335	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.5%	6.5%		

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: (if multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent		Temporary		Total Cost Increase	% *
	Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:						
Year 1: 2011-12			630,530			
Year 2: 2012-13			116,846			
Year 3: 2013-14			156,530			
b. BENEFITS:						
Year 1: 2011-12			82,662			
Year 2: 2012-13			15,318			
Year 3: 2013-14			20,521			

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
 - Reconfiguration of salary schedules; no increase in compensation over 2010-11 schedules
 - Funded with local property tax revenues / object codes 8812 - 8813

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q2) Dec 31, 2011

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Debra L. Fitzsimons, Ph.D., Vice Cl

CBO Phone: Use format 999-555-1212
949-582-4665

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Gary L. Poertner, Chancellor

CEO Signature: _____

Date Signed: _____

Electronic Cert Date:

District Contact Person

Name: Kim McCord

Title: District Director of Fiscal Services

Telephone: Use format 999-555-1212

949-582-4661

Fax: Use format 999-555-1212

949-347-0390

E-Mail: krmccord@socccd.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu
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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, 2011. Our cash balances at the end of December 31, 2011 were Two Hundred Two Million, Four Hundred Eighty-Three Thousand, One Hundred Fifty Dollars and 61/100 (\$202,483,150.61) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Eight Hundred Six Thousand, Nine Hundred Thirty-Six Dollars and 72/100 (\$25,806,936.72) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.54% and the LAIF investment pool is yielding an average of 0.38% for the fiscal quarter ending December 31, 2011. 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. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011.

STATUS

This report is for the period ending January 31, 2012 (Exhibit A). The portfolio is comprised of 54.9% Fixed Funds (Bonds) and 45.1% Common Stocks (Domestic and International). The fair market value at January 31, 2012 is Sixty Four Million, Seven Hundred Forty One Thousand, and Two Hundred Eighty Nine Dollars (\$64,741,289).

February 10, 2012

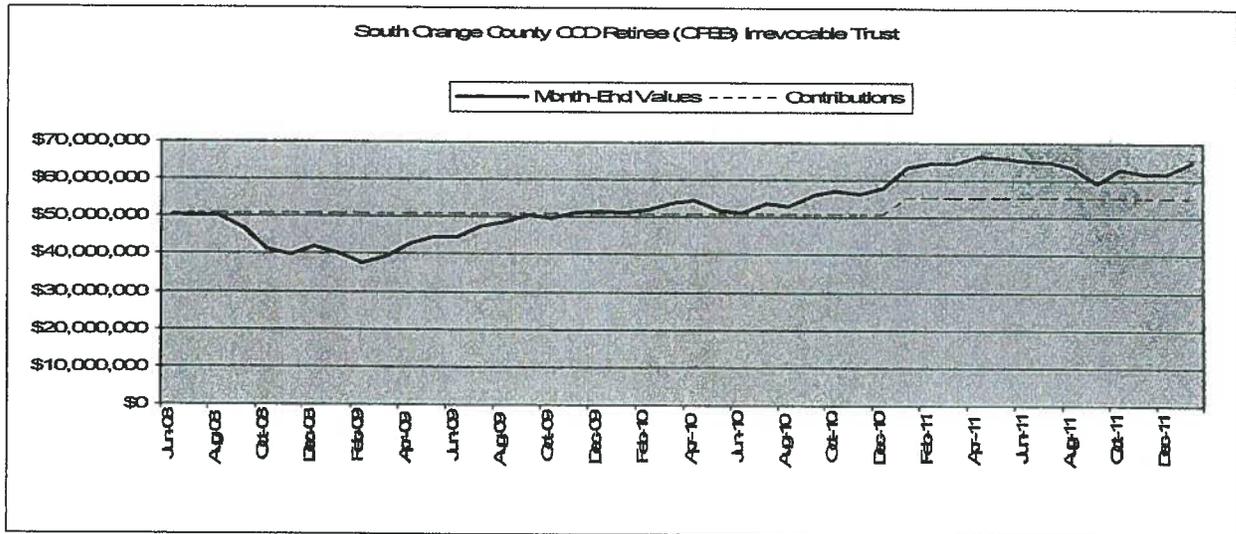
South Orange County Community College District
 28000 Marguerite Parkway
 Mission Viejo, CA 92692

