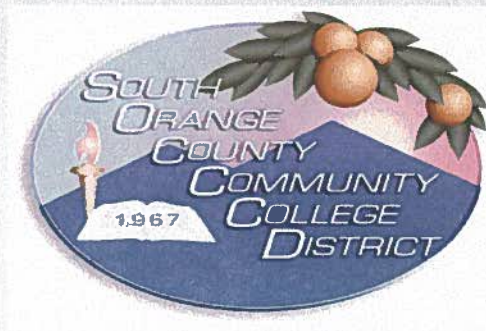


The vision of the
South Orange County Community College District
is to be an educational leader in a changing world.

AGENDA

Meeting of the Board of Trustees



Monday, February 28, 2011

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, Eve Shieh – Student Trustee
Gary L. Poertner - Chancellor**



Meeting of the Board of Trustees

February 28, 2011

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
 - 1. Public Employee Employment (2)
 - 2. Public Employee Discipline, Dismissal (1)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
 - 3. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Real Property Negotiators (GC Section 54956.8) (1 case)
 - 1. Lease of Property by District: Portion of Saddleback College site; Agency Designated Representative – Gary Poertner.
- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
Westphal v. Wagner
 - 2. Anticipated Litigation/Significant Exposure to Litigation (1 case)
(GC Section 54956.9[b][1] and [b][3][A])

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Thomas Fuentes

2.3 Pledge of Allegiance

Led by Trustee Bill Jay

2.4 Resolutions / Presentations / Introductions

- Resolution in Support of California Community Colleges Budget Priorities and Principles

2.5 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEM

4.1 SOCCCD: Project Planning: Construction Delivery Methods; Lease/Leaseback

Vice Chancellor David Bugay and Director Brandye D'Lena will provide summary information on alternative delivery methods with a presentation on Lease/Leaseback by Andreas Chialtas, with Atkinson, Andelson, Loya, Ruud & Romo.

4.2 SOCCCD: New Market Tax Credit Report

An advisor from Public Economics, Inc. will update the Board on the project's present status.

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 20, 2011.

5.2 Irvine Valley College: Sub-Award Grant Acceptance from Center for Occupational Research and Development

Approve the Center for Occupational Research and Development sub-award grant for \$15,000.00 through the National Center for Optics and Photonics Education (OP-TEC). The funds will be used to train new photonics technicians and focus on education programs devoted to lasers, optics, and photonics technology. The agreement is in effect through August 31, 2011.

5.3 Irvine Valley College: Sub-Awards Grant Acceptance from North Orange County Community College District, Center for Applied and Competitive Technologies

Approve the North Orange County Community College District sub-awards grant for Center for Applied and Competitive Technologies (CACT) in the amount of \$50,000.00: \$25,000 each from the Job Development Incentive Fund (JDIF) and Responsive Training Fund (RTF). CACT will use the funds to provide career technical training and market programs. The sub award for RTF is in effect through June 30, 2011 and for JDIF, through June 30, 2012.

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

Approve the North Orange County Community College District sub-award grant for \$2,500.00 for the New Media & Entertainment Initiative (NMEI). The funds will be used to expand multimedia training and education in the areas of digital arts and new media applications. The agreement is in effect from July 1, 2010 through June 30, 2011.

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

Approve the Honors Geography 102 out-of-state travel program to the Pacific Northwest from July 21-31, 2011. There is no impact to the general fund.

5.6 Irvine Valley College: Geology 170, Out-of-State Travel Program

Approve the Geology 170 out-of-state travel program to the Grand Canyon National Park, Arizona and vicinity from April 28 through May 1, 2011. There is no impact to the general fund.

- 5.7 **Irvine Valley College: Curriculum Revisions for the 2011-12 Academic Year**
Approve curriculum changes for the 2011-12 academic year pursuant to Title 5, Section 53200 et seq.
- 5.8 **Irvine Valley College: Landscaping Project Architectural Services: Amendment No. 2 for Increased Services**
Approve amendment in the amount of \$39,085.00. The total revised contract amount is \$146,930.00.
- 5.9 **Irvine Valley College: Barranca Road Project, Consultant Services**
Approve consultant agreement with RGP Planning and Development Services in the amount of \$250,125.00.
- 5.10 **Saddleback College: Phi Theta Kappa 93rd International Convention**
Approve the out-of-state travel request for up to six students and one faculty advisor to attend the Phi Theta Kappa 93rd International Convention in Seattle, Washington at a cost not to exceed \$8,000.
- 5.11 **Saddleback College: Special topics – New York Study Tour**
Approve the Saddleback College Fashion 289 Special Topics course from June 6 through June 11, 2011, out-of-state travel to New York.
- 5.12 **Saddleback College: Curriculum and Certificates/Degrees Revision for the 2010-2011 Academic Year**
Approve the proposed changes in curriculum and certificate/degrees.
- 5.13 **Saddleback College: Speakers**
Approve general fund honorarium for speakers at Saddleback College.
- 5.14 **Saddleback College and Irvine Valley College: Revised 2011-2012 Instructional Material/Laboratory Fees**
Approve revised instructional material and laboratory fees for 2011-2012.
- 5.15 **Saddleback College: Village Expansion Project: Amendment to Increase Contract Services with R2A Architecture**
Approve amendment to contract with R2A Architecture increasing the amount by \$10,475.00. The total revised contract amount is \$314,290.00.
- 5.16 **Saddleback College: I.T. Server Room Renovation: Amendment to Decrease Contract Services with R2A Architects**
Approve amendment to contract reducing the amount by \$6,269.00. The total revised contract amount is \$68,907.00.

- 5.17 **Saddleback College and Irvine Valley College: Community Education, Summer 2011**
Approve Community Education courses, presenters, and compensation for Summer Session 2011.
- 5.18 **Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendments**
Approve agreement amendments to change the name of Lake Forest Beauty College to Athena College of Beauty.
- 5.19 **ATEP: Master Architectural Services**
Approve Master Architect Services agreement with gkkworks for ATEP in the amount of \$132,820.00.
- 5.20 **SOCCCD: Reimbursement to Trustees for Mileage to and from Required Board Meetings**
Approve reimbursement claims for the period July 1 to December 31, 2010.
- 5.21 **SOCCCD: Claim Against the District: Dumarc Corporation**
Reject claim and refer to the District's insurance administrator for processing.
- 5.22 **SOCCCD: Transfer of Budget Appropriations**
Ratify transfer of budget appropriations as shown.
- 5.23 **SOCCCD: Budget Amendment: Adopt Resolution No. 11-03 to Amend 2010/2011 Restricted General Fund**
Adopt resolution to amend the adopted budget.
- 5.24 **SOCCCD: Gifts to the District and Foundations**
Approve gifts as presented.
- 5.25 **SOCCCD: January/February 2011 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 P11-02977 through P11-03411 amounting to \$2,615,342.59. Confirming requisitions dated December 15, 2010 through February 1, 2011 totaling \$273,862.28.
- 5.27 **SOCCCD: Payment of Bills**
Approve check no. 099016 through 100083, processed through the Orange County Department of Education, totaling \$7,399,262.48; and checks no. 010030 through 010051, processed through Saddleback College Community Education, totaling \$42,883.95; and checks no. 008793 through 008804, processed through Irvine Valley College Community Education, totaling \$85,188.39.

- 5.28 **SOCCCD: 2012-2013 Academic Calendar**
Accept for review and study the proposed Academic Calendar for 2012-2013

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College: FCC Legal Services**
The Chancellor recommends the Board of Trustees ratify the agreement with Lauren Lynch Flick, Law Offices of Pillsbury Winthrop Shaw Pittman, as shown in Exhibit A.
- 6.2 **Saddleback College: Memorandum of Understanding between SOCCCD and UCI for the Formation and Operation of a Saddleback College RapidTech Center**
Approve the Memorandum of Understanding between SOCCCD and UCI for the formation and operation of a Saddleback College RapidTech Center on the UCI campus.
- 6.3 **Saddleback College: 2011-2012 Faculty Hiring Request Addendum**
Approve the announcement of positions and recruitment of new full-time faculty, contingent upon funding, at Saddleback College for the 2011-2012 academic year.
- 6.4 **Saddleback College: Pool Deck Replacement: Substitution of Subcontractor: E&E Custom Iron Works**
Approve the removal of E&E Custom Iron Works and its substitution by Condor Inc.
- 6.5 **Irvine Valley College: Employment Training Panel Agreement**
Approve the State of California's Employment Training Panel (ETP) Agreement for \$199,465.00. The funds will be used to provide technology training and support job-skills training to incumbent workers of California-based companies. The agreement is in effect from February 14, 2011 through February 13, 2013.
- 6.6 **SOCCCD: Board Policy Revision: BP-3530-Compliance with Payment Card Industry Data Security Standards (PCI-DSS), BP-5619-Advanced Placement Examination Program, BP-3401-Animals or Pets on Campus, BP-4075-Health and Welfare Benefits for Former Board of Trustees, BP-166-Health Benefits, BP-2001-Administrative Organization, BP-5607-Nonresident Student Tuition, BP-5506-Accommodations for Students with Disabilities, BP-6132-Selection of Library Materials, BP-6135-Library-Use Fee**
Discussion/Approval

- 6.7 **SOCCCD: Board Policy Revision: BP 3610-Auxiliary Organizations, BP 5401-Student Conduct, BP 5610.1-Student Fees, BP-3510-Lost Money or Property, BP-4040-Public Disclosure of Employee Compensation, BP-104-Student Member of the Board of Trustees**
Accept for Review and Study
- 6.8 **SOCCCD: OCSBA Marian Bergeson Award Nomination**
Nomination of trustee for the Marian Bergeson Award.
- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking.
- 6.10 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Reorganize Reporting Structure for a Classified Management Position, Authorization to Establish and Announce a Classified Position, Revised Classified Job Classification Description, Change of Status, Out of Class Assignments, Leave of Absence, Additional Compensation, Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Professional Experts, Resignation/Retirement/ Conclusion of Employment, Volunteers.
- 6.11 **SOCCCD: Annual Report on Probationary Faculty Recommended for Tenure**
Approval of second and third year faculty contracts.
- 6.12 **Saddleback College: Sciences Building Architectural Services**
Approve the architectural agreement with Dougherty and Dougherty in the amount of \$2,604,000.
- 6.13 **SOCCCD: Project Schedule and Basic Aid Assignment**
Approve: proceeding with the Saddleback College New Sciences building and reassign Basic Aid dollars previously committed to other Saddleback College projects to the Saddleback College Sciences Building; proceeding with the ATEP First Building for Phase 3A and reassign Basic Aid dollars previously committed to other ATEP projects to the ATEP First Building for Phase 3A; assign \$29,000,000 to the Saddleback College Sciences Building and \$1,000,000 to Irvine Valley College A-400 Renovation from the 2010-11 uncommitted Basic Aid receipts.
- 6.14 **SOCCCD: New Markets Tax Credit Transaction: Brokerage Services Agreement: Sandler O'Neill & Partners, L.P.**
Approve the agreement with the investment broker, Sandler O'Neill & Partners, L.P.

- 6.15 **SOCCCD: Authorization to Form Nonprofit Corporation for the South Orange County Community College District**
Authorize the Chancellor to proceed with the actions necessary to form a new California nonprofit public benefit corporation to be known as FACILITIES CORPORATION 2011 OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, and to file the proposed Articles of Incorporation with the California Secretary of State.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.4 **SOCCCD: List of Board Requested Reports**
Reports requested by Trustees.
- 7.5 **SOCCCD: Monthly Financial Status Report**
The reports are for transactions through December 31, 2010.
- 7.6 **SOCCCD: Quarterly Financial Status Report**
This report is for the quarter ending on December 31, 2010.
- 7.7 **SOCCCD: Quarterly Investment Report**
The report is for the quarter ending on December 31, 2010.
- 7.8 **SOCCCD: Retiree (OPEB) Trust Fund**
This report is for the period ending December 31, 2010.

8.0 WRITTEN REPORTS

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

- A. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC
- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate

- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Irvine Valley College Classified Senate
- L. District Services Classified Senate
- M. Police Officers' Association

9.0 ADDITIONAL ITEMS

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

F E B R U A R Y 2 8 , 2 0 1 1

RESOLUTION IN SUPPORT OF CALIFORNIA COMMUNITY COLLEGES BUDGET PRIORITIES AND PRINCIPLES

*W*hereas, California's higher education system is in a crisis situation with insufficient resources at a time of record demand due to high school graduates and unemployed residents seeking retraining; and

*W*hereas, under the Governor's Proposed Budget, California community colleges would face \$400 million in state general fund cuts; and

*W*hereas, California's locally elected community college trustees, together with their faculty, staff and students, are best able to decide where budget reductions can be absorbed while minimizing the impact on their communities; and

*W*hereas, "targeted" cuts at specific curriculum that cost colleges the least to offer will — in addition to injuring students in transfer and career preparation programs — require districts to reduce enrollment in higher-cost programs such as advanced technology and nursing; and

*W*hereas, fee increases charged to community college students should protect the quality of instruction and student services; and

*W*hereas, policy and practice reforms to improve student success and motivate student behavior should be based on sound research implemented in a manner to allow students and institutions to adjust; therefore,

*B*e it resolved that the South Orange Community College District supports redirecting any amount of student fee revenue increase to reduce the proposed apportionment cut to protect the quality of student instruction and services; and be it further

*R*esolved the South Orange Community College District opposes the proposal to distribute apportionment based on student retention; and be it further

*R*esolved that the Board of Trustees of the South Orange Community College District, by passage of this resolution, expresses its support for the above principles and positions on the Governor's Proposed Budget for the 2011-12 fiscal 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

Eve Shieh, Student Member

Gary L. Poertner, Chancellor



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Project Planning: Construction Delivery Methods;
Lease/Leaseback

ACTION: Discussion

BACKGROUND

The state of the economy has resulted in contractors losing their businesses; many of them while actively engaged in projects. Since December 2010, SOCCCD has had two construction projects go to surety. In both instances, the district experienced delayed project completion and increased project costs due to a need for extended professional services.

Many districts are turning to alternative construction delivery methods to reduce the potential of working with a problem contractor.

STATUS

Dr. David Bugay, Acting Vice Chancellor of Business Services and Brandye D'Lena, District Director of Facilities Planning and Purchasing will provide summary information on alternative delivery methods with a presentation on Lease/Leaseback by Andreas Chialtas, with Atkinson, Andelson, Loya, Ruud & Romo.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: New Market Tax Credit Report
ACTION: Discussion

BACKGROUND

The New Market Tax Credits (NMTC) program provides federal income tax credits to stimulate private investment in eligible low income census tracts. ATEP is located in census tract 755.15 and is eligible to participate in this program. The Board authorized at the August 4, 2010 meeting of the Board of Trustees participation in a Pilot Program for NMTC at ATEP utilizing the services of Public Economics, Inc. as our Consultant on this project.

STATUS

The District has moved rapidly in the last few months in the development of the ATEP site. Several agreements have been developed to move this project forward with the County of Orange and the City of Tustin. Demolition and additional site development has also occurred. In the meantime Public Economics, Inc., the firm the District has engaged to assist us with NMTC, has obtained investors for the program and a Term Sheet is being developed to further refine the details of the NMTC program. Public Economics will be at the Board meeting to update the Board on the Program's present status. (EXHIBIT A)



New Market Tax Credit Transaction Process

Project Cost Commitment (ROUNDED)

Budget for Building #1 and Demolition	\$29,810,000
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Sources of Funds

Fund previously earmarked for ATEP	\$12,500,000
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NMTC Subsidy	<u>\$17,310,000</u>
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	\$29,810,000
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Minutes of the Board of Trustees Meeting
ACTION: Approval

Minutes from:

January 20, 2011 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 20, 2011**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
Thomas A. Fuentes, Member
William O. Jay, Member
David B. Lang, Member
Frank M. Meldau, Member
Eve Shieh, Student Member

ABSENT

Administrative Officers:

Gary Poertner, Chancellor
Robert Bramucci, Vice Chancellor, Technology and Learning Services
David Bugay, Vice Chancellor, Human Resources
Tod Burnett, President Saddleback College
Glenn Roquemore, President Irvine Valley College
Randy Peebles, Provost, ATEP

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
 - 1. Public Employee Employment (1)
 - 2. Public Employee Discipline, Dismissal (2)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
 - 3. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
Westphal v. Wagner
 - 2. Anticipated Litigation/Significant Exposure to Litigation (2 cases)
(GC Section 54956.9[b][1] and [b][3][A])

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7-0 vote, the board approved an unpaid leave of absence without benefits to a classified employee.

2.2 Invocation Led by Trustee Nancy Padberg

2.3 Pledge of Allegiance Led by Trustee T.J. Prendergast

2.4 Resolutions/Presentations/Introductions

Resolution: Irvine Valley College Lasers Women's Golf Team

Resolution: Tere Fluegeman, 2010 Outstanding Manager of the Year District

Resolution: Jerilyn Chuman, 2010 Outstanding Administrator of the Year Saddleback College

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 Requests for Report(s)

4.0 DISCUSSION ITEMS

4.1 SOCCCD: Project Planning at Saddleback College, Irvine Valley College and Advanced Technology and Education Park (ATEP)
Discuss information on projects and their relationship to current planning efforts.

Director Brandye D'Lena presented a report to the Board.

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 Jay and seconded by Trustee Milchiker the Consent Calendar Items were approved on a 7-0 vote.

- 5.1 SOCCCD: Board of Trustees Meeting Minutes
Approve minutes of a Regular Meeting held on December 6, 2010.
- 5.2 Saddleback College: Digital Piano Sale
Approve the sale of surplus property and authorize the Music Department to hold a surplus sale and to send items not sold to the District warehouse for auction.
- 5.3 Saddleback College: Speakers
Approve general fund honorarium for a speaker at Saddleback College.
- 5.4 Saddleback College: HDTV Studio Cameras for Cinema/TV/Radio Department
Approve award of bid for HDTV Studio Cameras to Snader and Associates, Inc. for a total amount of \$81,030.59.

- 5.5 SOCCCD: December 2010/January 2011 Contracts
Ratify contracts as listed.
- 5.6 SOCCCD: Gifts to the District and Foundations
Approve acceptance of gifts.
- 5.7 SOCCCD: Transfer of Budget Appropriations
Ratify transfer of budget appropriations as shown.
- 5.8 SOCCCD: Budget Amendment: Adopt Resolution No. 11-02 to Amend
2010/2011 Restricted General Fund
Adopt resolution to amend the adopted budget.
- 5.9 SOCCCD: Purchase Order/Confirming Requisitions
Approve purchase orders processed in accordance with the general
priorities of the adopted budget and numbered P11-02613 through P11-
02976 amounting to \$1,783,223.82 and confirming requisitions dated
November 13, 2010 through December 14, 2010 totaling \$124,962.38.
- 5.10 SOCCCD: Payment of Bills
Approve check no. 098184 through 099015, processed through the Orange
County Department of Education, totaling \$6,834,438.53; and check no.
010017 through 010029, processed through Saddleback College
Community Education, totaling \$32,334.93; and check no. 008789 through
008792, processed through Irvine Valley College Community Education,
totaling \$32,676.27.
- 5.11 SOCCCD: Renewal of Bid: Office Supplies 2011
Approve the renewal of contract with Office Max in the anticipated amount
of \$326,500.00 for office supplies for the 2011 calendar year.
- 5.12 SOCCCD: Authorization for Institutional Memberships 2010-2011
Approve memberships and estimated dues for organizations.
- 5.13 SOCCCD: Trustees' Requests for Attending Conferences
Approve/ratify the Trustees' requests for attending conferences
- 5.14 SOCCCD: Resolution No. 11-01: Conflict of Interest – Biennial
Review
Adopt resolution and approve the revised Conflict of Interest Code.
- 5.15 SOCCCD: Contract with Datalink for Software Development Services
Approve an agreement with Datalink for a total amount not to exceed
\$54,080.
- 5.16 Saddleback College: Cosmetology and Cosmetician Instruction Agreements
Approve a two year agreement, with options to renew for three
additional one year terms with Hair California Beauty Academy for
the Cosmetology and Cosmetician instruction at Saddleback College.

On a motion made by Trustee Fuentes and seconded by Trustee Milchiker the Board unanimously approved continuing the meeting until 9:30 p.m.

6.0 GENERAL ACTION ITEMS

- 6.1 Irvine Valley College: WIA ITA Training Provider Agreement with the County of Orange
Approve the WIA ITA Training Provider Agreement X7, CFDA: 17.258 & 17.260 between IVC and the County of Orange that will establish IVC's eligibility to receive WIA funding and authorize OC WIB to disburse vouchers to IVC to pay for the tuition, fees and books related to approved certificates and/or degrees.

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

- 6.2 Irvine Valley College: Parking Bail Increase to Offset New State Legislative Surcharge Pursuant to SB 857
Approve the increase of \$3.00 to the bail schedule for IVC parking violations to offset the additional assessment pursuant to SB 857 assessed on December 7, 2010.

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

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

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

- 6.4 SOCCCD: Renewal Agreement for Firewall Services and Support
Approve the renewal of the Palo Alto firewall support and security service subscription using the CMAS reseller Accuvant at a cost not to exceed \$85,000 for the 2011 calendar year.

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

- 6.5 SOCCCD: Board Policy Revision: BP-4420-Enrollment Fee Reimbursement for Employees, BP-5618-Credit by Examination-Specific Course Credit, BP-5800-Prevention of Identity Theft in Student Financial Transactions, BP-5620-College Level Examination Program (CLEP), BP-6170-Counseling, BP-6180-Career and Technical Educational Program Advisory Committees, BP-5621-English Equivalency Examination Discussion/Approval.

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

- 6.6 SOCCCD: Board Policy Revision: BP-3530-Compliance with Payment Card Industry Data Security Standards (PCI-DSS), BP-5619-Advanced Placement Examination Program, BP-3401-Animals or Pets on Campus, BP-4075-Health and Welfare Benefits for Former Board of Trustees, BP-166-Health Benefits, BP-2001-Administrative Organization, BP-5607-Nonresident Student Tuition, BP-5506-Accommodations for Students with Disabilities, BP-6132-Selection of Library Materials, BP-6135-Library-Use Fee
Accept for Review and Study

On a motion made by Trustee Lang and seconded by Trustee Fuentes this item was accepted for review and study on a 7-0 vote.