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

With a fair market value at January 31st of \$64,741,289.24, your portfolio was up 4.30% for the month and up 4.83% 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 (54.9%), and common stock funds (45.1%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and an additional contribution of \$4,618,708.00 on January 10th, 2011, for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>January 2012</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	4.30%	4.30%	4.83% annualized return
S&P 500	4.48%	4.48%	2.96% (Domestic Stocks)
MSCI EAFE	5.33%	5.33%	-4.88% (International stocks)
Barclays Aggregate	0.88%	0.88%	7.07% (Domestic Bonds)



Very truly yours,

Scott W. Rankin
 Scott W. Rankin
 Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

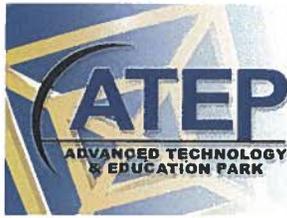
Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
July-08	\$ 50,258,631	\$ 50,791,103
August-08	\$ 50,118,614	\$ 50,791,103
September-08	\$ 46,745,893	\$ 50,791,103
October-08	\$ 41,284,495	\$ 50,791,103
November-08	\$ 39,925,535	\$ 50,791,103
December-08	\$ 42,088,691	\$ 50,791,103
January-09	\$ 40,197,373	\$ 50,791,103
February-09	\$ 37,536,078	\$ 50,791,103
March-09	\$ 39,286,708	\$ 50,791,103
April-09	\$ 42,576,531	\$ 50,791,103
May-09	\$ 44,714,521	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
July-09	\$ 47,373,064	\$ 50,791,103
August-09	\$ 48,600,027	\$ 50,791,103
September-09	\$ 50,319,808	\$ 50,791,103
October-09	\$ 49,909,637	\$ 50,791,103
November-09	\$ 51,369,745	\$ 50,791,103
December-09	\$ 51,753,635	\$ 50,791,103
January-10	\$ 51,302,290	\$ 50,791,103
February-10	\$ 51,881,829	\$ 50,791,103
March-10	\$ 53,833,529	\$ 50,791,103
April-10	\$ 54,530,453	\$ 50,791,103
May-10	\$ 51,860,270	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
President, Irvine Valley College
President, Saddleback College
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC



MEMORANDUM

TO: Chancellor Gary Poertner
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Associate Vice Chancellor

DATE: February 15, 2011

RE: ATEP Report for the February 27, 2012 Board of Trustees Meeting

Timeline and Next Steps for ATEP Development

The Board of Trustees is being provided a working timeline of key milestones for the continued development and planning for the next two buildings at ATEP. Recently the Architectural Programming for determining the user space needs for each of the two future buildings was determined. The next development step will be the hiring of an architectural firm to complete a site plan for these proposed buildings and the initial use of the Concept Plan 3A planning area for ATEP. Following that step, pending timely outside funding, building design and construction plans will move forward for consideration.

ATEP Architectural Programming for Building Planning

Architectural programming is a process where future building users meet as a group to discuss the unique space needs for a proposed building. The Board of Trustees at the January 2012 meeting identified two future building approximate locations for the two colleges. The district hired Ms. Binh Do as our space planning consultant for these two buildings. A series of three planning meetings took place at Saddleback College and also at Irvine Valley College. Each college had representatives from administration, faculty and staff related to the proposed program areas to be assigned to the new facilities attending. The final comprehensive report of building space needs identified program areas, support services, offices and other support space use. At the third and final meeting, each of the two college groups reviewed the approved proposed space use plans. These two architectural programming plans are now available to the architectural firm that is selected to design each building.

Irvine Valley College and Saddleback College Identify Future Initial ATEP Program Areas

The colleges presented their vision and planning for the use of the ATEP campus site to the board of trustees at its December 2011 meeting. These proposals are consistent with the board's approved mission and vision for ATEP as a site for workforce development, advanced technology and career technical education courses, programs, and services to meet the needs of the district's entire service area and the community at large.

Each college has identified anchor courses, programs, and services to be offered at ATEP during the initial phases of the development of permanent buildings. Additional uses will be considered as needs are identified and space becomes available.

Saddleback College is supporting a Center for Innovation in Health Care Education. The center will have an array of specialty labs for training and also include a large meeting area for related events supporting the region.

Irvine Valley College is supporting an array of technical program areas with dedicated lab and instructional spaces.

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

FROM: Glenn R. Roquemore, President 

DATE: February 16, 2011

SUBJECT: President's Report for the February 27, 2012 Board of Trustees Meeting

25th Annual Astounding Inventions More Success

A few days before IVC's recent 25th Annual Astounding Inventions competition held on Saturday, January 28, the college received the good news that Allison Plette, a senior at Woodbridge High School had received a United States patent for her pool safety idea from Astounding Inventions in 2005. Allison's invention, Safe Filter, a pool drain safety device was conceived while she was a fifth grader and assisted throughout the patent process by Astounding Inventions sponsor Greenberg Traurig. Coverage included local and national news organizations, including local TV stations KCBS Channel 2, KCAL Channel 9, Tampa Bay Florida Channel 10, the OC Register, OC Family, Yahoo News, as well as several inventors' blogs, investment newsletters, and others.

Accreditation

On Wednesday, January 11, to support and defend IVC's accreditation follow-up report, and ultimately its accreditation status, President Glenn Roquemore provided testimony in front of the 25 member ACCJC. President Roquemore's testimony focused on the continued advances being made in the areas of district-wide strategic planning, budget allocation process and communication. These are the three recommendations that received a "partially met" or "substantially met" designation by the visiting team. It was his goal to emphasize the positive.

Roadtrip Nation

On Friday, March 9, IVC will be host to Roadtrip Nation, a nonprofit organization that helps students explore pathways they never knew existed through programs and resources focused on self-discovery. The trademark green RV will be parked on campus near the Business Sciences and Technology Innovation Building (BSTIC) from 8:30 a.m. – 3:30 p.m. Students will be invited to stop by and talk with the Roadtrip Nation crew members and attend one of the afternoon one-hour workshops being presented to students in BSTIC-101. The first workshop will be at 1:00 for all students with the 2:30 workshop being geared to student veterans.

IVC2IVC Faculty Lecture

On Monday, February 13, in BSTIC 101, IVC held its IVC2IVC Faculty Lecture Series with Professor Roy McCord, Department of Astronomy who discussed "Student Service Learning in Nicaragua."

ACCCA

On Thursday, January 12, President Glenn Roquemore attended the ACCCA (Association of CA Community College Administrators) board meeting which also included a meeting with the ACBO (Association of Chief Business Officers) board. His role in this meeting included that of board member and member of the Commission on Finance and Legislative Advocacy. The meeting included reviewing and updating curriculum and presenters for the primary professional development programs, ADMIN 101 and ADMIN 201. There was also significant discussion regarding pension reform.

OC Business Council Roundtable

On Tuesday, January 17, President Glenn Roquemore attended the OC Business Council Roundtable. The guest speaker was United States Senator Dianne Feinstein. Her primary message was how the failure of compromise and consensus in Congress has blocked our ability to find solutions to the economic crisis. President Roquemore was seated at the UC Irvine table.

UC Irvine Paul Merage School of Business Outlook Event

On Thursday, January 19, President Glenn Roquemore attended the UCI Paul Merage School of Business Outlook event. His attendance was sponsored by ATT. Speakers were Andrew Policano, Dean of the School, and Jennifer Granholm, former Governor of Michigan and expert on economic recovery. The Dean's message included the need to do business differently in California by lifting some regulations. Governor Granholm is a strong advocate of using community colleges and public/private partnerships as a means of turning around a failing economy.