- 6.7 SOCCCD: Academic Year 2011/12 Non-Resident Tuition Fees for Foreign & Out-Of-State Students
Adopt non-resident tuition fee of \$179 per semester unit based on the "District average cost" option.

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

- 6.8 SOCCCD: 2011-2012 Sabbatical Recommendations
Approval of faculty sabbaticals for the 2011-2012 academic year as recommended by the SOCCCD Sabbatical Committee.

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

- 6.9 SOCCCD: Academic Personnel Actions – Regular Items
Approve New Personnel Appointments, Authorization to Eliminate Academic Positions and/or Position Numbers, Authorization to Establish an Academic Faculty Position, Change Academic Faculty Assignment and Transfer, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reduced Workload Program with STRS Retirement Revision.

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

- 6.10 SOCCCD: Classified Personnel Actions – Regular Items
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Extend a Temporary Classified Position, Authorization to Establish and Announce a Classified Position, Reclassification, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

Item B.4 and Item D.6 were pulled by administration. On a motion made by Trustee Lang and seconded by Trustee Jay this item passed on a 7-0 vote.

7.0 INFORMATION ITEMS

- 7.1 Saddleback College and Irvine Valley College: Speakers
Listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 SOCCCD: Basic Aid Report
Report on projected receipts and approved projects.
- 7.3 SOCCCD: Facilities Plan Status Report
Status of current construction projects.
- 7.4 SOCCCD: List of Board Requested Reports
Listing of reports requested by the Board of Trustees.
- 7.5 SOCCCD: Monthly Financial Status Report
Report displays the adopted budget, revised budget and transactions through November 30, 2010.
- 7.6 SOCCCD: Report on Employees with Earnings over \$100,000 for Fiscal Year 2009/2010
Report of employees who had earnings in excess of \$100,000.
- 7.7 SOCCCD: New Market Tax Credit Report
Participation in a pilot program for NMTC at ATEP utilizing the services of Public Economics, Inc. as the consultant on this project.

Vice Chancellor David Bugay presented a report to the Board.

On a motion made by Trustee Padberg and seconded by Trustee Prendergast the Board unanimously approved continuing the meeting past 9:30 p.m. until its conclusion.

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.

President, Saddleback College
President, Irvine Valley College
Provost, ATEP
Associated Student Government of SC
Associated Students of IVC
Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association

California School Employees Association
Saddleback College Classified Senate
Irvine Valley College Classified Senate
District Services Classified Senate
Police Officers' Association

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

The meeting was adjourned at 9:37 p.m. in memory of Saddleback College students, Dylan Carson and Robert Sickles.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Sub-Award Grant Acceptance from Center for Occupational Research and Development

ACTION: Approval

BACKGROUND

Irvine Valley College at ATEP has received a sub-award from the Center for Occupational Research and Development (CORD) to fund the improvement and quality of Photonics Technician Education through the National Center for Optics and Photonics Education (OP-TEC). As a National Science Foundation grantee, OP-TEC will identify and train new photonics technicians utilizing more than 30 two-year colleges throughout the nation. Training is focused on education programs devoted to lasers, optics, and photonics technology. Support is provided for curriculum, instructional materials, assessment, faculty development, and recruiting.

STATUS

Irvine Valley College at ATEP has been selected to serve as a “regional cluster” by OP-TEC. In addition to the curriculum and materials support provided by OP-TEC, IVC at ATEP has received a sub-award, as presented in Exhibit A, in the amount of \$15,000.00 to assist in implementing this program. The agreement will stand until August 31, 2011. Renewal of this sub-award is subject to satisfactory performance with the potential for up to two years’ renewal.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Center for Occupational Research and Development sub-award for \$15,000.00.

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

Page 1 of 9

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


1. **PROJECT TITLE:** National Center for Optics and Photonics Education
2. **PROJECT DIRECTOR:** Bruce Sobczak
3. **PROJECT ADMINISTRATOR:** David Gatewood
4. **GRANTOR AGENCY:** National Science Foundation
5. **FUNDING SOURCE:** Advanced Technological Education Program
6. **STARTING AND ENDING DATES OF THE PROJECT:** 9/01/2010-8/31/2011

7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** Irvine Valley College ATEP has received a sub-award from the Center for Occupational Research and Development (CORD) to fund the improvement and quality of Photonics Technician Education through the National Center for Optics and Photonics Education (OP-TEC). As a National Science Foundation grantee, OP-TEC will identify and train new photonics technicians utilizing more than 30 two-year colleges throughout the nation. Training is focused on education programs devoted to lasers, optics, and photonics technology. Support is provided for curriculum, instructional materials, assessment, faculty development, and recruiting.

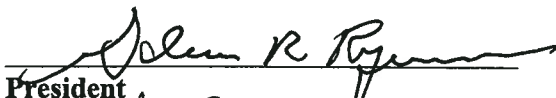
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$15,000.00	\$	\$	\$15,000.00

9. **APPROVALS**


Division/School Dean

 1/18/11
Vice President of Instruction/Students


President


Vice Chancellor, Technology & Learning Services


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	\$ _____	\$ _____	_____
2000 Classified Salaries	\$ <u>4,600.00</u>	\$ _____	_____
3000 Benefits	\$ <u>1,660.00</u>	\$ _____	_____
4000 Supplies	\$ <u>250.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>8,490.00</u>	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ <u>15,000.00</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. ATEP CACT/IDRC Specialist	[X]	[]	[]	[X]
2.	[]	[]	[]	[]
3.	[]	[]	[]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location Center for Occupational Research and Development; Waco, Texas

•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

Subaward Agreement

Prime Awardee

Institution/Organization ("CORD")

Name: CORD

Address: P.O. Box 21689
Waco, TX 76702-1689

Subawardee

Institution/Organization ("Collaborator")

Name: Advanced Technology and
Education Park (ATEP)

Address: 15445 Lansdowne Road
Tustin, Ca 92782

EIN Number: 92-2479872

Prime Award No.: DUE-1003199

Subaward No.: 1 (Year 5)

Awarding Agency: National Science Foundation

Subaward Period of Performance: 9-1-10 to 8-31-11

CFDA No.: 47.076

Project Title: OP-TEC : The National Center for
Optics and Photonics Education

Amount Funded This Action: \$15,000

Terms and Conditions

- 1) CORD hereby awards a cost-reimbursable Subaward, as described above, to Collaborator. The Statement of Work and Budget for this Subaward Agreement are appended as Attachments 2 and 3 respectively. In its performance of Subaward work, Collaborator shall be an independent entity and shall not be considered in any way an employee or agent of CORD.
- 2) CORD shall reimburse Collaborator quarterly for allowable costs. All invoices shall be in CORD's standard format, as shown in Attachment 4. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 1. Expenditures will be reimbursed only for materials and services specified in the Statement of Work (Attachment 2) and Budget (Attachment 3) and upon approval of satisfactory performance as determined by CORD's Project Director.
- 3) A final statement of costs incurred (including cost-sharing), marked "FINAL" must be submitted to CORD's Financial Contact NOT LATER THAN thirty (30) days after Subaward end date. The final statement of costs shall constitute Collaborator's final financial report, and payment by CORD under such final statement shall be considered payment in full.
- 4) All payments shall be considered provisional and subject to adjustment in the event adjustment is necessary as a result of an adverse audit finding against the Collaborator. Collaborator agrees to permit CORD, its agents and/or federal auditor(s)/official(s) to have access to its records and financial records as may be necessary.
- 5) Matters concerning the technical performance of this Subaward should be directed to the appropriate party's Project Director, as shown in Attachment 1. Technical / progress reports are required as indicated in Attachment 4.
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, amounts, or assignments cited in the Subaward Agreement must be directed to the appropriate party's Administrative Contact, as shown in Attachment 1. Any such changes made to this Subaward require the written approval of each party's Authorized Official, as shown in Attachment 1.
- 7) This agreement shall be governed by the laws of the State of Texas. Any dispute arising under this Subaward that is not settled by agreement of the parties shall be settled by appropriate legal, equitable, or administrative proceedings in courts or other tribunals of competent jurisdiction located in the State of Texas. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors to the extent allowed by law. Each party agrees to give immediate notice to the other party of any claim, action or suit in any way connected with activities under this Subaward.
- 8) This Subaward Agreement may be terminated by written notice from CORD to the Collaborator. CORD shall pay Collaborator for all allowable, non-cancelable obligations in the event of termination by CORD as allowable under applicable regulations. Within 30 days of the date of termination, Collaborator will deliver to CORD a summary of progress under the Subaward and an itemized accounting of costs incurred prior to the effective date of termination. Final allowable costs will be determined in accordance with the terms of this Subaward, appropriate federal cost principles and progress under the Subaward. In no event will CORD be liable for costs in excess of the Subaward Budget.

- 9) The Collaborator is encouraged to publish the results of its research. However, no public releases relating to this Subaward and the work performed hereunder shall be issued by the Collaborator without the prior written approval of CORD. In any publication, including web pages, support from the National Science Foundation must be acknowledged as follows: "This material is based upon work supported by the National Science Foundation grant number DUE-1003199." Unless printed in a professional journal, the following disclaimer should be added: "Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of National Science Foundation." All public releases must state that the work is being done under Subaward from CORD. The Collaborator shall promptly provide CORD a copy of any published work related to this Collaborator.
- 10) Both parties recognize and agree that:
 - a) The Collaborator shall retain rights to those items solely developed by the Subawardee previous to this Subaward;
 - b) CORD shall retain rights to items solely developed by CORD and to those items developed under this Subaward, unless exceptions are clearly outlined in Item 14c;
 - c) The Collaborator reserves the right to use items developed under this Subaward for the furtherance of its tax exempt purpose
 - d) None of the above shall restrict CORD or the U.S. Government's right to an irrevocable, royalty-free, world-wide, nonexclusive license to use, and unlimited distribution of the products developed under this Subaward, which includes the license to make, reproduce, translate, publish or dispose of such products and to authorize others to do so.
- 11) All amendments to this Subaward Agreement shall be made in writing and shall be executed by both parties.
- 12) The Subaward Agreement is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in this Subaward Agreement.
- 13) By signing below Collaborator makes the certifications and assurances as follow:
 - a) Drug-Free Work Place Certification contained in Appendix C of the Grant Proposal Guide, NSF 04-23;
 - b) Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide, NSF 04-23;
 - c) Certification Regarding Lobbying (Section 1352, Title 31, U.S. Code);
 - d) Collaborator assures CORD that it complies with A-133 and that it will notify CORD of completion of required audit and of any adverse findings that impact this Subaward.
 - e) In addition, if Collaborator employs more than fifty persons, the authorized Collaborator official certifies by signing this Subaward that Collaborator has implemented a written and enforced conflict of interest policy that is consistent with the provisions of the Grant Policy Manual Section 510. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed, via CORD's Authorized Official, to NSF.
- 14) The following General Terms and Conditions are hereby incorporated:
 - a) NSF Grants Policy Manual, including addenda in effect as of the beginning of the period of performance of this Subaward Agreement. All expanded authorities, are incorporated into this Subaward. http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf05131&org=NSF except for the following: (a) The right to initiate an automatic one-time extension of the end date is replaced by the need to obtain prior written approval from CORD. (b) The payment mechanism and the final report requirements are replaced with Reporting Requirements, as shown in Attachment 4, and Terms and Conditions on the front page of this agreement. And (c) any prior approvals are to be sought from CORD and not the federal awarding agency.
 - b) OMB Circulars A-21, 110, and 133. <http://www.whitehouse.gov/omb/circulars/index.html>. For Nonprofit Organizations the cost principles are contained in OMB Circular A-122.
 - c) Rights to patents and inventions shall be determined in accordance with 37 CFR 401. http://www.access.gpo.gov/nara/cfr/waisidx_04/37cfr401_04.html
 - d) All prior approval requests and all understandings or agreements pertaining to the conduct of the work shall be directed to CORD and not to the federal awarding agency.
- 15) Special Terms and Conditions:

CORD makes this Subaward subject to the continued funding of the Prime Award from the National Science Foundation (NSF). This subaward shall terminate upon written notice to CORD from NSF that the Prime Award has been cancelled. In the event the Prime Award is transferred to another institution this subaward shall terminate and subawardee may initiate a new agreement with the entity to which the Prime Award is transferred. CORD shall notify subawardee of any such actions within 10 days of receipt of such notice. Any termination as described in this section will be subject to Section 8 of the Terms and Conditions

By an Authorized Official of CORD:



10-22-10

Signature and Date

Title: Vice President

By an Authorized Official of Collaborator:

Signature and Date

Title:

Attachment 1: CORD and Collaborator Contacts

Attachment 2: Statement of Work

Attachment 3: Budget

Attachment 4: Financial and Non-Financial Reporting Requirements (including invoice format)

Attachment 1

CORD and Collaborator Contacts

CORD Contacts	Collaborator Contacts
Administrative Contact Name: John Souders Address: 324B Kelly Drive Waco, TX 76710 Telephone: 254-741-8393 Fax: 254-772-8972 Email: souders@cord.org	Administrative Contact Name: David D. Gatewood, Dean Address: IVC/ATEP 15445 Lansdowne Rd. Tustin, CA 92782 Telephone: 949-451-5650 Fax: 714-258-8081 Email: dgatewood@ivc.edu
Director of Curriculum and Administration Name: John Souders Address: 324 B Kelly Drive Waco, TX 76710 Telephone: 254-741-8393 Fax: 254-772-8972 Email: souders@cord.org	Project Director Name: Bruce Sobczak, Director CACT Address: ATEP 15445 Lansdowne Road Tustin, CA 92782 Telephone: 949-282-2720 Fax: 714-258-8081 Email: bsobczak@atep.us
Financial Contact Name: Gina Dickson, Director of Finance Address: P.O. Box 21689 Waco, TX 76702-1689 Telephone: 254-741-8311 Fax: 254-772-8972 Email: gdickson@cord.org	Financial Contact Name: Dr. David Bugay, Acting Deputy Chancellor Address: SOCCCD 28000 Marguerite Parkway Mission Viejo, CA 92692-3635 Telephone: 949-582-4664 Fax: 949-347-2475 Email: dbugay@socccd.edu
Authorized Official Name: Frank Jennings, VP and COO Address: P.O. Box 21689 Waco, TX 76702-1689 Telephone: 254-741-8391 Fax: 254-772-8972 Email: jennings@cord.org	Authorized Official Name: Dr. David Bugay, Acting Deputy Chancellor Address: SOCCCD 28000 Marguerite Parkway Mission Viejo, CA 92692-3635 Telephone: 949-582-4664 Fax: 949-347-2472 Email: dbugay@socccd.edu

Attachment 2

**OP-TEC
ATEP/SOCCCD MOU for Year 5
September 1, 2010 - August 31, 2011**

ATEP/South Orange County Community College District commits to the following tasks in Year 5 of the OP-TEC Center:

Tasks to Support Center Infrastructure and ATEP Two-Year Photonics Program

1. Participate in all monthly Steering Committee teleconferences.
2. Attend Steering Committee Meeting at HI-TEC.
3. Register and attend HI-TEC in July 2011 (San Francisco).
4. Provide the OP-TEC national office with ATEP Photonics program information on:
 - a. Enrollment, completers and employment of graduates.
 - b. Data and inquires in support of studies by the Internal and External Evaluators.
5. Provide presentations and exhibits at appropriate local, state and national meetings.
6. Test OP-TEC curriculum materials.
 - a. Teach courses with OP-TEC materials.
 - b. Review and comment on materials.
7. High School Pipeline.
 - a. Develop successful recruiting strategies with nearby high schools.
 - b. Explore dual credit photonics programs with high schools.
8. Host an OP-TEC Photonics Education Information Meeting in February 2011.
9. Diversity Efforts.
 - a. Recommend and test diversity strategies.

Tasks to Support Development/Test of New OP-TEC Initiatives

10. Provide Photonics Education for Employed Technicians.
 - a. Market and offer hybrid, on-line courses for employed technicians.
11. Pilot test enhanced e-book "Fundamentals of Light and Lasers."
12. Coordinate with California employers and educators to develop a Cluster of Photonics Employers and Educators.
 - a. Build on established optics and photonics professional groups.
 - b. Identify and enlist employers and colleges of photonics technicians.
 - c. Convene a meeting of this group to identify areas of common interest, needs and support.
 - d. Apply to NSF/ATE for a 1-year planning grant to design a California, or "Western" Regional Photonics Center.

Tasks to Support OPCN Colleges

13. Participate in meetings and initiatives of the OPCN.

Attachment 3

ORGANIZATION Advanced Technology and Education Park (ATEP)					FOR NSF USE ONLY	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR Randy W. Peebles					PROPOSAL NO.	AWARD NO.
					Proposed	Granted
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)					NSF Funded	
0. First Name MLast Name Title					Person-months	
					CAL	ACAD SUMR
1. David Gatewood					0.00	0.00
Bruce Sobczak						
(1) TOTAL SENIOR PERSONNEL (1-6)					\$	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)						
1. (0) POST DOCTORAL ASSOCIATES					0.00	0.00
2. (0) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					0.00	0.00
3. (0) GRADUATE STUDENTS						
4. (0) UNDERGRADUATE STUDENTS						
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) RECRUITER						\$ 6,260
6. (1) OTHER						
TOTAL SALARIES AND WAGES (A+B)						\$
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						\$
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)						\$
D. PERMANENT EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)						
\$0						
TOTAL EQUIPMENT						\$0
E. TRAVEL						\$0
1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)						
2. FOREIGN						\$0
F. PARTICIPANT SUPPORT COSTS						
1. STIPENDS \$ 0						
2. TRAVEL						
3. SUBSISTENCE \$0						
4. OTHER \$0						
(0) TOTAL NUMBER OF PARTICIPANTS						\$
G. OTHER DIRECT COSTS						
1. MATERIALS AND SUPPLIES						\$250
2. PUBLICATION COSTS/DOCUMENTATION/DISEMINATION						\$1,100
3. CONSULTANT SERVICES (Adjunct Faculty)						\$7,390
4. COMPUTERS SERVICES						\$0
5. SUBAWARDS						\$0
6. OTHER						\$0
TOTAL OTHER DIRECT COSTS						\$
H. TOTAL DIRECT COSTS (A THROUGH G)						\$
I. INDIRECT COSTS (SPECIFY RATE AND BASE)						
Name of indirect cost item		Amount	Rate			
Facilities and Administration		\$	%			
TOTAL INDIRECT COSTS						\$
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)						\$
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECTS SEE GPG II.D.7.j.)						\$0
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)						\$ 15,000
M. COST SHARING: PROPOSED LEVEL					AGREED LEVEL IF DIFFERENT \$ 0	
PI/PD NAME		DATE	FOR NSF USE ONLY			
			INDIRECT COST RATE VERIFICATION			
ORG. REP. NAME		DATE	Date Checked	Date Rate of Sheet		

*SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPG III.B)

Attachment 4

Financial and Non-financial Reporting Requirements

The following *checked* Reporting Requirements apply to this Subaward Agreement:

- ☒ Collaborator agrees to submit its Final Report to CPRD's Project Director thirty (30) days after end of the Period of Performance. A Final Report shall consist of: (1) Summary of Work Performed and Results Obtained; (2) Final Cumulative Invoice; (3) Copies of any abstracts, manuscripts (published or unpublished), and publications derived from research under the Subaward; (4) Full disclosure of intellectual property developed under this Subaward; (5) a list of equipment purchased under this Subaward; and (6) PI's signature attesting to the truth and completeness of the report.
- ☒ Collaborator agrees to submit annual report to CORD's Project Director that shall consist of a Summary of Work Performed and Results obtained to date. It shall be due May 30, 2010. It will be used to inform the annual report that CORD is required to submit to the National Science Foundation.
- ☒ Collaborator agrees to submit quarterly technical/progress reports within fifteen (15) days from end of each project quarter to CORD's Project Director.
- ☒ In accordance with 37 CFR 401.14, Collaborator agrees to notify CORD's Administrative Contact (identified in Attachment 1) within sixty (60) days after Collaborator's inventor discloses invention(s) in writing to Collaborator's personnel responsible for patent matters.

Invoice Format:

Subaward #:

Period of Costs:

Category of Costs

Cost

s

1.	Salaries & Wages (list all staff and units worked, for example:)			
	John Doe, project director	20%	0,000	
	Bob Green, researcher	50%	0,000	
	Secretary	20%	0,000	
	TOTAL Salaries and Wages			\$ 0,000
2.	Fringe Benefits at 00% of Salaries and wages			\$ 000
3.	Consultants (list all consultants and units worked, for example:)			
	William Short, curriculum specialist	5 days	000	
	Alice Brown, evaluator	10 days	000	
	TOTAL Consultant cost		0,000	
4.	Travel (trips to where and total cost, if applicable)		000	
5.	Other costs (if any, list costs by category and amounts by category)			
	Telephone and postage		000	
	Copying and printing		000	
	Office and lab supplies		000	
	Computer rental		000	
	Other (indicate items and total cost)		000	
	TOTAL other costs		0,000	
6.	Total Direct costs (3+4+5)			\$ 00,000
7.	Indirect Costs at 00.0% of Total Direct Costs			\$ 0,000
8.	TOTAL COSTS			\$ 00,000

Brief description of work performed in invoice period:

I certify that to the best of my knowledge all expenditures reported (or payments requested) are for appropriate purposes and in accordance with the agreement set forth in the contract documents.

Signature/date of authorized subcontractor official: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Sub-Awards Grant Acceptance from North Orange County Community College District, Center for Applied and Competitive Technologies

ACTION: Approval

BACKGROUND

Irvine Valley College at ATEP has received two sub-awards from North Orange County Community College District (NOCCCD) to augment activities at its Center for Applied and Competitive Technologies (CACT). In support of regional CACT activity in Orange County, NOCCCD received funding through the State Chancellor's Office's Economic Workforce Development program. NOCCCD has extended an offer of support to the IVC CACT at ATEP in the amount of \$50,000.00: \$25,000 each from the Job Development Incentive Fund (JDIF) and Responsive Training Fund (RTF), respectively. The CACT will use these funds to provide career technical training and market its programs in Master CAM, SolidWorks, H-TEC, and the new ATEP Automation Lab.