IVC Music Performances

On Saturday, February 4, at 8 p.m., IVC held the Fourth Annual Jenny Richards Memorial benefit performance. Jenny Richards completed her AA at IVC where she studied voice and sang in the IVC Masterworks Chorale. Jenny was well known in the Orange County musical community as a singer/composer/guitarist who performed regularly in the area. Her father, Rusty Richards, was one of the original Sons of the Pioneers with Roy Rogers in the 1950s. While Jenny was a student at IVC, she and her family co-sponsored a musical event with the Masterworks Chorale to raise money for a Chorale tour to Italy in 1997. Cancer took Jenny's life and a memorial scholarship in vocal music was established in her name.

ACBO/ACCCA Budget Workshops

On Friday, January 13, President Glenn Roquemore attended the ACBO/ACCCA Annual Budget Workshop. Several presenters indicated that tougher times are ahead for education in California.

Language Acquisition Center Open House

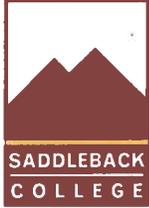
On Tuesday, January 31, the IVC Language Acquisition Center held an open house to showcase language resources available to our newest facility. IVC Chinese, Japanese, French, ESL and Spanish faculty were on hand, as well as festive food, entertainment and games from around the world. The event was held in room B354.

Senior Day at IVC

Area high school seniors will fill the Student Services quad at IVC for a jam-packed fun and educational introduction to the college on Tuesday, March 6, from 11:30 a.m. to 1:30 p.m. Students will have the opportunity to learn about: early priority registration; IVC Honors Program; guidance and counseling; scholarships and financial aid; student government; campus clubs; career and technical programs; special services; admission and registration; athletics and intercollegiate programs and instructional programs. This day offers students and their parents a tremendous opportunity to meet the IVC faculty, tour the campus, and see first-hand all IVC has to offer.

Irvine Valley basketball teams beat Saddleback, retain Presidents' Cup

The Irvine Valley men's and women's basketball teams captured the Presidents' Cup title for the second year in a row. The men defeated Saddleback on the road, 72-64, in an important Orange Empire Conference contest. The Presidents' Cup is a friendly wager between the two college presidents about who has the superior basketball programs. Irvine Valley and Saddleback split the four total men's and women's contests during the conference season. The Irvine Valley men's team won by eight points and the Laser women's squad won by 13 points. In the earlier women's game the Lasers defeated the Gauchos, 63-50. IVC captured the tiebreaker and retained the Presidents' Cup trophy for a second year. With the win, Irvine Valley stayed in a tie with Fullerton for second place in conference.



SADDLEBACK COLLEGE

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

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

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for February 27, 2012 Board of Trustees Meeting

Dr. Burnett was thrilled to accept the Freedom Foundation's 2011 George Washington Honor Medal on behalf of Saddleback College at an event on February 11th at Arroyo Trabuco Golf Club. The award was bestowed specifically for the college's veterans memorial, and was attended by Board of Trustees President Nancy Padberg and Trustee Frank Meldau, Assemblyman Don Wagner, Assemblywoman Diane Harkey, Mission Viejo City Council Member Trish Kelley, and Laguna Niguel City Council Member Gary Capata. Dr. Diana McCullough was present in honor of Rich McCullough, Saddleback College's beloved former president and the person credited with first envisioning the creation of the memorial.

Dr. Burnett attended the Emeritus Institute's afternoon tea, celebrating the Emeritus Institute's 36th anniversary and the single largest gift ever made to the Saddleback College Foundation by Dorothy Marie Lowry, who endowed \$2.2 million to support the college's older adult education programs. Lowry was a loyal Saddleback student for more than 10 years, having never missed a semester since her first class in 1999 until she passed away in 2011. Board of Trustees President Nancy Padberg and Chancellor Gary Poertner were in attendance. Thank you to the Emeritus Institute and Saddleback College Foundation for coordinating this wonderful event.

Saddleback College, whose Allied Health Basic Skills Boot Camp project is part of the White House Jobs Council Agenda, is honored to be preparing to welcome Secretary of Labor Hilda Solis to our campus on March 5th. Secretary Solis will be on a visiting team that will include members of Lieutenant Governor Gavin Newsom's staff. The team will be meeting with project representatives and will have a tour of other Career Technical Education programs.

Several members of the college community contributed to the memorial service for Dr. Richard McCullough. Thank you to everyone at Saddleback College and district services for their many contributions as we paused to remember Rich.

Saddleback College held its annual High School Counselors Breakfast on February 14th. Presentations were made by Dr. Burnett and Dean Kevin O'Connor and Matriculation Coordinator Penny Skaff presented information on student success pathways.

Office of Instruction

Advanced Technology & Applied Science

On January 30th the Interior Design Club had a Spring Kick Off that welcomed new members, highlighted employment experiences of those who will be graduating this spring, learned about software that could enhance their class projects and future ability to get hired and learned about past and upcoming

community project experiences for the Interior Design Department. The newly created Design Club tote bag was also made available for anyone who was interested in purchasing it.

Graphic design instructor Karen Taylor is a new member of the Statewide Work-based Learning/Employment Services Advisory Board and will attend the first meeting on Friday, February 10th in San Jose. The committee's mission is to "To promote the value of work-based learning and employment services".

Fine Arts & Media Technology

High School freshmen toured the Cinema and Television studios the week of February 2nd. Joey Sellers' Jazz Studies Program commemorated Jazz Day on February 4th with a full day of jazz activities which included clinics with high school ensembles leading to a concert by the Saddleback Big Band and renowned trumpet player Clay Jenkins in the McKinney Theatre. On February 6th, Mark Kruhmin from Cinema-Television-Radio will be visiting La Paz Intermediate School for career day to discuss television production. Theatre Arts students Michael Mayo (*Cabaret*), Ambrose Cappuccio and Riley Moriarty (*The Importance of Being Earnest*), and Michael Bezer and Felicia Leclair (*A Christmas Carol*) were nominated to attend the Kennedy Center American College Theatre Festival in Ogden, Utah from February 6th – 11th. On February 8th through March 8th, the Art Gallery presents a Faculty Art and Photo Exhibition in the Saddleback College Art Gallery. An Artist's Reception was held on February 7th. Chart-topping trumpeter Rick Braun was this month's guest on the Breakfast with Gary & Kelly broadcast on February 11th at the Norman P. Murray Center. KSBR radio station and the City of Mission Viejo host these monthly radio for TV broadcasts with a live audience. On February 16th Concert Hour featured a piano master class with renowned pianist Chris Durrenberger. That evening a two-piano recital with Chris Durrenberger and faculty member Kirill Gliadkovsky was held in the McKinney Theatre.

Health Science & Human Services

The Division of Health Sciences and Human Services is excited and honored that our Allied Health Basic Skills Boot Camp project is one of a very few community college projects in the entire country that are part of the White House Jobs Council Agenda. We are now preparing for an anticipated March 5th visit to Saddleback by a team representing the White House. The visiting team, which is he expected to include Secretary of Labor Solis and representatives from the lieutenant governor's office, will be meeting with representatives of the project as well as other Saddleback CTE programs. Our Board of Trustees will receive details and an invitation as soon as the White House has developed the agenda.

Math, Science, and Engineering

Mathematics Professor Larry Perez made several visits to Capistrano Valley High School math classrooms to speak to future Saddleback College students. The purpose of these visits were to engage students in a conversation regarding the importance of taking math their senior year and to also inform them about the rigor of Saddleback College math courses. It was found that the majority of these students have a misunderstanding of what college life is about. Some believed a "D" grade was passing and some thought that students would be spending 10 hours per week sitting in our math classrooms. This assessment of high school student perception will be used to guide the design of a math webpage for high school seniors as part of Professor Perez's sabbatical leave project.

Professor Perez and math adjunct faculty member, Patrick Quigley, will be presenting their latest work on the Algebra2go project at the National Association for Developmental Education (NADE) National Conference to be held in Orlando, Florida February 22nd through the 25th.

Online Education & Learning Resources

In conjunction with our Basic Skills Initiative projects, we now have BSI tutoring during Spring 2012 in these areas: BSI Tutoring in Math (Math 351 and 251), BSI Tutoring in English (ENG 300 and 200), BSI Tutoring in Reading (All students in reading), and General tutoring in the LAP.