STATUS

The CACT has received funding from the Economic and Workforce Development program through the State Chancellor's Office since 1998. In fiscal year 2010-11 the CACT received a passing score to qualify for CACT funding, but due to limited state funding available for disbursement, the CACT did not receive an allocation. The sub-awards from NOCCCD reflected in the Grant Abstract, as presented in Exhibit A, and the sub-contracts for the RTF and JDIF, as presented in Exhibit B and Exhibit C, will enhance the programs and activities offered through the Irvine CACT at ATEP. The sub-award for the RTF will be in effect through June 30, 2011 and for the JDIF, through June 30, 2012.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the North Orange County Community College District, CACT, sub-awards totaling \$50,000.00.

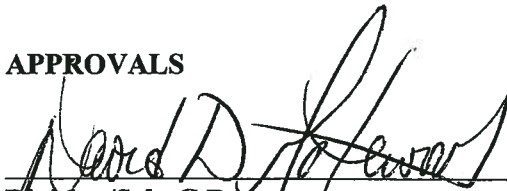
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: IRVINE VALLEY COLLEGE**


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

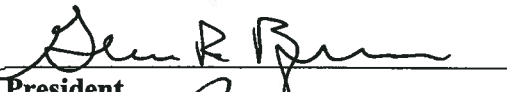
1. **PROJECT TITLE:** Center for Applied and Competitive Technologies
2. **PROJECT DIRECTOR:** Bruce Sobczak
3. **PROJECT ADMINISTRATOR:** David Gatewood
4. **GRANTOR AGENCY:** North Orange County Community College District
5. **FUNDING SOURCE:** State Chancellor's Office, Economic and Workforce Development Program (Responsive Training Fund & Job Development Incentive Fund)
6. **STARTING AND ENDING DATES OF THE PROJECT:** 1/26/2011-6/30/2012
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** Irvine Valley College ATEP has received two sub-awards from North Orange County Community College District (NOCCCD) to augment its Center for Applied and Competitive Technologies (CACT). The sub-awards in the combined amount of \$50,000.00 are intended to support CACT activities utilizing Master CAM, SolidWorks, H-TEC, and the new Automation Lab training facilities at ATEP.
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$50,000.00	\$55,344.00	\$	\$105,344.00


9. **APPROVALS**


Division/School Dean

 2/3/11
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>8,964.00</u>	<u>Dean, CTE&WD</u>
2000 Classified Salaries	\$ <u>20,590.00</u>	\$ <u>5,013.00</u>	<u>Grants Analyst</u>
3000 Benefits	\$ <u>6,365.00</u>	\$ <u>4,892.00</u>	<u>Benefits (35%)</u>
4000 Supplies	\$ <u>7,045.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>16,000.00</u>	\$ <u>11,475.00</u>	<u>Operating Exp. & Services</u>
6000 Capital Outlay	\$ _____	\$ <u>25,000.00</u>	<u>SOCCCD/Automation Lab</u>
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ <u>50,000.00</u>	\$ <u>55,344.00</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. Director, EWD at ATEP	[X]	[]	[]	[X]
2. Program Specialist IDRC/CACT	[X]	[]	[]	[X]
3. Adjunct Faculty	[]	[X]	[]	[X]

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**, 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 **Responsive Training Funds Grant "Advanced Manufacturing CACT Collaborative" No. 10-332-064**.

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 **Responsive Training Fund Grant "Advanced Manufacturing CACT Collaborative" No. 10-332-064** Project and agree to the following:

1. STATEMENT OF WORK

Participation in the **"Advanced Manufacturing CACT Collaborative" Responsive Training Funds Grant No. 10-332-064** 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 **and in Attachment 1 (Scope of Work)**. SUBGRANTEE agrees that performance under this agreement shall be performed within the California Community Colleges Chancellor's Office, Economic **and Workforce** 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 work performed shall be completed by June 30, 2011, with the final invoice due July 5, 2011.**

2. TERM

The term of this agreement is for the period of **January 26, 2011 through June 30, 2011.**

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 **\$25,000** 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 (**except other EWDP grants**), **federal, Employment Training Panel Contracts, Program Income, Equipment Donations, etc., (reference 2010-11 Request for Applications for Competitive Awards, Attachment C, Article 1)**. 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 Grant Project Manager. All products, documents and published materials, including presentations, shall be approved by the District and/or Grant Project Manager 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 hereunder (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 works 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:

Norma A. Alvarado

Director, Center for Applied Competitive Technologies
North Orange County Community College District
School of Continuing Education
1830 W. Romneya Dr.
Anaheim, CA 92801
714.808.4611

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:

Dr. David Bugay

Acting Vice Chancellor, Business Svcs.
South Orange County Community
College District
2800 Marguerite Parkway
Mission Viejo, CA 92692-3635
949.582.4664

DISTRICT:

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

By: _____

Dr. David Bugay

Title: Acting Vice Chancellor, Business Svcs

Date: _____

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

By: _____

Claudette Dain

Title: District Director, Fiscal Affairs

Date: _____

ATTACHMENT I

North Orange County Community College District/School of Continuing Education/CACT

Responsive Training Fund (RTF) Grant No. 10-332-064

SCOPE OF WORK

I. Community College: Irvine Valley ATEP/CACT

Address: 15445 Landsdowne Rd., Tustin, CA 92782-0223

Telephone/FAX: 949.282.2720 FAX: 714.258.8081.

Contact Person: Bruce Sobczak

Title: Director, Economic & Workforce Development

II. Grant Service Specifications (reference RTF Grant WorkPlan): Irvine Valley ATEP/CACT:

- Outreach to **200 incumbent workers and employees considered to be the working poor**, through partnerships with employers (who create employment opportunities for unemployed and dislocated workers, US veterans, new entrants into the workforce, CalWORKS participants), trade associations, partner colleges, CalWORKS, EWDP Initiative Centers, the WIBs, One-Stop Centers, WorkSource Centers, labor organizations, community and faith-based organizations.
- Provide skills upgrade training (not soft skills training) **in the manufacturing industry's new and emerging technologies** to a minimum of **16** incumbent workers—to include managers and administrators, and the working poor. **RTF** funds can also be used to provide training to unemployed and dislocated workers, US veterans, new entrants into the workforce, CalWORKS participants when employers have created job positions that resulted from the promotion of incumbent workers. New hires can be identified through partnerships with partner colleges, CalWORKS, EWDP Initiative Centers, the WIBs, One-Stop Centers, WorkSource Centers, labor organizations, community and faith-based organizations.
- Provide job placement or enrollment in an industry approved apprenticeship program for a minimum of **3** unemployed and dislocated workers, US veterans, new entrants into the workforce, CalWORKS participants and the working poor **in the manufacturing industry's new and emerging technologies**.
- Incumbent workers minimum wage **\$13 per hour**; and entry level positions at **\$12 per hour**, or **\$10 per hour with full benefits and/or an hourly increase after 90 days**.
- Participation in Regional Advisory Meetings.

III. **Reports and Invoices:**

- **A brief Monthly Report containing the data elements** that address the expected outcomes listed in the “**Service Specifications**” are due to the NOCCCD CACT on or before the last day of each month during the “**Term for Delivery of Services.**”
- Data (numbers served, trained, placed) related to the **RTF Grant No. 10-332-064** must not be used to meet the expected outcomes for any other EWDP Grants or Initiative Centers. This will avoid the duplication of services to program participants and the duplication of Data entered into the State Data System.
- The Monthly Report should include the “**follow-up with the employers served 30 days after training is completed to determine whether the agreed-upon performance indicators were achieved.**” (Attachment A, Economic and Workforce Development Program, 2010-11 Request for Applications)
- **Quarterly Reports**, as required by the CCCCO—EWDP, are due to the NOCCCD CACT on or before the 13th day of the month following the end of the quarter (example; April 13th, July 13th, September 13th, etc.) through the **RTF Grant** end date.
- **Invoices** are due to the NOCCCD CACT on or before the 13th day of the month following the end of the quarter (example; April 13th, July 13th, September 13th, etc.) through the **RTF Grant** end date, but no later than July 5, 2011.
- **Matching Resources** (as defined by the CCC EWDP, Appendix to Request for Applications {RFA} Specifications), a dollar to dollar “Match” is required for all funds allocated to **Irvine Valley ATEP/CACT** under the **NOCCCD RTF Grant**. The “final” signed and completed Match Forms are due the NOCCCD CACT on or before the 31st day of the Month following the **RTF Grant** term end date.
- **Final reports with Final Match Forms** are due to the NOCCCD CACT on or before the 31st day of the Month following the **RTF Grant** term end date.

IV. **Term for Delivery of Services:**

- **January 26, 2011 through June 30, 2011**

**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**, 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 **Job Development Incentive Fund Grant "Advanced Manufacturing CACT Collaborative" No. 10-336-070**.

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 **Job Development Incentive Fund Grant "Advanced Manufacturing CACT Collaborative" No. 10-336-070** Project and agree to the following:

1. STATEMENT OF WORK

Participation in the **Advanced Manufacturing CACT Collaborative Job Development Incentive Fund Grant Agreement No. 10-336-070** 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 **and in Attachment 1 (Scope of Work)**. SUBGRANTEE agrees that performance under this agreement shall be performed within the California Community Colleges Chancellor's Office, Economic **and Workforce** 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 work performed shall be completed by June 30, 2012, with the final invoice due July 5, 2012.**

2. TERM

The term of this agreement is for the period of **January 26, 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 **\$25,000** 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 (**except other EWDP grants**), **federal, Employment Training Panel Contracts, Program Income, Equipment Donations, etc., (reference 2010-11 Request for Applications for Competitive Awards, Attachment C, Article 1)**. 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 Grant Project Manager. All products, documents and published materials, including presentations, shall be approved by the District and/or Grant Project Manager 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 hereunder (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 works 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:

Norma A. Alvarado

Director, Center for Applied Competitive Technologies
North Orange County Community College District
School of Continuing Education
1830 W. Romneya Dr.
Anaheim, CA 92801
714.808.4611

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:

Dr. David Bugay

Acting Deputy Chancellor
South Orange County Community
College District
2800 Marguerite Parkway
Mission Viejo, CA 92692-3635
949.582.4664

DISTRICT:

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

By: _____

Dr. David Bugay

Title: Acting Vice Chancellor, Business Svcs.

Date: _____

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

By: _____

Claudette Dain

Title: District Director, Fiscal Affairs

Date: _____

ATTACHMENT I

North Orange County Community College District/School of Continuing Education/CACT

Job Development Incentive Fund (JDIF) Grant No. 10-336-070

SCOPE OF WORK

I. Community College: Irvine Valley ATEP/CACT

Address: 15445 Landsdowne Rd., Tustin, CA 92782-0223

Telephone/FAX: 949.282.2720 FAX: 714.258.8081.

Contact Person: Bruce Sobczak

Title: Director, Economic & Workforce Development

II. Grant Service Specifications (reference JDIF Grant WorkPlan): Irvine Valley ATEP/CACT:

- Outreach to **200** unemployed and dislocated workers, US veterans, new entrants into the workforce, CalWORKS participants and to the working poor through partnerships with employers who create employment opportunities, partner colleges, CalWORKS, EWDP Initiative Centers, the WIBs, One-Stop Centers, WorkSource Centers, labor organizations, community and faith-based organizations.
- Serve and/or provide training **in the manufacturing industry's new and emerging technologies** to a minimum of **17** unemployed and dislocated workers, US veterans, new entrants into the workforce, CalWORKS participants and to the working poor through partnerships with employers who create employment opportunities, partner colleges, CalWORKS, EWDP Initiative Centers, the WIBs, One-Stop Centers, WorkSource Centers, labor organizations, community and faith-based organizations.
- Provide job placement or enrollment in an industry approved apprenticeship program for a minimum of **4** unemployed and dislocated workers, US veterans, new entrants into the workforce, CalWORKS participants and to the working poor **in the manufacturing industry's new and emerging technologies**.
- Minimum starting wages **\$12 per hour**; or an entry level position at **\$10 per hour with full benefits and an hourly increase after 90 days**.
- Participation in Regional Advisory Meetings.

III. Reports and Invoices:

- **A brief Monthly Report containing the data elements** that address the expected outcomes listed in the “**Service Specifications**” due to the NOCCCD CACT on or before the last day of each month during the “**Term for Delivery of Services.**”
- Data (numbers served, trained, placed) related to the JDIF Grant **No. 10-336-070** must not be used to meet the expected outcomes for any other EWDP Grants or Initiative Centers. This will avoid the duplication of services to program participants and the duplication of Data entered into the State Data System.
- **Quarterly Reports**, as required by the CCCCO—EWDP, are due to the NOCCCD CACT on or before the 13th day of the month following the end of the quarter (example; April 13th, July 13th, September 13th, etc.) through the JDIF Grant end date.
- **Invoices** are due to the NOCCCD CACT on or before the 13th day of the month following the end of the quarter (example; April 13th, July 13th, September 13th, etc.) through the JDIF Grant end date, but no later than July 5, 2012.
- **Matching Resources** (as defined by the CCC EWDP, Appendix to Request for Applications {RFA} Specifications), **a dollar to dollar “Match” is required for all funds allocated to Irvine Valley College ATEP/CACT under the NOCCCD JDIF Grant.** The “final” signed and completed Match Forms are due the NOCCCD CACT on or before the 31st day of the Month following the end of the JDIF Grant end date.
- **Final reports with Final Match Forms** are due to the NOCCCD CACT on or before the 31st day of the Month following the end of the JDIF Grant term end date.

IV. Term for Delivery of Services:

- **January 26, 2011 through June 30, 2012**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Sub-Award Grant Acceptance from 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 2010-11 sub-award will assist Irvine Valley College in expanding its capacity for multimedia training and education.

STATUS

Roopa Mathur and Robert Stewart, both from the School of Business Sciences, 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 July 1, 2010 through June 30, 2011.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the New Media & Entertainment sub-award 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/Bob Stewart
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:** 7/01/2010-6/30/2011

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.

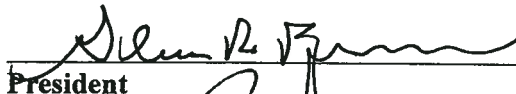
8. **SUMMARY BUDGET**

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

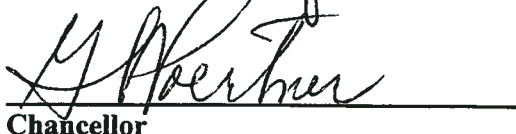
9. **APPROVALS**


Division/School Dean

 1/18/11
Vice President of Instruction/Students


President


Vice Chancellor, Technology & Learning Services


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.	[]	[]	[]	[]
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 #10-310-015.

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, 2011, except that the final invoice shall be due July 5, 2011.**

2. TERM

The term of this agreement is for the period of July 1, 2010 through June 30, 2011.

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:

David D. Gatewood, Ph.D.
Interim Dean CTE & Workforce Dev.,
South Orange County Community
College District
Irvine Valley College
15445 Lansdowne Rd.
Irvine, CA 92618
(949) 451-5650

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: _____

Dr. David Bugay

Title: Deputy Chancellor

Date: _____

By: _____

Claudette Dain

Title: District Director, Fiscal Affairs

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

As part of offering high quality education to students, Irvine Valley College is offering an opportunity for students to study the cultural and physical geography of the Pacific Northwest. This region includes Mt. Lassen National Park and Crater Lake National Park, which provide examples of both volcanic activities and other geomorphology. This area is also rich in cultural landscapes, such as the sustainable development in Portland, Oregon. Field studies will include visits to many of these sites.

STATUS

The Irvine Valley College School of Social Sciences propose to offer an honors course, from July 21-31, 2011, a field study in the Pacific Northwest as an out-of-state travel program. A minimum enrollment of 12 students is required and a maximum of 22 students can be accommodated. The Out-of-State Travel Program Information Summary is presented in Exhibit A and Exhibit B displays the individual cost breakdown summary. All costs for travel, food, lodging and incidentals will be paid by students. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel to the Pacific Northwest from July 21-31, 2011, for the honors field study program in geography.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Pacific Northwest, USA			First Trip: Yes:		No:		X
Dates: From:		7/21/11		To:		7/31/11		Total No. of Days: 11	
Partner Name (Academic Institution):		N/A							
Address:		N/A							
Contact Person:		N/A			Telephone No.:		N/A		
Description of Institution:		N/A							
Includes:	Accredited Instruction		Yes:	X	No:				
	Transfer College Units		Yes:	X	No:				
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:		No:	X			
	Tutors		Yes:		No:	X			
	Weekend Study Activities		Yes:	X	No:				
	Food		Yes:		No:	X			
	Transportation LOCAL ONLY		Yes:	X	No:				
	Lodging		Yes:	X	No:				
Other:		All instruction by IVC faculty. Dates shown are for class meetings in the Pacific Northwest only, meetings at IVC are in Exhibit B.							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals;							
Other:		Irvine Valley College tuition/administrative fees, extra protection insurance coverage for increased medical and/or personal effects.							
2. FACULTY									
Lead Faculty Name:		Brennan Wallace (1 OSH); Jodi Titus (1 OSH)							
Coordinates Trip:		Yes:	X	No:					
If No, Explain:									
Travels to Site:		Yes	X	No:					
Dates: From:		7/21/11			To:		7/31/11		
Teaching Assignment at Program Site:		Yes	X	No:					
Dates: From:		7/21/11			To:		7/31/11		
Requires Substitute at IVC and/or SC?		Yes		No:	X				
Unpaid Faculty Exchange:		Yes		No:	X				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Other:									
3. COURSE(S) OFFERED AT PROGRAM SITE									
Course No.:		Course Title:						No. of Units	

GEOG 102	Geography Field Studies	2.0 Units

4. STUDENTS

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

5. COSTS

Student:	
Contracted cost per student:	\$ 172.00
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)	\$ 15.64
College:	
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If Yes Explain:	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

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

N/A

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

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

Exceptions to weekly schedule: N/A

8. ATTACHMENTS

EXHIBIT B – Individual Cost Breakdown Summary and Program Description.

9. REQUIRED SIGNATURES

Lead Faculty Member

Date

Department Chair

Date

Division/School Dean

Date

Vice President, Instruction

Date

College President

Date

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

IRVINE VALLEY COLLEGE
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

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

COMBINED COSTS OF FIELD STUDY FOR BOTH CLASSES

COSTS TO BE PAID BY STUDENTS	
Campsite/Lodging Fees	1,834.00
Contingency (\$10/student x 22 students)	220.00
TOTAL COST	\$2,054.00
COST PER STUDENT (12 Students)*	Up to \$172.00
APPROXIMATE COSTS NOT INCLUDED	
Student food (11 days @ \$15/day)	165.00
Misc. personal costs (souvenirs, film, notebook, etc)	50.00
IVC fees (2.0 units @ \$26/unit)	52.00
IVC Health Fee	17.00
TOTAL COSTS NOT INCLUDED	\$284.00
GRAND TOTAL**	\$456.00

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Geology 170, Out-of-State Travel Program

ACTION: Approval

BACKGROUND

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

As part of offering high-quality education to students, Irvine Valley College is offering an opportunity for students to study the Geology of the Grand Canyon National Park and vicinity. The trip will focus on the geology of the Grand Canyon area and the region of the Colorado Plateau province.

STATUS

The Irvine Valley College School of Physical Sciences proposes to offer the field study course from April 28 through May 1, 2011, in the vicinity of Grand Canyon National Park, Arizona. A minimum of 20 students is required and a maximum of 24 students can be accommodated. The Out-of-State Travel Program Information Summary is presented in Exhibit A and Exhibit B displays the individual cost breakdown summary. All costs for travel, food, lodging and incidentals will be paid by students. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel to the Grand Canyon National Park, Arizona, and vicinity, from April 28 through May 1, 2011, for the field study program in Physical Sciences.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT


OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Grand Canyon NP, AZ			First Trip: Yes:		No:		X
Dates: From:		4/28/11		To:	5/1/11		Total No. of Days:		3.25
Partner Name (Academic Institution):		N/A							
Address:		N/A							
Contact Person:		N/A			Telephone No.:		N/A		
Description of Institution:		N/A							
Includes:	Accredited Instruction	Yes:	X	No:					
	Transfer College Units	Yes:	X	No:					
	Orientation	Yes:	X	No:					
	Books/Supplies	Yes:	X	No:					
	Tutors	Yes:		No:	X				
	Weekend Study Activities	Yes:	X	No:					
	Food	Yes:		No:	X				
	Transportation LOCAL ONLY	Yes:	X	No:					
	Lodging	Yes:	X	No:					
Other:		Camping fees							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals.							
Other:		Irvine Valley College tuition/administrative fees.							
2. FACULTY									
Lead Faculty Name:		Mark Bordelon							
Coordinates Trip:		Yes:	X	No:					
If No, Explain:									
Travels to Site:		Yes	X	No:					
Dates: From:		4/28/11		To:	5/1/11				
Teaching Assignment at Program Site:		Yes	X	No:					
Dates: From:		4/28/11		To:	5/1/11				
Requires Substitute at IVC and/or SC?		Yes		No:	X				
Unpaid Faculty Exchange:		Yes		No:	X				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Other:									
3. COURSE(S) OFFERED AT PROGRAM SITE									
Course No.:	Course Title:							No. of Units	
Geol 170	Field Geology of National Parks							1.0 Units	
	TOTAL							1.0 Units	
4. STUDENTS									
Minimum number of students required to make program:							20		
Minimum number of units:							1.0		

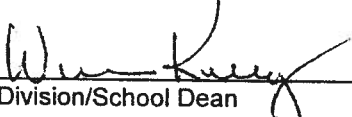
Maximum number of units:		1.0					
If this is a repeat program site, what is the average number of units taken per student?		N/A					
Other – Maximum number of students		24					
5. COSTS							
Student:							
Contracted cost per student:		\$ 0.00					
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>		\$ 0.00					
College:							
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>						
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.		\$ N/A					
Other Costs		\$ 0					
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
N/A							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday Classes	Tuesday Classes	Wednesday Classes	Thursday Classes	Friday Classes	Saturday Classes	Sunday Classes
8 a.m.							
9 a.m.							
10a.m.							
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.				↓	↓	↓	↓
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		N/A					
8. ATTACHMENTS							
EXHIBIT B – Individual Cost Breakdown Summary and Program Description.							
9. REQUIRED SIGNATURES							


Lead Faculty Member

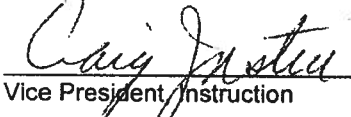
1/6/11
Date


Department Chair

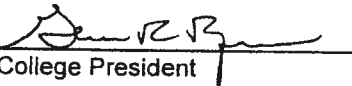
1/6/11
Date


Division/School Dean

1/6/11
Date


Vice President Instruction

1/11/11
Date


College President

1/11/11
Date

**INDIVIDUAL COST BREAKDOWN SUMMARY
AND PROGRAM DESCRIPTION**

IRVINE VALLEY COLLEGE
SCHOOL OF PHYSICAL SCIENCES

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

COSTS TO BE PAID BY STUDENTS	
Campsite fees – None, public land use	\$0.00
One night motel stay (\$60/night & 2 students/room) in Escalante	\$0.00
Student food (3 days @ \$10.00/day)	\$30.00
TOTAL COST PER STUDENT*	\$30.00
NUMBER OF STUDENTS PARTICIPATING	24
TOTAL COSTS FOR GROUP	\$720.00
APPROXIMATE COSTS NOT INCLUDED	
Entertainment/food during one night motel stay	
TOTAL COSTS NOT INCLUDED	\$0.00
GRAND TOTAL PER STUDENT	\$30.00

*The cost per student will be charged as a class fee to each student. If more than 10 students enroll, or if for any other reason there are unexpended funds at the end of the field study, each student will be refunded an amount as appropriate. The class can accommodate as many as 24 students, not including the IVC instructors and volunteer vehicle drivers.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2011-12 Academic Year

ACTION: Approval

BACKGROUND

Irvine Valley College's Curriculum Committee and Academic Senate review and approve curriculum on a regular basis. Subsequently, the curriculum is recommended to the college president or designee for approval.

STATUS

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Irvine Valley College for the 2011-12 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2011-12 academic year at Irvine Valley College.

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			KEY CODE	assign=assignments catid=catalog id number c/ w/+ cross-listed with (and list the other crs id) ce=contract education course co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lmg obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sam = sam code sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title top = TOP Code tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
BS	RE 279	10806.00	Computer Applications for Real Estate	desc, tps, lmg obj, moe, assign, txt
BS	MGT 10	10736.10	Statistics for Business and Economics	tps, lmg obj, moe, assign, txt
FA	ART 40	740.00	2-D Design and Color	desc, tps, lmg obj, txt
FA	ART 41	745.00	Three-Dimensional Design	tps, lmg obj, assign, txt
FA	ART 50	905.05	Beginning Oil Painting	desc, tps, lmg obj, assign, txt
FA	ART 80	760.05	Drawing Fundamentals	desc, tps, lmg obj, assign, txt
FA	ART 85	765.05	Life Drawing I	desc, tps, lmg obj, assign, txt
FA	ART 86	765.10	Advanced Life Drawing	desc, tps, lmg obj, assign, txt
FA	ARTH 1	9163.10	History of Photography	crs id
FA	ARTH 104	11013.00	Introduction to Art Media	crs id, sr
FA	ARTH 110	14151.00	Introduction to Museums	nc
FA	ARTH 133	11012.00	American Art	crs id, sr, tx
FA	ARTH 150	10315.10	History of Graphic Design	crs id
FA	ARTH 20	855.00	Art Appreciation	crs id
FA	ARTH 22	10506.00	Survey of Asian Art	crs id
FA	ARTH 23	11006.00	African and Oceanic Art	crs id, sr, tx
FA	ARTH 24	11007.00	Ancient Art	crs id, sr, tx
FA	ARTH 25	880.00	Art History Survey I: Western	crs id
FA	ARTH 26	885.00	Art History Survey II: Western	crs id
FA	ARTH 27	11008.00	Art History: Survey III: Non-Western	crs id, sr, tx
FA	ARTH 28	890.00	Contemporary Art History	crs id
FA	ARTH 29	11009.00	19th and Early 20th Century Art	crs id, sr, tx
FA	ARTH 30	11010.00	Renaissance and Baroque Art	crs id, sr, tx
FA	ARTH 31	11011.00	Medieval Art	crs id, sr, tx
FA	ARTH 4	715.00	Introduction to Art Theory	crs id
FA	DMA 49	13266.00	Introduction to Cameras	dc
FA	DMA 51	9169.10	Beginning Digital Photography	ti
FA	DMA 195	13238.10	Illustration	nc
FA	DNCE 12	9927.30	Modern Dance I	desc, rpt
FA	DNCE 12A	9927.25	Modern Dance IA	desc, rpt
FA	DNCE 12B	9927.35	Modern Dance IB	desc, rpt
FA	DNCE 13	9927.40	Modern Dance II	catid, desc, rpt
FA	DNCE 13A	9927.45	Modern Dance IIA	catid, desc, rpt
FA	DNCE 13B	9927.50	Modern Dance IIB	catid, desc, rpt
FA	DNCE 17	9932.20	Jazz Dance I	desc, rpt
FA	DNCE 17A	9932.25	Jazz Dance IA	desc, rpt
FA	DNCE 17B	9932.35	Jazz Dance IB	desc, rpt
FA	DNCE 18	9932.40	Jazz Dance II	catid, desc, rpt
FA	DNCE 18A	9932.45	Jazz Dance IIA	catid, desc, rpt
FA	DNCE 18B	9932.50	Jazz Dance IIB	catid, desc, rpt
FA	DNCE 22	9938.05	Tap Dance I	desc, rpt
FA	DNCE 23	9938.25	Tap Dance II	catid, desc, rpt
FA	DNCE 33	10584.10	Middle Eastern Dance I	desc, rpt
FA	DNCE 34	10584.15	Middle Eastern Dance II	catid, desc, rpt
FA	DNCE 6	9923.27	Ballet I	desc, rpt
FA	DNCE 6A	9923.15	Ballet IA	desc, rpt
FA	DNCE 6B	9923.28	Ballet IB	desc, rpt
FA	DNCE 7	9923.35	Ballet II	catid, desc, rpt
FA	DNCE 7A	9923.40	Ballet IIA	catid, desc, rpt
FA	DNCE 7B	9923.45	Ballet IIB	catid, desc, rpt
FA	MUS 54	5020.05	Piano I	desc, rpt
FA	MUS 55	5020.20	Piano II	catid, desc, rpt
FA	MUS 56	5020.25	Piano III	catid, desc, rpt
FA	MUS 57	5020.30	Piano IV	catid, desc, rpt
FA	MUS 60	13204.00	Instrumental Chamber Music	crs id, it, desc, tps, lmg obj, moe, assign, lmt
FA	MUS 80	5070.05	Voice I	desc, rpt
FA	MUS 81	5070.15	Voice II	catid, desc, rpt
FA	MUS 82	5070.20	Voice III	catid, desc, rpt
FA	MUS 83	11031.00	Classical Guitar I	desc, rpt
FA	MUS 84	11031.05	Classical Guitar II	catid, desc, rpt
FA	MUS 85	11031.15	Classical Guitar III	catid, desc, rpt
FA	MUS 112	14148.00	Computer Applications in Music	nc
FA	MUS 212	10520.00	Computer Applications in Music	dc
FA	PHOT 49	13266.10	Introduction to Cameras	dc

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				ce=contract education course	
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				moe=methods of eval	
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				ti=title	
				top = TOP Code	
				tps=topics	
				txt=text-required for all courses numbered 1-299	
				un=units	
				val=validation	
FA	PHOT 51	9169.00	Beginning Digital Photography	ti	
FA	PHOT 56	1430.00	Art Photography	dc	
FA	PHOT 190	1443.00	Special Problems in Photography	dc	
FA	PHOT 191	13270.10	Portfolio Development	nc	
FA	PHOT 245.1	9107.05	Digital Sound and Video	dc	
FA	PHOT 54	1420.00	Beginning Photography	desc, rpt	
FA	PHOT 55	1420.05	Intermediate Photography	catid, desc, rpt	
FA	TA 1	6365.00	Acting	lmg obj, assign, txt	
FA	TA 10	6405.00	Musical Theatre Workshop	tps, assign, txt	
FA	TA 12	6415.00	Directing	coreq, assign, txt, co	
FA	TA 2	6370.00	Beginning Scene Study	co	
FA	TA 21	6465.00	Theatre Appreciation Contemporary	tps, lmg obj, moe, assign, txt	
FA	TA 25	6470.00	Great Plays: Primitive to Renaissance	assign, desc, lmg obj	
FA	TA 26	6475.00	Great Plays: Renaissance to Contemporary	desc, tps, lmg obj, moe, assign	
FA	TA 3	6375.00	Advanced Scene Study	co	
FA	TA 4	6380.00	Acting Styles: Classical	co	
FA	TA 40C	9635.00	Scenic Design for the Theatre	sr	
FA	TA 41	6500.00	Stage Lighting Design	assign, desc	
FA	TA 42	6505.00	Costume Design	assign	
FA	TA 43	6510.00	Stage Makeup	sr	
FA	TA 5	6385.00	Acting Styles: Contemporary	assign, co, lmg obj	
FA	TA 7	6395.00	Screen Acting	tps, txt	
FA	TA 8	9202.00	Advanced Acting	assign, desc	
FA	TA 241A	6535.10	Irvine Valley Conservatory	crs id, tps, lmg obj, moe, assign, txt	
FA	TA 241B	6535.35	Irvine Valley Conservatory	crs id, tps, lmg obj, moe, assign, txt	
FA	TA 241C	6535.55	Irvine Valley Conservatory	crs id, tps, lmg obj, moe, assign, txt	
FA	TA 241	6535.60	Irvine Valley Conservatory	dc	
FA	TA 241	6535.20	Irvine Valley Conservatory	dc	
FA	TA 241	6535.25	Irvine Valley Conservatory	dc	
FA	TA 241	6535.50	Irvine Valley Conservatory	dc	
FA	TA 241	6535.30	Irvine Valley Conservatory	dc	
FA	TA 241	6535.40	Irvine Valley Conservatory	dc	
HP	CWE 168	14159.00	Cooperative Work Experience: Fitness Specialist	nc	
HP	CWE 168	14159.20	Cooperative Work Experience: Fitness Specialist	nc	
HP	CWE 168	14159.30	Cooperative Work Experience: Fitness Specialist	nc	
HP	CWE 168	14159.40	Cooperative Work Experience: Fitness Specialist	nc	
HP	HLTH 1	3260.00	Health Education	assign, txt	
HP	IA 12	5365.00	Intercollegiate Women's Basketball	dc	
HP	IA 12	5365.20	Intercollegiate Women's Basketball	lmg obj, moe, tps, txt	
HP	IA 13	5370.00	Intercollegiate Women's Tennis	lmg obj, assign, txt, rec	
HP	IA 15	5380.00	Intercollegiate Men's Soccer	lmg obj, txt	
HP	IA 18	3484.00	Intercollegiate Women's Soccer	lmg obj, assign, txt	
HP	IA 2	5315.00	Intercollegiate Men's Basketball	dc	
HP	IA 2	5315.20	Intercollegiate Men's Basketball	tps, lmg obj, moe, txt	
HP	IA 20	9813.00	Intercollegiate Women's Badminton	rec, tps, lmg obj, assign, txt	
HP	IA 6	9762.00	Intercollegiate Men's Golf	lmg obj, tps, moe, assign, txt	
HP	IA 7	9756.00	Intercollegiate Women's Golf	lmg obj, tps, moe, assign, txt	
HP	IA 9	5350.00	Intercollegiate Men's Tennis	lmg obj, assign, txt	
HP	KNEA 1	5605.15	Adapted Personalized Fitness	crs id	
HP	KNEA 1	5605.00	Adapted Personalized Fitness	crs id	
HP	KNEA 6	5630.05	Adapted Sports	crs id	
HP	KNEA 6	5630.00	Adapted Sports	crs id	
HP	PE 10	11044.00	Walking/Jogging for Fitness	dc	
HP	KNES 100	11156.00	Introduction to Therapy and Rehabilitation	crs id	
HP	KNES 100	11156.30	Introduction to Therapy and Rehabilitation	crs id	
HP	KNES 101	11155.00	Introduction to Sport Psychology	crs id	
HP	KNES 101	11155.00	Introduction to Physical Education	crs id	
HP	KNES 102	13264.00	Fitness and Sport	crs id	
HP	KNES 103	14160.00	Movement Anatomy	nc	

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				rpt=repeatability	
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				tps=topics	
				txt=text-required for all courses numbered 1-299	
				un=units	
				val=validation	
HP	KNES 104	14161.00	Exercise Physiology	nc	
HP	KNES 105	14162.00	Principles of Strength and Conditioning	nc	
HP	KNES 106	14163.00	Exercise Testing and Prescription	nc	
HP	KNES 11	5430.10	Badminton: Beginning to Intermediate I	crs id	
HP	KNES 11A	5430.05	Badminton: Beginning	crs id	
HP	KNES 11B	5430.35	Badminton: Intermediate I	crs id	
HP	KNES 12	5430.20	Badminton: Intermediate II to Advanced	crs id	
HP	KNES 12B	5430.40	Badminton: Advanced	crs id	
HP	KNES 12A	5430.15	Badminton: Intermediate II	crs id	
HP	KNES 20	5450.10	Beginning Golf	crs id	
HP	KNES 20	5450.05	Beginning Golf	crs id	
HP	KNES 201	3285.00	Applied Kinesiology	dc	
HP	KNES 202	3286.00	Applied Exercise Physiology	dc	
HP	KNES 203	3287.00	Techniques of Instructing Aerobic Exercise	crs id	
HP	KNES 204	3288.00	Exercise for Special Population	dc	
HP	KNES 205	3289.00	Nutrition for Fitness and Sport	crs id	
HP	KNES 206	9232.00	First Aid and Injury Prevention	crs id	
HP	KNES 207	13233.00	Exercise Testing	dc	
HP	KNES 208	3292.00	Instructional Techniques of Strength Training	dc	
HP	KNES 209	9277.00	Exercise Psychology	crs id	
HP	KNES 210	9280.00	Marketing Techniques for the Fitness Specialist	crs id	
HP	KNES 212	3464.05	Sports Medicine Internship	crs id	
HP	KNES 22	5450.30	Intermediate Golf	crs id	
HP	KNES 22	5450.25	Intermediate Golf	crs id	
HP	KNES 225	13205.10	Core Training	crs id	
HP	KNES 23	5450.50	Advanced Golf	crs id	
HP	KNES 25	5455.10	Tennis: Beginning to Intermediate I	crs id	
HP	KNES 25A	5455.05	Tennis: Beginning	crs id	
HP	KNES 25B	5455.12	Tennis: Intermediate I	crs id	
HP	KNES 26	5455.30	Tennis: Intermediate II to Advanced	crs id	
HP	KNES 26A	5455.25	Tennis: Intermediate II	crs id	
HP	KNES 26B	5455.26	Tennis: Advanced	crs id	
HP	KNES 32	5475.05	Intermural Activities	sr, txt	
HP	KNES 32	5475.10	Intramural Activities	sr, txt	
HP	KNES 3A	14152.00	Life Fitness Center I	nc	
HP	KNES 3B	14152.10	Life Fitness Center II	nc	
HP	KNES 3C	14152.15	Life Fitness Center III	nc	
HP	KNES 4	5410.10	Weight Training	desc, tps, lmg obj, txt	
HP	KNES 4A	5410.05	Weight Training I	desc, tps, lmg obj, txt	
HP	KNES 4B	5410.15	Weight Training II	nc	
HP	KNES 5	5410.15	Advanced Strength Training	desc, tps, lmg obj, txt	
HP	KNES 5A	5410.20	Advanced Strength Training I	desc, tps, lmg obj, txt	
HP	KNES 5B	5410.25	Advanced Strength Training II	nc	
HP	KNES 6	9228.00	Advanced Strength Training and Conditioning for Sport	crs id	
HP	KNES 6	9228.10	Advanced Strength Training and Conditioning for Sport	crs id	
HP	KNES 71	5530.15	Advanced Basketball	sr, txt	
HP	KNES 71	5530.20	Advanced Basketball	sr, txt	
HP	KNES 73	5535.20	Advanced Soccer	crs id, tps, lmg obj, txt	
HP	PE 73	5535.15	Advanced Soccer	dc	
HP	KNES 76	5545.05	Beginning Volleyball	crs id	
HP	KNES 76	5545.10	Beginning Volleyball	crs id	
HP	KNES 77	5545.20	Intermediate Volleyball	crs id	
HP	KNES 77	5545.15	Intermediate Volleyball	crs id	
HP	KNES 78	5545.30	Advanced Volleyball	crs id	
HP	KNES 78	5545.25	Advanced Volleyball	crs id	
HP	KNES 79	9841.00	Advanced Baseball	crs id	
HP	KNES 79	9841.10	Advanced Baseball	crs id	
HP	PE 8	5421.00	Beginning Aerobics	dc	

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				txt=text-required for all courses numbered 1-299	
				un=units	
				val=validation	
HP	PE 8	5421.05	Beginning Aerobics	dc	
HP	KNES 85	9299.00	Prevention and Treatment of Athletic Injuries	crs id	
HP	KNES 86	10287.00	Theory of Coaching	tps, moe, assign, txt, crs id	
HP	PE 9	5421.10	Intermediate Aerobics	dc	
HP	PE 9	5421.15	Intermediate Aerobics	dc	
HP	PE 91	9379.10	Aikido: Beginning to Intermediate	dc	
HP	PE 91A	9379.00	Aikido: Beginning	dc	
HP	PE 91B	9379.15	Aikido: Intermediate	dc	
HP	KNES 94	9817.10	Tai Chi	dc	
HP	KNES 94	9817.00	Tai Chi	dc	
HP	KNES 96	9808.10	Introduction to Yoga	dc	
HP	KNES 96	9808.00	Introduction to Yoga	dc	
HP	KNES 97	9816.10	Hatha Yoga	dc	
HP	KNES 97	9816.00	Hatha Yoga	dc	
HP	PE 212	3464.05	Sports Medicine Internship	dc	
HP	PE 215	9141.10	Fitness Specialist Internship	dc	
HP	PE 215	9141.00	Fitness Specialist Internship	dc	
HU	ESL 81A	10615.15	Academic Writing II A	top, tps, lmg obj, assign	
HU	ESL 81B	10616.15	Academic Writing II A	top	
HU	ESL 384A	10604.15	Advanced Vocabulary Skills A	top	
HU	ESL 384B	10605.15	Advanced Vocabulary Skills B	top	
HU	ESL 384X	13085.00	Advanced Vocabulary Skills X	top	
HU	ESL 388A	10622.15	Advanced Grammar and Writing A	prereq	
HU	ESL 389	13265.00	ESL Language Conference	crs id	
HU	ESS 310	6297.00	Basic Grammar and Paragraphing Skills	rpt	
HU	ESS 315	6300.00	Learning Development Practicum	rpt	
HU	ESS 340	6302.00	Word Analysis Techniques	rpt, delete c/l w/ WR 380	
HU	ESS 345	6303.00	Basic Reading and Vocabulary Development	rpt	
HU	FR 11	14147.00	Advanced Conversational French	nc	
HU	FR 15A	14153.00	Intermediate French Composition and Grammar I	nc	
HU	FR 15B	14154.00	Intermediate French Composition and Grammar II	nc	
HU	FR 21	11014.00	Introduction to French Civilization and Culture	tps, assign, moe, txt	
HU	FR 221	3294.10	French Culture and Cuisine	tps, assign, moe, txt	
HU	HIST 1	11015.00	The History of World Civilizations to 1500	desc, tps, lmg obj, assign, txt	
HU	HIST 2	11016.00	The History of World Civilizations Since 1500	assign, moe, txt	
HU	HUM 20	10835.00	Religion and the Quest for Meaning	lmg obj, assign, txt	
HU	HUM 21	10836.00	Introduction to Asian Religions	tps, lmg obj, txt	
HU	HUM 22	10837.00	Introduction to Judaism, Christianity, and Islam	tps, lmg obj, assign, txt	
HU	HUM 72	14149.00	Film and American Culture	nc	
HU	HUM 74	14155.00	Film and Literature	nc	
HU	JA 1	4095.00	Beginning Japanese I	desc, tps, lmg obj, moe, assign, txt	
HU	JA 1A	4100.00	Introduction to Beginning Japanese I	desc, tps, lmg obj, moe, assign, txt	
HU	JA 1B	4105.00	Continuation of Beginning Japanese I	desc, tps, lmg obj, moe, assign, txt	
HU	JA 21	4115.00	Introduction to Japanese Culture	desc, tps, lmg obj, moe, assign, txt	
HU	JA 3	10330.00	Intermediate Japanese I	desc, tps, lmg obj, moe, assign, txt	
HU	LIT 107	4233.00	Children's Literature	dc	
HU	LIT 31	4209.00	Introduction to Short Fiction	desc, assign, txt	
HU	LIT 33	4212.00	Introduction to Drama	sr, txt	
HU	LIT 48	14155.10	Film and Literature	nc	
HU	LIT 7	14156.00	Survey of Children's Literature	nc	
HU	RD 171	5942.00	Efficient and Flexible Reading	desc, tps, assign, moes, lmg obj, txt	
HU	RD 174	5947.00	Critical Reading	desc, tps, assign, moes, lmg obj, txt	
HU	WR 10	6583.00	Introduction to Creative Writing	assign, moe, txt	
HU	WR 11	6584.00	Writing Short Fiction	lmg obj, txt	
HU	WR 380	6302.10	Word Analysis Techniques	dc	
HU	BIO 43	1065.00	Being an Animal: The Science of Animal Behavior	desc, tps, assign, moes, lmg obj, txt	