Professional development activities during the month of February included *Teach with Your Strengths: How Great Teachers Inspire Their Students* and a panel discussion entitled *From Start to Finish: What you need to know about the full-time faculty hiring process for California Community Colleges*.

Social & Behavioral Sciences

On March 3rd the child development department is hosting our annual conference entitled "Social Emotional Teaching, Prevention and Support Strategies." This event will be attended by Saddleback students and early childhood educators from our local area. Funding for this conference is provided by participant registration and grants from the Saddleback ASG and Community Collaborative Project.

Geography student Rose Ramirez is the recipient of the Darrel Hess Community College Geography Scholarship in the amount of \$1000 awarded by the Association of American Geographers. Ms. Ramirez has been active in the geography program at Saddleback College and has served as a tutor for Professor Maureen Smith. The award will be presented at the annual Association of American Geographers conference to be held this spring in New York City.

The Psychology Speaker Series presented Dr. Melinda Blackman, CSUF professor and author, on Tuesday, February 7th who spoke on the topic, "Industrial Organizational Psychology and the Psychology of Dieting."

The Foster & Kinship Care Education program hosted an informative presentation on drug/alcohol use and the effect this can have on sons, daughters and families on January 26th at the Aliso Viejo Conference Center. The purpose of the program was to have parents and community leaders made aware of the importance to stay on top of trends that motivate our youth toward dangerous activities and learn strategies one can take to prevent drug/alcohol abuse.

Office of Student Services

The Transfer Center participated in High School Counselors Day by providing important Transfer information to the High School Counselors.

The Teacher Preparation Pipeline (TPP) Final Report was submitted to the Chancellor's Office for the first four years of the grant. The application for the fifth year of the TPP Grant was submitted to the Chancellor's Office. The grant will include \$120,000 of state funding and a \$12,000 match from Saddleback College. The Grant will begin Feb. 1, 2012, and end June 30, 2013.

On February 3rd the TPP director and counselor attended a meeting at University of California, Irvine with their Cal Teach program to discuss improving the seamless entry for transfer students into their four-year Math or Science Teacher Baccalaureate and Credential program.

VETS Counselor Kolin Williams facilitated a seminar on the "break pay" challenge during our gap in course offerings in the summer 2012 for the student veterans within the district. This private-public partnership between Saddleback College and Brandman University and Vanguard University will allow

students within our district on VA Educational benefits to cross-enroll at these universities at no cost out of pocket while maintaining their benefits and taking specific coursework on the counselor generated student educational plan.

The Child Development Center held their annual sensory screening through the Southern California Sensory Screening Incorporated. Children were screened for speech & language, color blindness, vision, gross and fine motor skills and hearing problems.

The Child Development Center had a standard, unannounced visit from the California Department of Social Services community Care Licensing Division and received a perfect compliance report.

February was community helper month at the Child Development Center. The children enjoyed visits with campus safety officers, the campus mailroom, campus nursing students who conducted a Teddy Bear Clinic for the children, the Orange County Fire Authority, and a local dentist.

Report to the SOCCCD Board of Trustees for February 27, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

District-wide Education and Facilities Master Plan (EFMP) and accompanying CEQA process:

During the May 23, 2011, Board of Trustees meeting, the Board reviewed the Draft Education and Facilities Master Plan (EFMP). At that time, staff projected final approval for December, 2011.

A part of the EFMP process includes CEQA, which refers to the California Environmental Quality Act that is a statewide policy for environmental protection. CEQA policy regulates protocols for analysis and disclosure regarding a “project’s” environmental impacts. Many state and local agencies and industry specialists are taking the position that EFMP planning falls under the definition of “project”.

SOCCCD has been meeting the CEQA planning requirements, including an Environmental Impact Report (EIR), as part of the Education and Facilities Master Planning approval process. However, there has been a delay in the CEQA completion date due to required traffic analysis. The City of Mission Viejo and the City of Irvine participated in comments for the traffic study. Mission Viejo required traffic analysis for a number of the intersections that were not previously analyzed during their own master planning process. City of Irvine also requested additional analysis to consider interim impacts for the campus up to 2015. All traffic analysis had to be performed during times that are representative of typical traffic patterns. The necessary timeframes extended the scheduled completion from December, 2011, to a projected completion of April, 2012.