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			un=units	
			val=validation	
HU	BIO 93	10719.00	Integrated Biology: From DNA to Organisms	lmg obj, moe, assign, txt
LT	CWE 168	14164.00	Cooperative Work Experience: Life Sciences	nc
LT	BIO 94	14157.00	From Organisms to Ecosystems	nc
LT	BIO 94	987.00	From Organisms to Ecosystems	dc
LT	BIO 94L	8953.00	From Organisms to Ecosystems Laboratory	dc
LT	BIO 140	10716.50	Lab Research in Geological and Biological Sciences	tps, lmg obj, moe, assign, txt
LT	ENV 6	10737.15	Environmental and Resource Economics	assign, moe, txt
LT	CS 1	1620.05	Introduction to Computer Systems	desc, tps, lmg obj, moe, assign, txt
LT	CS 130	9369.00	Visual Basic Programming	desc, tps, lmg obj, moe, assign, txt
MC	CS 36	1730.00	C Programming	desc, tps, lmg obj, moe, assign, txt
MC	CS 37	9263.00	C++ Programming	desc, tps, lmg obj, moe, assign, txt
MC	CS 39	10805.00	C# Programming Using Microsoft .Net	desc, tps, lmg obj, moe, assign, txt
MC	CS 41	1645.05	Data Structures	desc, tps, lmg obj, moe, assign, txt
MC	CS 40A	1715.05	Computer Organization and Assembly Language I	desc, tps, lmg obj, moe, assign, txt
MC	CS 40B	1720.05	Computer Organization and Assembly Language II	desc, tps, lmg obj, moe, assign, txt
MC	CS 50A	9641.00	HTML/XHTML Programming	desc, tps, lmg obj, moe, assign, txt
MC	CS 6A	4655.10	Computer Discrete Mathematics I	desc, tps, moe, lmg obj, txt
MC	CS 6B	4660.10	Computer Discrete Mathematics II	desc, tps, moe, lmg obj, txt
MC	DR 50	2060.00	Introduction to Computer-Aided Drafting	desc, tps, lmg obj, moe, assign, txt, rec
MC	DR 203	14145.00	Introduction to Architectural Drafting	nc
MC	DR 204	14144.00	3D Architectural Design with Building Information Modeling	nc
MC	ENGR 83	2300.00	Computer Aided Design Techniques	crs id, desc, tps, lmg obj, moe, assign, txt
MC	ENGR 21	2255.00	Introduction to Engineering and Technology	desc, tps, lmg obj, moe, assign, txt
MC	ENGR 23	2260.00	Engineering Graphics and Descriptive Geometry	desc, tps, lmg obj, moe, assign, txt
MC	MATH 9	4635.00	Finite Mathematics	dc
MC	MATH 30	4655.00	Computer Discrete Mathematics I	desc, tps, moe, lmg obj, txt
MC	MATH 31	4660.00	Computer Discrete Mathematics II	desc, tps, moe, lmg obj, txt
MC	MATH 350A	13002.00	Whole Numbers Module	rpt
MC	MATH 350B	13003.00	Fractions Part I	rpt
MC	MATH 350C	13004.00	Fractions Part 2	rpt
MC	MATH 350D	13005.00	Decimals Module	rpt
MC	MATH 350E	13006.00	Ratios and Proportions Module	rpt
MC	MATH 350F	13007.00	Percents Part I	rpt
MC	MATH 350G	13008.00	Percents Part 2	rpt
MC	MATH 350H	13009.00	Measurement and Geometry Module	rpt
MC	MATH 47	11185.00	Finite Mathematical Modeling and Decision Analysis	dc
MC	MSS 325	6307.00	Basic Arithmetic Skills	rpt
MC	CHEM 3	1290.00	Fundamental Chemistry	tps, lmg obj, moe, assign, txt
MC	CHEM 106	1295.00	Basics of Chemistry	tps, lmg obj, moe, assign, txt
PT	ERTH 20	2095.00	Introduction to Earth Science	tps, lmg obj, moe, assign, txt
PT	ET 99	2197.00	Digital Electronic Circuits	crs id, tps, lmg obj, moe, assign, txt
PT	GEOL 1	3010.00	Physical Geology	tps, lmg obj, moe, assign, txt
PT	GEOL 23	3027.00	Natural Disasters	tps, lmg obj, moe, assign, txt
PT	GEOL 140	10716.00	Lab Research in Geological and Biological Sciences	tps, lmg obj, moe, assign, txt
PT	GEOL 186	10558.00	Geology Field Studies: Geology of California	tps, lmg obj, moe, assign, txt
PT	PHYS 2A	5635.00	Introduction to Physics	tps, lmg obj, moe, assign, txt
PT	PHYS 2B	5640.00	Introduction to Physics	tps, lmg obj, moe, assign, txt
PT	PHYS 20	5670.00	The Ideas and Events of Physics	tps, lmg obj, moe, assign, txt
PT	ECON 6	10737.00	Environmental and Resource Economics	assign, moe, txt
PT	ECON 10	10736.00	Statistics for Business and Economics	tps, lmg obj, moe, assign, txt

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			val=validation	
SS	ECON 13	10738.00	Global Economics	desc, tps, lmg obj, moe, txt, assign
SS	GEOG 20	14158.00	Global Environmental Problems	nc
SS	GEOG 102	10848.00	Geography Field Studies: Western United States	dc
SS	GEOG 102	10848.25	Geography Field Studies: Western United States	tps, lmg obj, txt
SS	HD 104	3391.00	Infant and Toddler Development	tps, lmg obj, txt
SS	HD 105	3740.00	Infant/Toddler Programs	sr, txt
SS	HD 131	3368.00	Creative Development in Young Children	tps, txt
SS	HD 145	3780.00	Language and Literacy Foundations	desc, rec, tps, lmg obj, moe, assign, txt
SS	HD 231	14165.00	Child Maltreatment: Identification and Treatment	nc
SS	HD 231	8968.00	Recognizing and Reporting Child Maltreatment	dc
SS	HD 232	14166.00	Children and Divorce	nc
SS	HD 232	8969.00	Children and Divorce	dc
SS	HD 7	3720.05	Developmental Psychology: Childhood and Adolescence	desc, tps, assign, txt
SS	PS 1	5720.00	American Government	lmg obj, moe, assign, txt
SS	PS 12	5750.00	Comparative Politics	tps, lmg obj, moe, assign, txt
SS	PS 17	5765.00	Latin American Politics and Government	desc, tps, lmg obj, txt
SS	PS 4	5735.00	Introduction to Political Science	tps, lmg obj, moe, assign, txt
SS	PS 6	9295.00	Politics and Government of the Middle East	drsc, tops, lmg obj, assign, txt
SS	PS 7	5740.00	The Politics of Communist and Post-Communist States	desc, tps, lmg obj, moe, assign, txt
SS	PSYC 7	3720.10	Developmental Psychology: Childhood and Adolescence	desc, tps, assign, txt
SS	SOC 1	6095.00	Introduction to Sociology	tps, lmg obj, moe, assign, txt

Communication Studies – Transfer Model Curriculum

Title (units)	C-ID Descriptor	Possible CSU GE	IVC Course
REQUIRED (3)			
Public Speaking	COMM 110	A1	SP 1
LIST A – Any 2 (6 units)			
Argumentation (3) or Argumentation & Debate (3)	COMM 120 COMM 120	A3	SP 3
Interpersonal Comm (3)	COMM 130	A1	SP 105
Small Group Comm (3)	COMM 140	A1	SP 100
LIST B – Any 2 (6 units)			
Any List A course not used above			
Forensics (limited to 3 units)	COMM 160B		SP 106 ABC
Intercultural COMM (3)	COMM 150		SP 9
Intro to Human COMM (3)	COMM 180		
Mass Communication (3) or Communication & New Media (3)			JRN 40 or HUM 80
Oral Interpretation (3)	COMM 170		SP 30
Persuasion (3)			SP 2
Any course that has articulation as lower division major preparation for the communication studies major at a CSU. (3)			
*LIST C – Any 1 (3 units)			
Any List A or List B course not used above			
Cultural Anthropology (3)		D1	ANTH 2
Intro to Psychology (3)	PSYC 110	D9	PSYC 1
Intro to Sociology (3)	SOCI 110	D0	SOC 1
2nd Semester English comp + literature (3) or 2nd Semester English comp + critical thinking (3)		C2/A3	WRIT 2
News Writing and Reporting (3) or Intro to Journalism (3)			JRN 41
Any courses not selected above, any CSU-transferable communication studies courses, and/or other courses that are lower division preparation for the communication studies major at CSU. (3)			

*If a CCC opts to provide only one option under List C that course must be articulated as general education or major preparation at a CSU.

Total = 18 units in the Communication major as part of the 60 unit AA Transfer Degree. The degree also requires completion of CSU GE Breadth or IGETC. Double counting courses in GE and the major is permissible.

CRIMINAL JUSTICE – Transfer Model Curriculum - DRAFT

Title (units)	C-ID Descriptor	Possible CSU GE	IVC Course
REQUIRED CORE – 6 units			
Introduction to Criminal Justice	CJ 110	D8	AJ 2
Concepts of Criminal Law	CJ 120	D8	AJ 4
Select 12 units or 4 courses from the following:			
Investigations	CJ 140		AJ 105
Evidence	CJ 124		AJ 103
Procedures	CJ 122		AJ 102
*Community Relations	CJ 160		AJ 5
*Introduction to Corrections	CJ 200		AJ 119
*Juvenile Justice			AJ 8
*Introduction to Forensics			

*These courses offer a student transferring one of three tracks in CJ: Criminal Justice, Criminology, or Forensics.

KINESIOLOGY – Transfer Model Curriculum – DRAFT

AS in Kinesiology for Transfer

Title (units)	C-ID Descriptor	Possible CSU GE	IVC Course
REQUIRED CORE – 13 units			
Introduction to Kinesiology	KIN 100		KNES 102
Anatomy			BIO 11
Physiology			BIO 12
Movement Based Courses – Select a maximum of one (1) course from any two (2) of the following areas for a maximum of two (2) units: Aquatics Combatives Team Sports Individual Sports Fitness Dance			Team: KNES 71, 73, 76, 77, 78, 79, IA 1, 2, 3, 10, 12, 15, 18, 19 or 20 Individual: KNES 11, 11A, 11B, 12, 12A, 12B, 20, 22, 23, 25A, 25B, 26, 26A, 26B, 32, IA 1, 6, 7, 9, or 13 Fitness: KNES 3, 4, 5, 6, Dance: DNCE 1, 1A, 1B, 6, 6A, 6B, 7, 7A, 7B, 12, 12A, 12B, 13, 13A, 13B, 17, 17A, 17B, 18, 18A, 18B, 22, 23, 27, 30, 33, 34, 36, 46, 47, 50, 50A, 50B, 51, 51A, 51B, 55 or 142
Select from the following 7 units:			
*These courses may also count toward GE Requirements.			
Statistics			MATH 10 or PSYC 10
Introduction to Psychology			PSYC 1
Biology			BIO 1 + 1L (Long Beach); BIO 6 & 6L (San Diego, Long Beach) BIO 121 (Fullerton)
Chemistry			CHEM 1A (Long Beach) CHEM 3 or 4 (San Diego)
Physics			PHYS 2A (Long Beach)
Health Education			HLTH 1
Care and Prevention of Athletic Injuries			KNES 85
Introduction to Nutrition			NUT 1
Movement Based Courses, one (1) unit maximum that does not duplicate any selected core Movement Based Course from above.			As above

MATH – Transfer Model Curriculum - DRAFT

Title (units)	C-ID Descriptor	Possible CSU GE	IVC Course
REQUIRED CORE – 12 units			
Calculus I		B4	MATH 3A
Calculus II		B4	MATH 3B
Calculus III		B4	MATH 4A
LIST A – 3 units			
Differential Equations		B4	MATH 24
Linear Algebra		B4	MATH 26
LIST B – 3 units			
Discrete Math		B4	MATH 30
Mathematical Computing Systems		B4	
Proof			MATH 13
Statistics		B4	MATH 10

PSYCHOLOGY – Transfer Model Curriculum

Title (units)	C-ID Descriptor	Possible CSU GE	IVC Course
REQUIRED CORE			
Elementary Statistics (Psychological, Behavioral, or Social Science Stats preferred)		B4	PSYC 10 or MATH 10
General Psychology	PSY 110	D9	PSYC 1
Research Methods in Psychology (with or without lab)	PSY 200 or 205	D9	PSYC 2
LIST A – Select one of:			
Introduction to Biology (without lab)		B2	BIOL 1
Human Biology			
Introduction to Biological Psychology	PSY 150	D9	PSYC 3
LIST B – Select one of:			
Any List A course not used above.			
Any course that has articulation as lower division major preparation for psychology major at a CSU		D9 D9 D9 D9 or E	PSYC 3 (Long Beach) PSYC 7 (San Luis Obispo) PSYC 30 (San Luis Obispo) PSYC 106 (San Diego) PSYC 160 (San Diego)
LIST C – Select one of:			
Any courses not selected above, * any CSU transferable psychology courses, and/or other courses that are lower division preparation for the psychology major at a university – in or outside of the discipline.		A3 D0 A3 B2/B3 B2/B3	WRIT 2 (Pomona) SOC 1 (Pomona) PHIL 3 (Pomona) BIOL 6 & 6L(San Diego) BIOL 1L (East Bay)

*At least one course option under Category C must be articulated as general education or major preparation at the CSU.

SOCIOLOGY – Transfer Model Curriculum

Title (units)	C-ID Descriptor	Possible CSU GE	IVC Course
REQUIRED CORE			
Introduction to Sociology	SOCI 110	D0	SOC 1
LIST A – Any 2 (6 units):			
Social Problems	SOCI 115	D0	SOC 2
Introduction to Statistics in Sociology or Elementary Statistics (Sociological, Behavioral, or Social Science Stats preferred)	SOCI 125 or Math Stat or Soc. Sci. Stat.	B4	MATH 10 or PSYC 10
Introduction to Research Methods (Sociological, Behavioral or Social Science Methods preferred)	SOCI 120 or Soc. Sci. Research Methods	D9	PSYC 2
LIST B – Any 2 (6 units):			
Any “Core” courses not used above			
Marriage and Family	SOCI 130	D0	SOC 10
Introduction to Gender	SOCI 140	D0	SOC 19
Introduction to Race and Ethnicity	SOC 150	D0	SOC 20
Introduction to Crime	SOCI 160	D0	
Social Psychology (may be cross-listed as SOCI)	PSYC 170	D9/D0	PSYC 30 or SOC 30
LIST C – 3 units:			
Any courses not selected above, any CSU transferable sociology courses, and/or other courses (in or outside the discipline) that are articulated as lower division major preparation for the Sociology major at a CSU (e.g. Cultural Anthropology, General Psychology) or introductory course in the social sciences.		A3 A3 D9 D5 D1	WRIT 2 (Pomona) PHIL 3 (Pomona) PSYC 1 (Pomona) GEOG 2 (San Luis Obispo) ANTH 2 (San Luis Obispo)

Note: All courses included in this Transfer Model Curriculum are designed to only meet lower division requirements for the AA degree.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Landscaping Project Architectural Services;
Amendment No.2 for Increased Services

ACTION: Approval

BACKGROUND

On January 25, 2010, the Board of Trustees approved hiring RJM Design Group, Inc., as architect for the Irvine Valley College Landscaping Project for a fee of \$102,245. The agreement was amended by Board action on July 26, 2010 for \$5,600 resulting in a total contract amount of \$107,845.

STATUS

The original contractor declared bankruptcy. This resulted in a need for additional project over site during the performance of work, surety coordination at contract transition, and outstanding construction administration. Staff recommends an increase of \$39,085 to address this expense.

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. 1 in the amount of \$39,085, EXHIBIT A, with RJM Design Group, Inc., for the Irvine Valley College Landscape Project for a total fee of \$146,930.

**AMENDMENT NO. 2
TO ARCHITECTURAL SERVICES AGREEMENT
FOR LANDSCAPE PROJECT
AT IRVINE VALLEY COLLEGE**

February 28, 2011

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 required as the project's contractor went to surety through to close out; and

WHEREAS, this additional scope requires increased services by the "ARCHITECT"; 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. Coordination with Surety for repackage of bid	\$3,210
2. Construction Administration for a six month period at restart	\$34,375
3. Reimbursable	\$1,500
Total	\$39,085

For a total contract amount of:.....\$146,930.

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: David Bugay, Ph.D.

By: _____

Title: Acting Vice Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Barranca Road Project, Consultant Services

ACTION: Approval

BACKGROUND

On April 27, 2009, the Board of Trustees approved an additional \$2,020,000 in basic aid for Irvine Valley College Barranca Entrance Project for a total basic aid allocation of \$2,850,000. On January 25, 2010, the Board of Trustees approved design services for Phase I investigations.

STATUS

Phase I investigations are complete and the project is estimated within the budgeted amount currently set aside through Basic Aid allocations.

Staff recommends RGP Planning and Development Services to continue with the performance of design services into the Phase II portion of the Irvine Valley College Barranca Entrance project equal to \$250,125.

Funds for these services are available in the project budget which is \$2,850,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the consultant agreement, EXHIBIT A, with RGP Planning and Development Services for the Irvine Valley College Barranca Entrance Project equal to \$250,125.

**CONSULTANT SERVICES AGREEMENT-IRVINE VALLEY COLLEGE
BARRANCA ROAD PHASE II**

This AGREEMENT is made and entered into this 1st day of March in the year 2011 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **RGP Planning and Development Services**, 8921 Research Drive, Irvine, CA 92618, hereinafter referred to as "CONSULTANT";

WHEREAS, DISTRICT has completed the Phase I portion of the Irvine Valley College Barranca Road project the results of which will be used to move forward with this Phase II portion of the work; and

WHEREAS, DISTRICT desires to continue consultant services for the Barranca Road PROJECT, hereinafter referred to as "PROJECT" located at Irvine Valley College in the DISTRICT; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - CONSULTANT'S SERVICES AND RESPONSIBILITIES

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

2. The CONSULTANT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CONSULTANT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. The CONSULTANT shall submit for the DISTRICT's approval a schedule for the performance of the CONSULTANT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review 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 CONSULTANT.

3. The services covered by this AGREEMENT shall be completed within 21 months of the date of this AGREEMENT.

4. The general scope of the PROJECT includes a new entry road to the southern portion of the college campus from Barranca Parkway. This access may be two or four lanes depending on the outcome of this phase I analysis. It will include bicycle and pedestrian access and landscaping. The PROJECT includes due diligence, feasibility analysis, conceptual road design, final design, bid, construction and close out.

ARTICLE II - SCOPE OF CONSULTANT'S SERVICES

1. The CONSULTANT's services consist of those described in Article II and further delineated in Exhibit A, and include normal planning, civil, structural, electrical, environmental, traffic and landscape architect services and any other engineering services necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services provided by the DISTRICT.

2. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Jeremy Krout as project Principal and Sam Ali as project manager from programming to close out. So long as the performance continues to be acceptable to the DISTRICT, the named individuals shall remain in charge of the PROJECT. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT's firm that will be associated with the PROJECT.

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

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

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

5. The CONSULTANT shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities and in a 10' area immediately adjacent and make measured drawings of such conditions or facilities.

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

7. The CONSULTANT shall prepare, for approval by the DISTRICT, Street Improvement Plans consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, and describing the size and character of the PROJECT as to planning, civil, structural, electrical systems, materials, traffic engineering, environmental and landscape design and such other elements as may be appropriate to satisfy requirements for the construction of the PROJECT. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted prior to receipt of the Division of the State CONSULTANT approval which are applicable to these documents.

8. The CONSULTANT shall submit to the DISTRICT an updated written preliminary estimate of the construction cost after the Street Improvement Plans are completed and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

9. The CONSULTANT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT with the DISTRICT's assistance.

Included in this filing shall be geological/geotechnical filing with California Geological Survey (CGS). The DISTRICT shall pay all fees required by such governmental authorities.

10. The CONSULTANT 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. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of irrigation or storm drainage systems installed by the Contractor, shall be part of the bid documents prepared by the CONSULTANT.

11. The CONSULTANT, following the DISTRICT's approval of the Street Improvement Plans and of the latest preliminary estimate of Construction Cost, shall assist the DISTRICT in obtaining bids for the PROJECT.

12. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), the CONSULTANT, 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.

13. The CONSULTANT'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 CONSULTANT and the final close out acknowledgement by the Division of the State CONSULTANT.

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

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

16. The CONSULTANT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due and DSA

close out is obtained. The CONSULTANT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.

17. The CONSULTANT 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 CONSULTANT, the CONSULTANT 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 CONSULTANT 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 CONSULTANT and promptly reported to the DISTRICT and Contractor but which he/she failed to do.

18. The CONSULTANT shall have access to the work at all times.

19. The CONSULTANT shall review and certify the amounts due the Contractor. The CONSULTANT's certification for payment shall constitute a representation to the DISTRICT, based on the CONSULTANT's observations and inspections at the site as provided in this contract, 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.

20. The CONSULTANT shall reject work which does not conform to the construction contract. The CONSULTANT 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 fabricated, installed or completed.

21. The CONSULTANT 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 CONSULTANT's action shall be taken as to cause no delay in the work, while allowing sufficient time in the CONSULTANT's professional judgment to permit adequate review and in no case exceed fifteen (15) days after

receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the CONSULTANT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.

22. The CONSULTANT 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. No material changes shall be made without the written consent of the DISTRICT. The CONSULTANT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. CONSULTANT shall prepare a set of CAD reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the CONSULTANT.

23. The CONSULTANT 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.

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

25. The CONSULTANT 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.

26. The CONSULTANT 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.

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

28. The CONSULTANT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT's PROJECT unless one law, rule regulation or ordinance supersedes another.

ARTICLE III -ADDITIONAL CONSULTANT'S SERVICES

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

2. CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT's control. CONSULTANT shall obtain written authorization from the DISTRICT **before** rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. (Exhibit B) 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 Division of the State Architect or City of Irvine approval 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 CONSULTANT.

- 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 CONSULTANT 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 assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- i. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in the close out requirements of this contract.
- j. Providing services of consultants for other than those specifically included in this contract.
- k. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

3. If authorized in writing by DISTRICT, CONSULTANT shall provide one or more project representatives to assist in carrying out more extensive representation at the site than is described in this contract. The project representative(s) shall be selected, employed and directed by the CONSULTANT, and the CONSULTANT shall be compensated therefore as agreed by the DISTRICT and CONSULTANT. Through the observations of such project representative(s), the CONSULTANT shall endeavor to provide further protection for the DISTRICT against defects

and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the CONSULTANT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

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

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 CONSULTANT.
2. During the Street Improvement Plan phase, construction cost shall be determined by the DISTRICT's budget for the PROJECT established during the programming phase.
3. During the bidding phase, construction cost shall be determined by the lowest 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 CONSULTANT and CONSULTANT's consultants, or other costs which are the responsibility of the DISTRICT.

6. The CONSULTANT's evaluations of the DISTRICT's PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the CONSULTANT'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 Street Improvement Plans as a condition of this AGREEMENT. The CONSULTANT shall furnish a proposal to establish the construction cost and obtain DISTRICT agreement in writing before commencing with the construction 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 CONSULTANT 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 (adjusted as provided above), 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 this agreement; 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 CONSULTANT, without additional charge, shall modify the construction contract as necessary to comply with the fixed limit.

ARTICLE VI – CONSULTANTS DRAWINGS AND SPECIFICATIONS

The drawings, specifications and other documents prepared by the CONSULTANT 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. CONSULTANT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another PROJECT constructed for the DISTRICT, then the DISTRICT agrees that CONSULTANT 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 CONSULTANT in the event such drawings, specifications and/or other documents are reused. CONSULTANT 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 CONSULTANT pursuant to this AGREEMENT.

The CONSULTANT shall perform the work under this agreement using software previously approved by the DISTRICT and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon approval by the Division of the State CONSULTANT and upon completion of the As-built requirement. If work is terminated prior to DSA or City of Irvine approval, 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 CONSULTANT. 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 CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the CONSULTANT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT's services.

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

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

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

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

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

ARTICLE VIII - COMPENSATION TO THE CONSULTANT

The DISTRICT shall compensate the CONSULTANT as follows:

1. For CONSULTANT services, as described in Article II, compensation shall be computed as follows:

Compensation is based on a fixed fee of \$250,125. Progress payments for CONSULTANT services in each phase shall total the following percentages of the total compensation payable:

Phase II Street Improvement Plan Preparation:	35 percent	\$87,725
Phase II Application Processing and Environmental Review:	37 percent	\$93,525
Bidding Phase:	3 percent	\$9,425
Construction Phase:	20 percent	\$49,445
Close Out Phase:	4 percent	\$10,005

Total Compensation: One Hundred Percent (100%)

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IX – INDEMNITY AND INSURANCE

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

- a. any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT's employees or his/her subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT including a waiver of subrogation; and
 - i. any and all claims for damages costs and/or charges caused by CONSULTANT'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 CONSULTANT's sub 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 CONSULTANT's performance and shall survive the expiration or termination of this AGREEMENT until such time as any matter covered by such indemnity is barred by the applicable statute of limitations.
 - ii. Regarding the defense of any claim embraced by CONSULTANT's indemnity, each indemnitee shall control its own defense and at the time of claim resolution CONSULTANT will reimburse the indemnitees for all costs reasonable and appropriately incurred in this regard to the extent of any fault by or attributable to CONSULTANT's negligence and to the extent covered by CONSULTANT's liability insurance.

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

- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than 1,000,000 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 CONSULTANT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (b) above shall name DISTRICT and its officers, agents and employees as additional insureds and shall state that, with respect

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

ARTICLE X - MISCELLANEOUS

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

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

3. Unless otherwise provided in this AGREEMENT, the CONSULTANT and CONSULTANT'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 CONSULTANT.

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 CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. Neither DISTRICT nor CONSULTANT 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. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

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

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

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

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

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

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

DISTRICT

South Orange County Community
College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Brandye D'Lena

CONSULTANT

RGP Planning and Development
8921 Research Drive
Irvine, CA 92618
Attn: Jeremy Krout

14. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and CONSULTANT 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 CONSULTANT.

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

DISTRICT

South Orange County Community
College District

(Signature)

Dr. David Bugay
(Printed name)

Vice Chancellor
(Title)

(Date)

CONSULTANT

RGP Development and Planning

(Signature)

Jeremy Krout
(Printed name)

Principal
(Title)

(Date)

(Taxpayer number)

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF CONSULTANT

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

A. BASIC SERVICES

CONSULTANT agrees to provide the services described below:

1. Contract for or employ at CONSULTANT'S expense, sub-consultants to the extent deemed necessary for completion of the PROJECT including: survey engineering services licensed as such by the State of California to prepare boundary surveys for the proposed access road and legal descriptions for each of the three properties that the road will be crossing. The names of said sub-consultants shall be as submitted to the DISTRICT during the interview. Any modifications will require approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the CONSULTANT under terms of this Agreement.
2. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.
3. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the PROJECT.
4. Chair, conduct and take minutes of coordination meetings as stipulated in each of the phases during the entire design phase with sub-consultants, CONSULTANT shall invite the DISTRICT and/or its representative to participate in these meetings.
5. Submit geotechnical/ and geological report to California Geological Survey (CGS) in accordance with DSA submittal requirements.

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

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

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

9. Further develop a grading and drainage plan and a site plan from information developed in Phase I work 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 CONSULTANT.

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

11. Assist the DISTRICT in the development of necessary environmental review requirements such as Mitigated Negative Declaration.

12. CONSULTANT is not responsible for:

- a. Ground contamination or hazardous material analysis
- b. Any asbestos testing, design or abatement

- c. Environmental impact report
- d. Historical significance report
- e. Topographical Survey

13. 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 CONSULTANT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by CONSULTANT'S failure to perform any of the services furnished under this Agreement.

B. DESIGN SERVICES - TASK I

PROJECT INITIATION

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

1. Within the first week following execution of the contract, prepare a detailed task analysis and work plan for documentation in a computer generated PROJECT schedule.
 - a. This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, report preparation, Street Improvement Plans preparation & administration and estimating that are part of the work of the PROJECT. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.

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

2. Participate in a general PROJECT kick-off meeting to include the CONSULTANT'S sub-consultants, and DISTRICT staff.

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

b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the PROJECT.

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

- i. Pedestrian and bicycle circulation (*Review Phase I*)
- ii. Existing and Proposed Drainage system (*Review Phase I*)
- iii. Roadway alignment (*Review Phase I*)
- iv. City property interface (*Review Phase I*)
- v. Biological and Engineering considerations (*Review Phase I*)
- vi. Environmental review approach
- vii. Meeting coordination (In house and external)
- viii. Investigation coordination (*Review Phase I*)
 - 1. Property Ownership at adjacent parcels
 - 2. Biological constraints survey
 - 3. Circulation and parking and potential usage levels
 - 4. Drainage for new and improvement of existing
 - 5. Geotechnical and Geological including bluff top coordination
 - 6. Road construction impacts on campus use
- ix. Conceptual Design and programming (*Review Phase I*)
 - 1. Existing and Master Planned future use coordination
 - a. Traffic

- b. Concurrent utility infrastructure considerations
- 2. Traffic study
- 3. Current drainage and proposed alternatives
- 4. Traffic, bicycle and pedestrian: circulation, safety and security
 - a. Safe circulation
 - b. Lighting
 - c. Traffic calming devices
 - d. Emergency vehicle access
- 5. Protecting environmentally sensitive areas
 - x. Cost benefit analysis of the PROJECT and various PROJECT aspects
(*Review Phase I*)
 - xi. Schematic, Design Development and Construction Documents
 - xii. Bid, Construction and Close out
- d. Review and explain the task analysis and PROJECT work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
- e. Review documentation of the PROJECT kick-off meeting prepared by the CONSULTANT and comment prior to distribution.
- 3. Participate in follow-up meetings to include the City of Irvine, The Irvine Company, the CONSULTANT and sub-consultants and DISTRICT staff to discuss roadway plan prior to initiation of Street Improvement Plans, revised traffic study and easement documentation. Also discuss City support of PROJECT, processing requirements, evaluation of potential environmental impacts and confirm drainage plan.
- 4. In coordination with traffic engineer, Review Phase I findings of current and future land uses, roads, bicycle routes and walkways to determine levels of usage and conflicts between circulation and modes of transportation. Review construction impact on campus functions.
- 5. Participate in a meeting with the survey engineer and District to discuss scope of work to prepare necessary surveys and legal descriptions for use in easement documentatio.

REVIEW OF PROGRAM DEVELOPMENT

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

1. Review Phase I information check list identifying critical issues affecting PROJECT completion; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; storm sewer service requirements; electrical power service and requirements; and irrigation system requirements.

2. Use the following probable construction cost approach established during Phase I for the PROJECT; probable costs are to be based on the developed functional programs as approved by the DISTRICT.

Probable costs prepared by the CONSULTANT:

- 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 CONSULTANT'S proposed cost format must be submitted to the DISTRICT for review and approval.

- e. CONSULTANT 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. Electrical, civil, landscaping, traffic, environmental and estimating sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

SITE PLANNING

Review Site Plan configuration developed in Phase I:

1. Including existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, CONSULTANT shall design the PROJECT in accordance with recommendations of the soil consultant.
2. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, constructability, facility expansion and future development potential.
3. Review proposed plans and confer as necessary with the federal, state and local jurisdictions to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.

4. Review selected Phase I Site Plan, its supporting elements of site development, and existing or proposed commitments of land to other uses as noted in the 2011 Facilities Master Plan.

C. DESIGN SERVICES TASK II

PLAN PREPARATION

Street Improvement Plans: Upon written authorization from the DISTRICT, to proceed with the Schematic Design Phase. The CONSULTANT shall prepare for the DISTRICT'S review a Schematic Design Study as follows:

1. Planning:
 - a. Scaled plans showing overall dimensions beginning notes and dimensions including grading and paving, identifying the various major areas and their relationship. Include circulation depicting ADA requirements and typical layouts of major signage using templates provided by District from the approved IVC Master Sign Program.
 - b. Site plan with minimum one (1) foot contour grade intervals and property lines. All major site development, such as paving, sidewalks, utilities, gutters and drainage facilities.
 - c. Preliminary development of details and large scale blow-ups.
 - d. Legend showing all symbols used on drawings.
 - e. Drainage plan.
 - f. Identify code requirements.

g. Prior to start of construction, environmental documentation in compliance with the California Environmental Quality Act (CEQA) would be required. It is assumed that the District will serve as Lead Agency in preparation of the environmental document. CONSULTANT assumes that CEQA compliance be achieved through an Addendum to the certified Environmental Impact Report for the construction of Barranca Parkway. If additional environmental review is required, CONSULTANT will coordinate with the District to prepare a revised scope of work and fee.

h. The City of Irvine Public Works Department will process the proposed access road via the permits, easements, and plan reviews. CONSULTANT will prepare and submit the applications and coordinate with the City during their review of the applications and plans to address any comments and questions that may arise. Two City plan checks are assumed. City comments or questions that require significant revisions or deviation from the conceptual plan are not covered under this proposal.

i.

2. Structural:

a. Identify grading plans including fill requirements.

3. Electrical:

a. Identify proposed electrical system for street lighting.

4. Civil and Traffic:

a. Development of on and off site points of connection and runs for utility systems such as landscape water, storm drain. for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, and description of manholes, clean outs, hookups, bedding and installation details.

- b. Identify surface improvements including roadways, preliminary finish grades and drainage. Establish final horizontal and vertical controls. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved roadway sections.
- c. Identify import/export with associated soil pressure, water table and seismic center. Include necessary soil mitigation if required by soils report.
- d. Using the latest City template, CONSULTANT will prepare a Water Quality Management Plan (WQMP) based on the conceptual project design. Accompanying the WQMP will be hydrology and hydraulic analyses. In addition, CONSULTANT will prepare a Storm Water Pollution Prevention Plan (SWPPP) to address water quality during the construction of the project. The WQMP, SWPPP and hydrology and hydraulic analyses will be submitted to the City of Irvine with the Street Improvement Plans.
- e. CONSULTANT will prepare street striping and traffic signal plans pursuant to City of Irvine requirements and the approved concept plan from Phase 1 and reflecting any changes made to the plans during Task I.
- f. CONSULTANT will prepare maintenance and access easement documents using the legal description and survey maps for both the City of Irvine's and Southern California Edison's (SCE) parcels. The easement documents will be submitted to the City and SCE with the project construction plans to begin the Grant of Easement process with both parties. RGP will coordinate with the District's counsel to review the easement documents required for the City of Irvine and SCE properties.
- g. CONSULTANT will revise the IVC Barranca Parkway Access Road traffic study to address City of Irvine comments. CONSULTANT will submit the study to the City traffic engineer for review to address any remaining City comments.

5. Landscaping:

- a. Development and coordination of landscape design concepts entailing analysis of existing conditions, proposed components and how the site will be used. Include location and description of planting, ground improvements and confirm no visual barriers. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines if any.
 - b. Outline specifications indicating quality level and manufacturer.
6. Drawings: All drawings with CONSULTANT/sub-consultant's State license stamp and DSA stamp.

7. Specifications:

Specifications of proposed planning, civil, structural, electrical materials, system and equipment and their criteria and quality standards. CONSULTANT is to use any identified DISTRICT'S standardized equipment/material list for new construction and modernization in development of the PROJECT design and specifications.

Where articles, materials and equipment 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.

Original technical specifications on reproducible masters or CD/DVD format if acceptable to DISTRICT'S reprographics firm in CSI format.

8. Probable Costs:

- a. Probable costs: This probable cost consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete

direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax and subcontractor's mark-up.

b. General conditions shall be applied separately. This probable cost shall be prepared by specification section and summarized by the Construction Specification Institute (CSI) category.

c. Escalation: all probable costs shall be priced out at current market conditions. The probable costs shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

MEETINGS

1. During the Street Improvement Plan Phase it is anticipated that two (2) meetings monthly will convene between the DISTRICT and the CONSULTANT to address specific design issues and to facilitate the decision making process. Such meetings shall be held at the PROJECT campus. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsideration of such decisions shall constitute a change in the scope of services of the CONSULTANTS.

2. Preliminary design meeting with Division of the State Architect

DELIVERABLES

6 - Street Improvement Plan package submittal

2 - Binder of Catalogue Cut Sheets

4 - Probable Cost

2 - A statement indicating changes made to the program design

2 - DSA file, including all correspondence, meeting notes, etc. to date.

PLAN CORRECTIONS

Two reviews by the DISTRICT ARE ASSUMED

PRESENTATION

CONSULTANT along with sub consultants shall present and review with the DISTRICT the Street Improvement Plans. The Street Improvement Plans shall be revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.

PROJECT CESSATION PROVISIONS

Upon completion of the Street Improvement Planphase, the DISTRICT shall have the right to terminate this Agreement upon written notice of such termination to CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided under the Street Improvement Plan Phase.

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 CONSULTANT.

In the event that items requiring interpretation of the drawings or specifications are discovered during bidding period, said items shall be analyzed by the CONSULTANT 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 CONSULTANT and reviewed by the DISTRICT prior to release.

CONSTRUCTION ADMINISTRATION PHASE

The CONSULTANT'S responsibility to provide basic services for the Construction Phase under this Agreement commences with the award of the 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 CONSULTANT 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 CONSULTANT will proceed with the services required by the Construction Administration Phase of this Agreement upon Board approval for award of construction bid.
- c. The CONSULTANT 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 CONSULTANT'S action shall be taken within fifteen (15) 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 CONSULTANT'S professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed fifteen (15) calendar days from the receipt by the CONSULTANT.
- 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 CONSULTANT'S responsibilities, shall be considered extra services.

g. CONSULTANT shall schedule visits to the job site for on-site review of the construction of the PROJECT and in coordination with the construction progress meetings equal to the number of anticipated weeks in construction. The purpose of these visits is to interpret or clarify in the Contract Documents and to monitor the progress of the PROJECT.

The CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The CONSULTANT shall endeavor to guard the DISTRICT against defects and deficiencies in the work. However, the CONSULTANT shall not be a guarantor of the contractor's performance.

h. The CONSULTANT 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 CONSULTANT shall not be responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees.

i. CONSULTANT shall provide a log identifying all operations and maintenance manuals, and warranty documents for all furniture and equipment and installed systems. The CONSULTANT shall review contractor's submittal for completeness and submit to DISTRICT.

j. CONSULTANT provide a complete DSA file to the DISTRICT, including all correspondence, meeting notes, back check comments, checklists, inspection affidavits, close out documentation etc. to the DISTRICT at submittal and acceptance by DSA.

CLOSE OUT PHASE

The CONSULTANT'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 with the Division of the State CONSULTANT.

- a. CONSULTANT shall participate in/ develop punch lists including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
- b. CONSULTANT shall provide DISTRICT and contractor with a comprehensive punch list itemizing all outstanding issues on an area by area basis.
- c. CONSULTANT shall walk with DISTRICT and contractor to confirm that punch list items are completed. CONSULTANT may use original list with items highlighted to show those areas as still outstanding.
- d. CONSULTANT 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, CONSULTANT shall provide to the DISTRICT a cost analysis of all outstanding items.
- f. CONSULTANT shall evaluate the success of any required maintenance period upon completion of the timeframe. CONSULTANT will confirm that the requirements for the maintenance period were met with a follow up report to the DISTRICT.
- g. CONSULTANT shall provide Planning/engineering advice to the DISTRICT on start-up, break-in and debugging of lighting or irrigation systems and equipment.

h. CONSULTANT shall perform a site walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all improvements. CONSULTANT shall meet with the maintenance and facilities representatives and make recommendations for which, if any, warranty items will be requested prior to warranty expiration.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

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

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

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

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

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

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

<u>Consultant Services</u>	<u>Fee Per Hour</u>
Principal I Engineers	\$175/hr
Founding Principal	\$175/hr
Principal I	\$165/hr

Principal II	\$145/hr
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SR Associate - Engineer	\$135/hr
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Sr. Associate	\$125/hr
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Associate	\$105/hr
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Professional Staff	\$ 95/hr
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Professional Support	\$ 85/hr
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Staff	\$ 75/hr
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Staff Support	\$ 50/hr
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IMA Landscaping **

Professional Staff	\$75-100
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Project Manager Landscape Architect	\$150
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Principal Landscape Architect	\$175
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Austin Foust Associates (Traffic Engineer) **

Principal	\$185
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Transportation Engineer	\$125
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Design Engineer

\$120

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Phi Theta Kappa 93rd International Convention
ACTION: Approval

BACKGROUND

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

STATUS

Up to six students and one faculty advisor are planning to attend the Phi Theta Kappa 93rd International Convention in Seattle, Washington. Dates of the conference, inclusive of travel, are from Wednesday, April 6, 2011 through Sunday, April 10, 2011. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget and Phi Theta Kappa Chapter account in an amount not to exceed \$8,000.00. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to six students and one faculty advisor to attend the Phi Theta Kappa 93rd International Convention in Seattle, Washington at a cost not to exceed \$8,000 as indicated in Exhibit A.

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

Phi Theta Kappa International Convention

Location: Seattle, Washington

Dates of Conference: 4/6/11 through 4/10/11

Number of Students: max. 6

Number of Advisors: 1

Budget:

Conference Registration \$284 x 7 = \$1,988.00

Transportation (Air Fare) = \$248 (per person) = \$1,736.00

Hotel \$230.04 (per night) x 4 nights
x 4 rooms = \$3,680.64

Shuttle/Parking/Miscellaneous = \$595.00

Total = \$7,999.64

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Special topics – New York Study Tour

ACTION: Approval

BACKGROUND

The Saddleback College Advanced Technology and Applied Science Division is committed to offering high quality educational opportunities to their students. Saddleback College is committed to the premise that special topic field trips are legitimate academic endeavors and therefore an integral part of the educational experience.

STATUS

Saddleback College and the Division of Advanced Technology and Applied Science propose to offer a course entitled Fashion 289 Special Topics: New York Study Tour from June 6 through June 11, 2011, at the amount not to exceed \$1,600 per student (Exhibit A). This special topics course is designed to compliment instruction in the Fashion program. All costs for travel, food, lodging, and incidentals will be paid by the students. Financial aid opportunities may be provided through the Office of Financial Aid. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College Fashion 289 Special Topics course from June 6 through June 11, 2011, out-of-state travel to New York, as described in Exhibit A.

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

South Orange County Community College District

SADDLEBACK COLLEGE

FASH 289 - SPECIAL TOPICS

LOCATION: New York
DATE: 6/6/11 – 6/11/11
INSTRUCTOR: Diane McGroarty

A Special Topics in Fashion trip focuses on the importance of New York City Fashion District, the Fashion Capital. The class will study and tour trend forecasting companies, buying offices, fabric and textile manufacturers, visual display showrooms, publications, museum collections, CAD companies and flagship retail stores.

Amount not to exceed the following paid by the student:

Flight	\$500
Transportation to and from Airport	\$50
Hotel	\$700 (5 nights)
Food	\$250
Museums	\$ 70
Metro pass	\$30
Total	\$1600.00

This cost will have no impact on the general fund.

These visits to important fashion sites will enrich students' background in fashion.

Faculty will receive only regular pay of 1.5 OSH for teaching this class.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Curriculum and Certificates/Degrees Revisions
for the 2010-2011 Academic Year

ACTION: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the curriculum and certificates/degrees for each academic year.

STATUS

Saddleback College proposes revisions to the curriculum and certificates/degrees of the college. Exhibit A includes new, revised, deleted courses and certificates/degrees that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2011-2012 Academic Year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum and certificates/degrees as listed in Exhibit A.