The Board of Trustees will be asked to provide final approval for both the EFMP and CEQA Master Plans simultaneously. The modified completion date has no impact on the information that is contained in the EFMP. The draft EFMP has been used to evaluate both the 2011 and 2012 recommendations to the Board for the Five Year Plan submitted to the State Chancellor’s office. Delays are being mitigated by finishing other sections of the EIR with an update to the traffic, noise, and air quality sections upon completion of the traffic analysis.

The following original and updated schedule reflects out the various tasks that have been complete and remain outstanding:

Task	Prior Project Schedule	Updated Project Schedule
NOP Released for 30-day public review period	5/26/11	6/30/11
Scoping Meeting	6/9/11	7/21/11
Additional Traffic Counts in response to City comments	Not anticipated	12/12/11
Traffic, Air Quality/GHG and Noise Studies Completed	8/8/11	1/9/12
DEIR released for 45-day public review period	9/29/11	2/13/12
Board hearing	1/23/12	4/30/12

Report to the SOCCCD Board of Trustees for February 27, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

Introduction of new District Director-Fiscal Services:

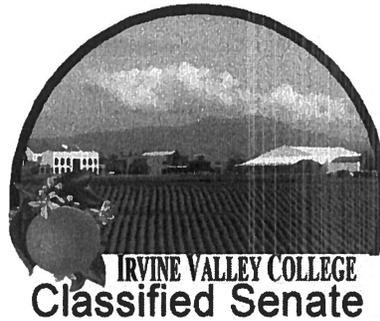
In December 2011, Beth Mueller retired from the position of District Director – Fiscal Services with a long career of excellent services at the district. We wish Beth and her family the best in her retirement.

We are pleased to introduce Kim McCord as the new district director, effective February 6, 2012. Kim comes to SOCCCD with extensive experience, specifically with over 24 years of community college accounting and finance background.

After relocating to Merced, California in 1988, Ms. McCord began her community college finance career at Merced College as the foundation accountant and was ultimately promoted to the fiscal director. In 2000, she moved to southern California after accepting the position of Administrative Director of Fiscal Affairs for the Coast Community College District where she managed district-wide payroll, accounting, finance, and purchasing.

After 11 years working as the district director at Coast, Kim McCord has joined the fiscal team at South Orange County Community College District in a similar capacity as the District Director of Fiscal Services. Responsibilities at SOCCCD include district-wide finance, budget development, accounting, payroll, risk management and benefits.

A native of Hawaii, Ms. McCord studied at the University of Utah where she received her Bachelor of Science degree in Accounting. She currently resides in Irvine with her husband and has 2 daughters in college. Please join us in welcoming Kim McCord to our fiscal team!



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

From: Dennis Gordon, President
Irvine Valley College Classified Senate

CC: Saddleback College Academic Senate
Dan Walsh, President

Subject: Irvine Valley College Classified Senate support of Saddleback
College Academic Senate's January 23, 2012 Board of Trustees
Meeting Report: Resolution to rename James B. Utt Library

Whereas, the Saddleback College Academic Senate has recognized the opportunity to rename the James B. Utt Library to reflect its new function and service to the college community; and

Whereas, the Saddleback College Academic Senate has ascertained that the building was never officially named through any action by the South Orange County Community College District Board of Trustees; and

Whereas, the Saddleback College Academic Senate has related multiple contradictions between the actions of James B. Utt and the stated Saddleback College values of collegiality and inclusiveness; and

Whereas, the Saddleback College Academic Senate has recommended that, following procedures dictated in SOCCCD Board Policy 1500, the renovated building be renamed the *Saddleback College Library and Learning Center*.

Resolved, that the Irvine Valley College Classified Senate fully supports the resolve and recommendations of the Saddleback College Academic Senate to rename the James B. Utt Library the **Saddleback College Library and Learning Center**.

Dennis Gordon, President
Irvine Valley College Classified Senate