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

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

1

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ARCH 10	48010.00	INTRODUCTION TO ARCHITECTURE	moe, txt
ATAS	ARCH 12	48020.15	HISTORY.OF ARCHITECTURE	moe, txt
ATAS	ARCH 12	48020.00	HISTORY.OF ARCHITECTURE	moe, txt
ATAS	ARCH 34	48100.00	BASIC ARCHITECTURAL DESIGN 1	assign, moe, txt
ATAS	ARCH 42	48120.00	DESCRIPTIVE DRAWING AND PERSPECTIVE	moe, txt
ATAS	ARCH 44	48130.00	ARCHITECTURAL PRESENTATION AND RENDERING	moe, txt
ATAS	ARCH 50	236050.10	INTRODUCTION TO COMPUTER-AIDED DRAFTING	moe, txt
ATAS	ARCH 51	428935.10	COMPUTER-AIDED DRAFTING	moe, txt
ATAS	ARCH 152	48180.00	ADVANCED COMPUTER-AIDED DRAFTING	assign, moe, txt
ATAS	ARCH 603	not yet assigned	REVIT & BUILDING INFORMATION MANAGEMENT(BIM)	nc, 3 lec/3 lab/4 un, <u>rec prep</u> ARCH 51 or DR 51
ATAS	ARCH 604	not yet assigned	FOUNDATION STUDIO IN ARCHITECTURE	nc, 3 lec/3 lab/4 un
ATAS	ARCH 605	not yet assigned	RESIDENTIAL AND COMMERCIAL SPACE PLANNING	nc, 3 lec/3 lab/4 un, <u>rec prep</u> ARCH 124A
ATAS	ARCH 200	433706.00	DESIGN IN ARIZONA, RIVERSIDE AND PALM SPRINGS	moe, txt

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

2

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	AUTO 103	120040.00	AUTOMOTIVE ENGINE PERFORMANCE/FUEL AND EMISSION SYSTEMS	assign, obj, moe, tps, txt
ATAS	AUTO 201	433655.00	ADVANCED AUTOMOTIVE ELECTRICAL	assign, moe, txt
ATAS	AUTO 202	433707.00	ADVANCED ENGINE PERFORMANCE DIAGNOSIS	assign, moe, txt
ATAS	AUTO 204	429274.00	HIGH PERFORMANCE ENGINE BLUEPRINTING	crs id from AUTO 204 to AUTO 204A , ti fr HIGH PERFORMANCE ENGINE BLUEPRINTING to HIGH PERFORMANCE ENGINE BLUEPRINTING - ROTATING ASSEMBLY , assign, cat desc, sch desc, obj, moe, tps, txt
ATAS	AUTO 600	not yet assigned	AUTOMOTIVE LAB	nc, 0 lec/9 lab/3 un, prereq AUTO 100
ATAS	AUTO 601	992485.00	HIGH PERFORMANCE ENGINE BLUEPRINTING - CYLINDER HEADS	nc, 2 lec/2 lab/3 un, prereq Completion of or concurrent enrollment in AUTO 104A or 104B , rec prep AUTO 100 or 207
ATAS	CMT 215	430336.00	ELECTRONICS FOR COMPUTER TECHNOLOGISTS	moe, txt
ATAS	CMT 220	260090.00	COMPUTER MAINTENANCE AND REPAIR I	cat desc, sch desc, obj, moe, tps, txt, val
ATAS	CMT 225	430338.00	COMPUTER MAINTENANCE AND REPAIR II	desc,lrng obj,moe,tps,txt

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

3

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	CMT 230	430344.00	APPLIED NETWORK TECHNOLOGY	moe, txt
ATAS	CMT 235	432772.00	A+ EXAM PREPARATION FOR COMPUTER SERVICE TECHNICIANS	obj, moe, tps, txt, val
ATAS	DR 23	429627.00	ENGINEERING GRAPHICS AND DESCRIPTIVE GEOMETRY	cat desc, sch desc, assign, moe, txt
ATAS	DR 50	236050.00	INTRODUCTION TO COMPUTER-AIDED DRAFTING	moe, txt
ATAS	DR 51	428935.00	COMPUTER-AIDED DRAFTING	moe, txt
ATAS	DR 100	236020.00	FUNDAMENTALS OF MECHANICAL DRAFTING	moe, txt
ATAS	DR 101	236030.00	MECHANICAL DRAFTING	moe, txt
ATAS	DR 102	236040.00	MECHANICAL DRAFTING AND DESIGN	moe, txt
ATAS	DR 120	236060.00	FUNDAMENTALS OF TECHNICAL ILLUSTRATION	moe, txt
ATAS	DR 152	48180.10	ADVANCED COMPUTER-AIDED DRAFTING	assign, moe, txt
ATAS	FASH 100	162010.05	FASHION SEWING-BEGIN	moe, txt
ATAS	FASH 120	162170.05	TAILORING	moe, txt
ATAS	FASH 211	433959.00	ADV DRESMKG/CUSTM SEW	moe, txt
ATAS	FASH 212	433970.00	CONSTRUCTION LAB	assign, moe, txt

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

4

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prreq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	FASH 213	433972.00	DESIGNER'S LAB	coreq fr FASH 111, 112, 120, 132, 136, 221, 230, 234 to <u>FASH 111, 112, 113, 120, 124, 130, 132, 136, 205, 206, 221, 230, 234, 235, 238, 251</u> , sch desc, moe, txt, val
ATAS	FASH 214	433978.00	COUTURE LAB	coreq fr FASH 112, 113, 124, 209, 234 to <u>FASH 112, 113, 120, 124, 208, 209, 211, 221, 230, 234, 238</u> , sch desc, moe, txt, val
ATAS	FASH 234	162560.00	ADVANCED PATTERN DESIGN TECHNIQUES	prreq fr none to <u>FASH 130</u> , rec prep fr FASH 130 to <u>none</u> , moe, val
ATAS	FASH 600	992480.00	COSTUMER'S LAB	nc, 0 lec/3 lab/1 un, <u>coreq</u> FASH 110, 112, 120, 124, 130, 132, 205, 206, 208, 211, 221, 230, 234, 238, 240, 251
ATAS	FCS 115	206020.00	CONSUMER ISSUES	moe, txt
ATAS	FCS 142	206040.00	LIFE MANAGEMENT	moe, txt
ATAS	FN 161	338070.00	NUTR FOR HEALTH OCCUP	moe, txt
ATAS	FN 164	430351.00	SPORTS NUTRITION	moe, txt
ATAS	FN 171	338120.00	SANITATION AND SAFETY	moe, txt
ATAS	FN 275	431646.00	FOOD/BEVERAGE OPS	moe
ATAS	FN 600	992481.00	NUTRITION FOR CULINARY PROFESSIONALS	nc, 3 lec/0 lab/3 un

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

5

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	GC 600	992498.00	ADVANCED SCREEN PRINTING	nc, 2 lec/3 lab,3 un, prereq GC 63, rec prep GD 140, 147, 149, 154
ATAS	GD 149	429122.00	DIGITAL ILLUSTRATION	cat desc, assign, moe, txt
ATAS	GD 149	429122.15	DIGITAL ILLUSTRATION	cat desc, assign, moe, txt
ATAS	GD 600	not yet assigned	MOTION GRAPHICS	nc, 2 lec/3 lab/3 un
ATAS	HORT 201	433946.00	PROF RES LANDSCP DSGN	moe
ATAS	ID 114	429808.00	APPLIED COLOR/DESIGN	txt
ATAS	ID 115	429809.00	CADFOR INT DES	txt
ATAS	ID 129	429816.00	INT. DES. INTERNSHIP	tps, txt
ATAS	ID 210	429870.00	HOSPITALITY DESIGN	txt
ATAS	MST 224	433971.00	CHANNEL ISLDS	moe, txt
				48 Revisions, 0 Deletions, 9 New, 57 TOTAL

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

6

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
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				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatibility
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	ACCT 202A	608000.00	INTERMEDIATE ACCOUNTING I	moe, txt
BS	ACCT 202B	609000.00	INTERM ACCOUNTING II	moe, txt
BS	ACCT 203	610000.00	COST ACCOUNTING	moe, txt
BS	ACCT 215	613000.05	GENERAL ACCOUNTING	react, moe, txt
BS	ACCT 216	615000.00	INDIVIDUAL INCOME TAX	moe, txt, tps
BS	ACCT 217	616000.00	PARTNERSHIP AND CORPORATE TAXATION	moe. txt
BS	ACCT 275	430483.00	AUDITING	rpt fr none to <u>RE-1</u> , moe, txt
BS	ACCT 421	430457.00	INTRODUCTION TO CORPORATE STOCKS, BONDS, & GOVT SECURITIES	moe
BS	BUS 102	500030.05	ORAL BUSINESS TECHNIQUES	ti fr ORAL BUSINESS TECHNIQUES to <u>ORAL BUSINESS COMMUNICATIONS</u> , cat desc, sch desc, lrn ctr fr 1 to 0, tps, obj, moe, txt, assign
BS	BUS 102	500030.15	ORAL BUSINESS TECHNIQUES	ti fr ORAL BUSINESS TECHNIQUES to <u>ORAL BUSINESS COMMUNICATIONS</u> , cat desc, sch desc, lrn ctr fr 1 to 0, tps, obj, moe, txt, assign
BS	BUS 104	500050.05	BUSINESS COMMUNICATIONS	lrn ctr fr 1 to 0, obj, assign, txt
BS	BUS 221	432006.00	HUMAN RESOURCES MGMT	dc
BS	BUS 235	450146.00	ENTREPRENEURIAL ACCOUNTING	crs id fr BUS 235 to <u>ACCT 235</u> , desc "formerly"

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

7

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	BUS 236	450163.00	EMPLOYMENT LAW	crs id fr BUS 236 to BUS ?? , ti fr EMPLOYMENT LAW to HUMAN RESOURCES AND EMPLOYMENT LAW , desc, sch desc, tps, obj, moe, txt, assign
BS	CIM 174	431692.00	COMPUTER OPERATING SYSTEMS: WINDOWS	desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 174	431962.15	COMPUTER OPERATING SYSTEMS: WINDOWS	desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 174A	429849.00	Computer Oper Sys:Windows	cat desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 174B	429849.05	Cmptpr Operatg Sys. Windowsdesc, sch	cat desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 271A	433032.00	Web Dev.:XHTML--BEG	desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 271A	433032.15	Web Dev.:XHTML--BEG	desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 271B	433032.20	Web Dev.:XHTML--Advanced	desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 271B	433032.25	Web Dev.:XHTML--Advanced	desc, sch desc, tps, obj, moe, assign, txt
BS	CIM 205B	433416.00	WEB 2.0 APPLICATIONS	sr
BS	CIM 275	432016.00	WEB MARKETING	sr
BS	CIM 287	433995.00	BUSINESS PROG--C#	sr
BS	RE 122	740010.00	REAL ESTATE OFFC MGMT	dc
BS	RE 222	432924.00	REAL ESTATE CALCULATN	dc

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CURRICULUM REVISIONS, DELETIONS, AND NEW
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Exhibit A

8

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	RE 222	432924.15	REAL ESTATE CALCULATN	dc
BS	RE 600	992431.00	REAL ESTATE APPRAISAL III: MARKET ANALYSIS AND STUDIES	nc, 3 lec/0 lab/3 un, rec prep RE 176A or 176B or 178
				24 Revisions, 4 Deletions, 1 New, 29 TOTAL

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CURRICULUM REVISIONS, DELETIONS, AND NEW
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Exhibit A

9

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatibility
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
CSP	APSY 164	36160.05	TOPICS IN APPLIED PSYCHOLOGY	crs id fr APSY 164 to APSY 189
CSP	APSY 164	36160.20	TOPICS IN APPLIED PSYCHOLOGY	crs id fr APSY 164 to APSY 189
CSP	KNEA 1	692010.10	ADAPTED PERSONALIZED FITNESS	fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign
CSP	KNEA 1	692010.15	ADAPTED PERSONALIZED FITNESS	fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign
CSP	KNEA 1	692010.20	ADAPTED PERSONALIZED FITNESS	react, fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign
CSP	KNEA 2	692040.10	ADAPTED WATER EXERCISE AND SWIMMING	fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign
CSP	KNEA 2	692040.15	ADAPTED WATER EXERCISE AND SWIMMING	fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign
CSP	KNEA 2	692040.20	ADAPTED WATER EXERCISE AND SWIMMING	react, fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign
CSP	SE 102	429116.00	ADAPTED KINESIOLOGY ASSISTING	react, rpt fr RA-1 to RA-3 , fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign, val
CSP	SE 102	429116.10	ADAPTED KINESIOLOGY ASSISTING	react, rpt fr RA-1 to RA-3 , fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign, val
CSP	SE 102	429116.20	ADAPTED KINESIOLOGY ASSISTING	rpt fr RA-1 to RA-3 , fr none to oe/oe , cat desc, sch desc, tps, obj, moe, txt, assign, val

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Exhibit A

10

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
CSP	SPS 320 A	800080.10	INTRODUCTORY COMPUTATIONAL SKILLS	dc
CSP	SPS 320 B	800080.50	ADVANCED COMPUTATIONAL SKILLS	dc
CSP	SPS 600	992438.00	BASIC COMPUTATIONAL SKILLS	nc, 3 lec/0 lab/ 3 un, rec "Conference with Special Services counselor or specialist"
				11 Revisions, 2 Deletions, 1 New, 14 TOTAL

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Exhibit A

11

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	ACCT 229X	970153.00	IMPROVING INVESTMENT PERFORMANCE (EI)	cat desc, sch desc
EI	ACCT 229X	970153.05	IMPROVING INVESTMENT PERFORMANCE (EI)	cat desc, sch desc
EI	ACCT 231X	970171.00	ESTATE PLANNING (EI)	cat desc, sch desc, tps, obj, moe
EI	ACCT 232X	970190.00	STOCKS AND BONDS MANAGEMENT (EI)	cat desc, sch desc, obj, assign
EI	ACCT 232X	970190.10	STOCKS AND BONDS MANAGEMENT (EI)	cat desc, sch desc, obj, assign
EI	ART 36XA	970600.00	BEGINNING JEWELRY METAL FABRICATION (EI)	cat desc, sch desc, tps, obj, moe, assign, txt
EI	ART 36XA	970600.10	BEGINNING JEWELRY METAL FABRICATION (EI)	cat desc, sch desc, tps, obj, moe, assign, txt
EI	ART 36XB	970605.50	INTERMEDIATE JEWELRY METAL FABRICATION (EI)	cat desc, sch desc, tps, moe, assign
EI	ART 36XB	992450.60	INTERMEDIATE JEWELRY METAL FABRICATION (EI)	cat desc, sch desc, tps, moe, assign
EI	ART 36XC	971012.00	ADVANCED JEWELRY METAL FABRICATION (EI)	cat desc, sch desc, tps, moe, assign
EI	ART 39XA	970606.00	BEGINNING JEWELRY DESIGN LOST WAX (EI)	cat desc, sch desc, tps, moe, assign

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CURRICULUM REVISIONS, DELETIONS, AND NEW
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Exhibit A

12

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	ART 39XB	992453.00	INTERMEDIATE JEWELRY DESIGN LOST WAX (EI)	cat desc, sch desc, tps, moe, assign
EI	CA 70X	428565.00	VIDEO PRODUCTION (EI)	cat desc, desc, tps
EI	GERO 600XA	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH PILATES (EI)	nc, non-credit, .5 lec/.5 lab/0 un
EI	GERO 601XA	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH PILATES (EI)	nc, non-credit, 1 lec/1 lab/0 un
EI	GERO 602XB	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AEROBICS(EI)	nc, non-credit, .5 lec/.5 lab/0 un
EI	GERO 603XB	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AEROBICS(EI)	nc, non-credit, .75 lec/.75 lab/0 un
EI	GERO 604XB	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AEROBICS(EI)	nc, non-credit, 1 lec/1 lab/0 un
EI	GERO 605XB	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AEROBICS(EI)	nc, non-credit, 1.5 lec/1.5 lab/0 un
EI	GERO 606XC	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AQUATICS(EI)	nc, non-credit, .5 lec/.5 lab/0 un
EI	GERO 607XC	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AQUATICS(EI)	nc, non-credit, .75 lec/.75 lab/0 un
EI	GERO 608XC	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AQUATICS(EI)	nc, non-credit, 1 lec/1 lab/0 un

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Exhibit A

13

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	GERO 609XC	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AQUATICS(EI)	nc, non-credit, 1.5 lec/1.5 lab/0 un
EI	GERO 610XD	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH BEG. CHAIR (EI	nc, non-credit, .5 lec/.5 lab/0 un
EI	GERO 611XD	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH BEG. CHAIR (EI	nc, non-credit, .75 lec/.75 lab/0 un
EI	GERO 612XD	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH BEG. CHAIR (EI	nc, non-credit, 1 lec/1 lab/0 un
EI	GERO 613XD	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH BEG. CHAIR (EI	nc, non-credit, 1.5 lec/1.5 lab/0 un
EI	GERO 614XE	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH INT. CHAIR (EI	nc, non-credit, .5 lec/.5 lab/0 un, rec GERO 610XD
EI	GERO 615XE	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH INT. CHAIR (EI	nc, non-credit, .75 lec/.75 lab/0 un, rec GERO 611XD
EI	GERO 616XE	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH INT. CHAIR (EI	nc, non-credit, 1 lec/1 lab/0 un, rec GERO 612XD
EI	GERO 617XE	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH INT. CHAIR (EI	nc, non-credit, 1.5 lec/1.5 lab/0 un, rec GERO 613XD
EI	GERO 618XF	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINT. THROUGH CIRCUIT TRAINING (EI)	nc, non-credit, .5 lec/.5 lab/0 un

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Exhibit A

14

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	GERO 619XF	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINT. THROUGH CIRCUIT TRAINING (EI)	nc, non-credit, .75 lec/.75 lab/0 un
EI	GERO 620XF	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINT. THROUGH CIRCUIT TRAINING (EI)	nc, non-credit, 1 lec/1 lab/0 un
EI	GERO 621XF	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINT. THROUGH CIRCUIT TRAINING (EI)	nc, non-credit, 1.5 lec/1.5 lab/0 un
EI	GERO 623XG	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH BEG. TAI CHI(EI)	nc, non-credit, .25 lec/.25 lab/0 un
EI	GERO 624XG	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH BEG. TAI CHI(EI)	nc, non-credit, .5 lec/.5 lab/0 un
EI	GERO 625XG	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH BEG. TAI CHI(EI)	nc, non-credit, 1 lec/1 lab/0 un
EI	GERO 627XH	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH ADV. TAI CHI(EI)	nc, non-credit, .25 lec/.25 lab/0 un, rec GERO 623XG
EI	GERO 628XH	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH ADV. TAI CHI(EI)	nc, non-credit, .5 lec/.5 lab/0 un, rec GERO 624XD

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15

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	GERO 629XH	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH ADV. TAI CHI(EI)	nc, non-credit, 1 lec/1 lab/0 un, rec GERO 625XD
EI	GERO 630XI	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH STRETCHING (EI)	nc, non-credit, 1 lec/1 lab/0 un
EI	GERO 631XI	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINTENANCE THROUGH STRETCHING (EI)	nc, non-credit, 1.5 lec/1.5 lab/0 un
EI	GERO 632XJ	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH YOGA (EI)	nc, non-credit, .5 lec/.5 lab/0 un
EI	GERO 633XJ	not yet assigned	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH YOGA (EI)	nc, non-credit, 1 lec/1 lab/0 un
EI	GERO 634XK	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINT. THROUGH BALANCE/MOBILITY (EI)	nc, non-credit, .5 lec/.5 lab/0 un
EI	GERO 635XK	not yet assigned	PHYSICAL FITNESS/WEIGHT MAINT. THROUGH BALANCE/MOBILITY (EI)	nc, non-credit, 1 lec/1 lab/0 un
EI	HIST 260	973116.00	RUSSIAN HISTORY: CULTURE AND ARTS (EI)	sr
EI	HIST 270	973122.00	HISTORY AND CULTURE OF ASIA (EI)	sr

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16

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
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				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
EI	HIST 600	not yet assigned	RUSSIAN HISTORY: CULTURE AND ARTS (EI)	nc, non-credit, 2 lec/0 lab/0 un
EI	HIST 601	not yet assigned	HISTORY AND CULTURE OF ASIA (EI)	nc, non-credit, 2 lec/0 lab/0 un
EI	HSC 105X	972958.00	CONSUMER HEALTH ISSUES (EI)	cat desc, sch desc,
EI	PHOT 41X	433691.00	DIGITAL SHOW PRESENTATIONS - INTERMEDIATE(EI)	sr
EI	PHOT 600X	992455.00	DIGITAL SHOW PRESENTATIONS - INTERMEDIATE(EI)	nc, .50 lec/1 lab/ 0 un, rec PHOT 40X
EI	PS 214X	450135.00	CURRENT ISSUES IN GOVERNMENT (EI)	cat desc, sch desc, obj, tps
EI	PHOT 600X	992455.00	DIGITAL SHOW PRESENTATIONS - INTERMEDIATE(EI)	nc, .50 lec/1 lab/ 0 un, rec PHOT 40X
EI	SPAN 230	975600.10	BEGINNING PRACTICAL SPANISH (EI)	sr
EI	SPAN 231	975604.00	INTERMEDIATE PRACTICAL SPANISH (EI)	sr
EI	SPAN 232	975677.00	ADVANCED PRACTICAL SPANISH (EI)	sr
				21 Revisions, 0 Deletions, 38 New, 59TOTAL

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17

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	ART 20	96010.00	ART APPRECIATION	txt
FA	ART 21	96060.00	WOMEN AND ART	cat desc, sch desc, txt
FA	CTVR 290	450139.00	PERFORMANCE FOR TELEVISION AND FILM	ti fr PERFORMANCE FOR TELEVISION AND FILM to ACTING FOR THE CAMERA I , prereq fr none to TA 7
FA	CTVR 600	not yet assigned	PRODUCING VIDEO FOR THE WEB - BOOT CAMP	nc, 1 lec/0 lab/1 un, prereq "Completion of or concurrent enrollment in CTVR 101"
FA	CTVR 601	992464.00	ACTING FOR THE CAMERA II - CREATING A CHARACTER	nc, 2 lec/3 lab/3 un, prereq CTVR 290
FA	ETT 601	not yet assigned	ADVANCED SCENERY PAINTING	nc, 2 lec/3 lab/ 3 un, prereq ETT 144
FA	ETT 602	not yet assigned	STYLES OF PAINT FOR THE ENTERTAINMENT INDUSTRY	nc, 2 lec/3 lab/ 3 un, rec prep ETT 601
FA	MUS 32	554022.00	ORATORIO SOCIETY	sr
FA	MUS 33	554025.00	MODERN MASTERWORKS; CHORALE	sr
FA	MUS 54A	992333.00	BEGINNING PIANO I	crs id fr MUS 54 to MUS 54A , ti fr BEGINNING PIANO to BEGINNING PIANO I , cat desc, sch desc, tps, obj, moe, assign, txt

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Exhibit A

18

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatibility
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	MUS 55A	992334.00	INTERMEDIATE PIANO I	crs id fr MUS 55 to MUS 55A , ti fr INTERMEDIATE PIANO to INTERMEDIATE PIANO I , cat desc, prereq fr none to MUS 54B , rec fr MUS 54 to MUS 54A , sch desc, tps, obj, moe, assign, txt
FA	MUS 93	432546.00	MUSICIANSHIP II	cat desc, tps, obj, txt
FA	MUS 252	584110.00	JAZZ PIANO	crs id fr MUS 252 to MUS 252A , ti fr JAZZ PIANO to JAZZ PIANO I , rec fr MUS 55 to MUS 54A or demonstrated keyboard proficiency , tps, desc "formerly"
FA	MUS 297	560230.00	REHEARSAL AND PERFORMANCE (JAZZ STUDIES)	lim fr none to Audition with college staff , rec fr Previous instrumental training and demonstrated proficiency to Previous instrumental training , val
FA	MUS 295	560210.00	REHEARSAL AND PERFORMANCE (INSTRUMENTAL)	tps, moe
FA	MUS 600	992432.00	CONTEMPORARY BIG BAND LITERATURE	nc, 1 lec/3 lab/2 un, rec prep Two years previous training and demonstrated proficiency, lim Audition with college staff
FA	MUS 601	992433.00	MODERN BIG BAND CONCEPTS	nc, 1 lec/3 lab/2 un, rec prep Two years previous training and demonstrated proficiency.
FA	MUS 602	992434.00	MID-SIZE AFRICAN-AMERICAN BASED ENSEMBLE JAZZ	nc, 2 lec/2 lab/3 un, rec prep MUS 27 and instrumental technical proficiency

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	MUS 603	992435.00	MEDIUM SIZE MALLEABLE JAZZ ENSEMBLE	nc, 2 lec/2 lab/3 un, rec prep MUS 27 and instrumental technical proficiency
FA	MUS 604	992436.00	IMPROVISED MUSIC IN A JAZZ COMBO	nc, 1 lec/3 lab/2 un, rec prep Previous instrumental training and demonstrated proficiency.
FA	MUS 605	992437.00	IMPROVISED CHAMBER MUSIC	nc, 1 lec/3 lab/2 un, rec prep Previous instrumental training and demonstrated proficiency.
FA	MUS 606	not yet assigned	PIANO COMPOSERS OF TODAY	nc, 1 lec/2 lab/2 un, rec prep MUS 55B (611)
FA	MUS 607	not yet assigned	FAVORITE PIANO CLASSICS	nc, 2 lec/2 lab/2 un, rec prep MUS 55B (611)
FA	MUS 610	992460.00	BEGINNING PIANO II	nc, 2 lec/1 lab/2 un, prereq MUS 54A or demonstrated proficiency
FA	MUS 611	992461.00	INTERMEDIATE PIANO II	nc, 2 lec/1 lab/2un, prereq MUS 55A
FA	MUS 620	not yet assigned	ADVANCED PIANO PEDAGOGY	nc, 3 lec/0 lab/3 un, rec prep MUS 178 or two years of previous piano study
FA	MUS 621	not yet assigned	ADVANCED PIANO MUSIC OF HAYDN	nc, 1 lec/3 lab/2 un, rec prep MUS 56 or two years of previous piano study
FA	MUS 622	992466.00	CONTEMPORARY CHORAL MUSIC FOR TREBLE VOICES	nc, 1 lec/3 lec/2 un, rec prep "Ability to sight read music", lim "Audition with a college staff"
FA	MUS 623	992487.00	SATB VOICED COMMUNITY CHORALE	nc, 1 lec/3 lab/2 un, lim "Audition with college staff"

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	MUS 630B	not yet assigned	JAZZ PIANO III	nc, 1 lec/2 lab/ 2 un, rec prep MUS 252A or demonstrated keyboard proficiency
FA	MUS 630C	not yet assigned	JAZZ PIANO III	nc, 1 lec/2 lab/2 un, rec prep MUS 630B or demonstrated keyboard proficiency
FA	PHOT 160	174100.10	COLOR DIGITAL PHOTOGRAPHY	cat desc, sch desc, prereq fr none to PHOT 50 , rec fr PHOT 201 to none , obj, moe, txt
FA	TA 7	812070.00	ACTING FOR TELEVISION AND FILM	crs id fr TA 7 to TA 290 , prereq fr TA 1 to none
FA	TA 40	836010.00	STAGECRAFT	crs id fr TA 40 to ETT 40 , desc "formerly"
FA	TA 41	836030.00	STAGE LIGHTING	crs id fr TA 41 to ETT 41 , desc "formerly"
FA	TA 42	863040.00	COSTUME DESIGN	crs id fr TA 42 to ETT 42 , desc "formerly"
FA	TA 45	836020.00	SCENE DESIGN	crs id fr TA 45 to ETT 45 , desc "formerly"
FA	TA 100	433964.00	APPLIED TECHNICAL THEATRE PRODUCTION	crs id fr TA 100 to ETT 100 , desc "formerly"
FA	TA 101	433965.00	FUNDAMENTALS OF DESIGN AND GRAPHICS FOR THEATRE	crs id fr TA 101 to ETT 101 , desc "formerly"
FA	TA 103	433968.00	ENTERTAINMENT INTERNSHIP	crs id fr TA 103 to ETT 103 , desc "formerly"
FA	TA 104	433979.00	COSTUME CRAFTS	crs id fr TA 104 to ETT 104 , desc "formerly"
FA	TA 130	836055.00	THEATRE MANAGEMENT	crs id fr TA 130 to ETT 130 , desc "formerly"
FA	TA 142	836080.00	THEATRE PRODUCTION	crs id fr TA 130 to ETT 142 , desc "formerly"

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FA	TA 142	836080.30	THEATRE PRODUCTION	crs id fr TA 130 to ETT 142 , desc "formerly"
FA	TA 144	836070.00	THEATRE SCENERY PAINTING	crs id fr TA 144 to ETT 144 , desc "formerly"
FA	TA 201	433967.00	ENTERTAINMENT COMPUTER AIDED DRAFTING	crs id fr TA 201 to ETT 201 , desc "formerly"
FA	TA 240	433392.00	ADVANCED STAGECRAFT	crs id fr TA 240 to ETT 240 , desc "formerly"
FA	TA 246	432264.00	THEATRE AUDIO TECHNIQUES	crs id fr TA 246 to ETT 246 , desc "formerly"
FA	TA 607	992462.00	MUSICAL THEATRE MOVEMENT AND DANCE	nc, 2 lec/3 lab/3 un,
				28 Revisions, 0 Deletions, 21New, 49TOTAL

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
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				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	CWE 180	992502.00	CO-OP-ED HEALTH INFORMATION TECHNOLOGY	nc, 0 lec/1 lrn ctr/ 1 un, coreq HIT 607
HS	CWE 180	992503.00	CO-OP-ED HEALTH INFORMATION TECHNOLOGY	nc, 0 lec/1 lrn ctr/ 1 un, coreq HIT 608
HS	GERO 101	368010.00	LIFECYCLE 1: FUNDAMENTALS OF AGING	crs id fr GERO 101 to N 600 , desc "formerly"
HS	HIT 603	992459.00	HEALTH INFORMATION SCIENCE	nc, 3 lec/0 lab/ 3 un
HS	HIT 604	992444.00	QUALITY PERFORMANCE IMPROVEMENT IN HEALTHCARE	nc, 3 lec/0 lab/ 3 un
HS	HIT 605	992458.00	INFORMATION TECHNOLOGY/EHR IN HEALTHCARE	nc, 3 lec/0 lab/ 3 un
HS	HIT 606	992456.00	MANAGEMENT OF RESOURCES	nc, 3 lec/0 lab/ 3 un, rec prep of HIT 603
HS	HIT 607	992442.00	DIRECTED PRACTICE 1	nc, 3 lec/0 lab/ 3 un, prereq HIT 603, coreq CWE 180, rec prep CIM 112, limitation of 1) Successful completion of certain HIT and MA courses are required prior to student enrollment in HIT 607 2) Health clearance required 3) Background clearance required
HS	HIT 608	992443.00	DIRECTED PRACTICE 2	nc, 2 lec/0 lab/ 2 un, prereq of Completion of HIT program courses and eligibility to graduate at the end of the semester.

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	HIT 609	992446.00	ADVANCED ICD CODING WITH ENCODERS LAB	nc, 3 lec/3 lab/ 4 un, prereq HSC 610
HS	HS 37	12150.10	INTRODUCTION TO CRIMINOLOGY	txt
HS	HS 110	422020.00	FIELD INSTRUCTION AND SEMINAR I	prereq fr HS 100 to HS 100 and 120 and 140 and 170 and 285,
HS	HS 119	12160.10	INTRODUCTION TO CRIMINAL JUSTICE SYSTEM	with a "C" or better, rec fr HS 140, 205 to none
HS	HS 120	422050.05	HUMAN DEVELOPMENT IN THE SOCIAL ENVIRONMENT	sr
HS	HS 128	12240.10	COMMUNITY-BASED CORRECTIONS	assign, txt
HS	HS 131	434006.00	MULTICULTURAL AND DIVERSE POPULATIONS IN THE UNITED STATES	txt
HS	HS 140	422090.00	GROUP LEADERSHIP AND GROUP PROCESS	txt
HS	HS 150	422100.00	FIELD INSTRUCTION AND SEMINAR II	sr
HS	HS 170	422110.00	ALCOHOL AND OTHER DRUGS IN OUR SOCIETY	txt
HS	HS 171	422120.00	SUBSTANCE ABUSE: INTERVENTION, TREATMENT AND RECOVERY	assign, txt

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
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				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	HS 172	386230.10	PHYSIOLOGICAL EFFECTS AND PHARMACOLOGY OF ALCOHOL AND DRUGS	txt
HS	HS 174	422150.00	CASE ADMINISTRATION, CRISIS INTERVENTION AND REFERRAL	assign, txt
HS	HS 175	428541.00	SUBSTANCE ABUSE EDUCATION, PREVENTION, AND INTERVENTION	sr
HS	HS 177	434018.00	FAMILY DYNAMICS OF ADDICTION AND ABUSE	assign
HS	HS 182	429245.00	SUBSTANCE ABUSE TREATMENT IN CHILDREN AND ADOLESCENTS	txt
HS	HS 187	429246.00	JUVENILE VIOLENCE, GANGS, AND VICTIMIZATION	txt
HS	HS 285	955485.00	ETHICAL ISSUES/CLIENTS' RIGHTS	txt
HS	HSC 201	530030.00	MEDICAL TERMINOLOGY	txt
HS	HSC 217	386300.00	CARDIAC DYSRHYTHMIAS	txt
HS	HSC 291	955490.00	MANAGEMENT OF AGGRESSIVE BEHAVIOR IN HEALTHCARE SETTINGS	ti fr MANAGEMENT OF ASSAULTIVE BEHAVIOR to <u>MANAGEMENT OF AGGRESSIVE BEHAVIOR IN HEALTHCARE SETTINGS</u> , cat desc, sch desc, tps, obj, assign, moe

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatibility
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	HSC 610	992468.00	DISEASE PROCESSES FOR THE HEALTH SCIENCES	nc, 3 lec/0 lab, 3 un, prereq of BIO 113 and HSC 201
HS	INSR 201	450206.00	ADVANCED ICD-9-CM	dc
HS	INSR 202	450207.00	ENCODERS LAB	dc
HS	INSR 214A	185010.10	BASICS IN MEDICAL INSURANCE	dc
HS	INSR 215A	429001.00	CPT-4 AND ICD-9-CM MEDICAL INSURANCE CODING	dc
HS	INSR 260	386600.20	COMPUTER APPLICATIONS/EHR IN HEALTH CARE	ti fr COMPUTER APPLICATIONS FOR HEALTHCARE PERSONNEL to COMPUTER APPLICATIONS/EHR IN HEALTH CARE , fr 1-1.5 lab/ 1.5 un to 2.5 lec/ 1.5 lab/ 3 un , cat desc, sch desc, obj, tps, moe, txt
HS	INSR 600A	992483.00	REIMBURSEMENT METHODOLOGIES	nc, 3 lec/0 lab/ 3 un
HS	INSR 601A	992484.00	CPT/AMBULATORY CARE CODING	nc, 3 lec/0 lab/ 3 un
HS	INSR 602A	992445.00	FUNDAMENTALS OF ICD CODING	nc, 3 lec/0 lab/ 3 un
HS	MA 210	485000.00	INTRODUCTION TO HEALTHCARE SYSTEMS & DELIVERY	dc
HS	MA 211A	530010.00	MEDICAL RECEPTION TECHNIQUES	txt
HS	MA 211B	530015.00	PHYSICAL-EXAMINATION PROCEDURES	tps, txt
HS	MA 212A	185000.10	MEDICAL OFFICE FINANCIAL PROCEDURES	txt

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
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				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	MA 212B	530025.00	MEDICAL OFFICE LABORATORY PROCEDURES	txt
HS	MA 213A	485100.00	MEDICAL RECORDS MANAGEMENT	txt
HS	MA 213B	530035.00	MEDICAL ASEPSIS AND SURGICAL PROCEDURES	txt
HS	MA 214B	530035.00	MEDICATION ADMINISTRATION FOR MEDICAL ASSISTANTS	txt
HS	MA 217A	429438.00	MEDICAL ASSISTING CLINICAL EXPERIENCE--ADMINISTRATIVE	prereq fr Enrollment in Medical Assistant Program and completion of MA 210, 211A, 212A, 213A, HSC 201, 222, and INSR 214A, 215A, 260 to <u>Enrollment in Medical Assistant Program and completion of MA 611, 211A, 212A, 213A, HSC 201, 222, and INSR 600, 601, 260, 602, MA 601</u> , lim fr none, to <u>Must have current CPR certification</u> , txt, val
HS	MA 217B	429440.00	MEDICAL ASSISTING CLINICAL EXPERIENCE CLINICAL	prereq fr Enrollment in Medical Assistant Program and completion of MA 210, 211B, 212B, 213B, 214B, 218B, HSC 201, 222, and INSR 260 to <u>Enrollment in Medical Assistant Program and completion of MA 611, 211B, 212B, 213B, 214B, 218B, 601, HSC 201, 222, and INSR 260</u> , lim fr none, to <u>Must have current CPR certification</u> , txt, val

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	MA 217C	485300.00	MEDICAL-ASSISTING CLINICAL EXPERIENCE COMPREHENSIVE	prereq fr Enrollment in Medical Assistant Program and completion of HSC 201, 222; MA 210, 211A, 211B, 212A, 212B, 213A, 213B, 218B, and INSR 214A, 215A, 260 to <u>Enrollment in Medical Assistant Program and completion of HSC 201, 222; MA 601, 611, 211A, 211B, 212A, 212B, 213A, 213B, 214B, 218B, and INSR 600A, 601A, 602A, 260</u> , lim fr none, to <u>Must have current CPR certification</u> , txt, val
HS	MA 218B	485305.00	ELECTROCARDIOGRAPHY FOR THE MEDICAL ASSISTANT	txt
HS	MA 601	992441.00	LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION	nc, 3 lec/0 lab/ 3 un
HS	MA 611	992482.00	INTRODUCTION TO HEALTHCARE SYSTEMS AND DELIVERY	nc, 3 lec/0 lab/ 3 un
HS	N 172	639100.00	MEDICAL-SURGICAL NURSING	prereq fr N160, 170, and GERO 101 with grades of "C" or better to <u>N160, 170, and 600 with grades of "C" or better</u>
HS	N 172	639110.00	MEDICAL-SURGICAL NURSING LAB	prereq fr N160, 170, and GERO 101 with grades of "C" or better to <u>N160, 170, and 600 with grades of "C" or better</u>
HS	PHLB 240	386560.00	PHLEBOTOMY	sr

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HS	PHLB 241	433029.00	PHLEBOTOMY CERTIFICATION PREPARATION	cat desc, sch desc
HS	PM 220	708000.00	PARAMEDIC THEORY	txt
HS	PM 230	708010.00	PARAMEDIC CLINICAL EXPERIENCE	txt
HS	PM 240	708020.00	PARAMEDIC FIELD INTERNSHIP	txt
				39 Revisions, 5 Deletions, 13 New, 57 TOTAL

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Exhibit A

29

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
KN	KNES 22	674430.25	INTERMEDIATE GOLF	txt, moe
KN	KNES 22	674430.30	INTERMEDIATE GOLF	txt, moe
KN	REC 100	746010.00	INTRODUCTION TO RECREATION	txt, moe
KN	REC 102	746020.00	RECREATION PLANNING	moe
KN	REC 104	746040.00	CAMPING AND OUTDOOR EDUCATION	moe
KN	REC 105	746050.00	SUPERVISED RECREATION FIELDWORK	txt, moe
				6 Revisions, 0 Deletions, 0 New, 6 TOTAL

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CURRICULUM REVISIONS, DELETIONS, AND NEW
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Exhibit A

30

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ARAB 21	42050.00	INTRODUCTION TO ARABIC CULTURE	tps, txt
LA	ARAB 250	429590.00	PRACTICAL ARABIC	react, tps, moe, txt
LA	CHI 250	429544.00	PRACTICAL CHINESE	react, tps, moe, txt
LA	CWE 180	433687.00	Cooperative Work Experience - Journalism	prereq fr ENG 1A to <u>none</u>
LA	CWE 180	433686.00	Cooperative Work Experience - Journalism	prereq fr ENG 1A to <u>none</u>
LA	CWE 180	433630.00	Cooperative Work Experience - Journalism	prereq fr ENG 1A to <u>none</u>
LA	ENG 1A	284010.00	PRINCIPLES OF COMPOSITION I	cat desc, sch desc, rpt fr none to <u>RE-1</u> , lec fr 3 to 4, un fr 3 to 4, tps, obj, assign
LA	ENG 1A	284010.15	PRINCIPLES OF COMPOSITION I	cat desc, sch desc, rpt fr none to <u>RE-1</u> , lec fr 3 to 4, un fr 3 to 4, tps, obj, assign
LA	ENG 300	284040.00	BEGINNING WRITING	fr RE-1 to <u>none</u> , txt
LA	ENG 301	428259.00	BEGINNING WRITING LAB	fr RE-1 to <u>none</u>
LA	ENG 310	284050.20	WRITING CENTER	crs id fr ENG 310 to <u>ENG 210</u> , rpt fr none to <u>RE-3</u> , desc "formerly"
LA	ENG 315	430443.00	GEARING UP FOR COLLEGE READING	obj, moe, txt
LA	ENG 316	430444.00	GEARING UP FOR COLLEGE WRITING	txt

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Exhibit A

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prreq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ENG 332	320212.05	READING AND VOCABULARY SKILLS LABORATORY-ESL	crs id fr ENG 332 to ENG 332A , ti fr READING AND VOCABULARY SKILLS LABORATORY-ESL to READING AND VOCABULARY SKILLS LABORATORY-ESL BASIC , cat desc, sch desc, rpt fr RE-3 to none , tps, obj, moe, assign, txt
LA	ENG 600B	992492.00	READING AND VOCABULARY SKILLS LABORATORY - ESL INTERMEDIATE	nc, 0 lec/1.5 lrn ctr/.5 un
LA	ENG 600C	992493.00	READING AND VOCABULARY SKILLS LABORATORY - ESL ADVANCED	nc, 0 lec/1.5 lrn ctr/.5 un
LA	ENG 333	284060.00	READING SKILLS LABORATORY	crs id fr ENG 333 to ENG 333A , ti fr READING SKILLS LABORATORY to READING SKILLS LABORATORY BASIC , cat desc, sch desc, rpt fr RE-3 to none , tps, obj, moe, assign, txt
LA	ENG 601B	992489.00	READING SKILLS LABORATORY INTERMEDIATE	nc, 0 lec/1.5 lrn ctr/.5 un
LA	ENG 601C	992490.00	READING SKILLS LABORATORY ADVANCED	nc, 0 lec/1.5 lrn ctr/.5 un
LA	ENG 335	430815.00	SPELLING LABORATORY	rpt fr RE-1 to none
LA	ENG 336	433068.00	EXPANDED READING SKILLS LAB	rpt fr RE-3 to none , moe
LA	ENG 337	433069.00	CRITICAL READING LABORATORY: ADVANCED READING SKILLS	fr ENG 337 to ENG 237 , rpt fr RE-3 to none , desc "formerly"

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CURRICULUM REVISIONS, DELETIONS, AND NEW
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Exhibit A

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ENG 341	428285.00	READING LABORATORY	rpt fr RE-1 to none , tps
LA	ESL 320	429671.00	BEGINNING MULTISKILLS I	cat desc, sch desc, tps, obj, moe, assign
LA	ESL 320	302090.05	BEGINNING MULTISKILLS I	cat desc, sch desc, tps, obj, moe, assign
LA	ESL 321	429674.00	BEGINNING MULTISKILLS II	cat desc, sch desc, tps, obj, moe, txt, assign, val
LA	ESL 321	302090.15	BEGINNING MULTISKILLS II	cat desc, sch desc, tps, obj, moe, txt, assign, val
LA	ESL 330	429675.00	INTERMEDIATE MULTISKILLS I	cat desc, sch desc, tps, obj, moe, txt, assign, val
LA	ESL 330	429886.00	INTERMEDIATE MULTISKILLS I	cat desc, sch desc, tps, obj, moe, txt, assign, val
LA	ESL 331	429673.00	INTERMEDIATE MULTISKILLS II	cat desc, sch desc, tps, obj, moe, val
LA	ESL 331	433951.00	INTERMEDIATE MULTISKILLS II	cat desc, sch desc, tps, obj, moe, val
LA	ESL 335	429681.00	INTERMEDIATE READING AND WRITING I	ti fr INTERMEDIATE READING AND WRITING I to INTERMEDIATE WRITING I , cat desc, sch desc, tps, obj, moe, txt, assign
LA	ESL 335	428977.00	INTERMEDIATE READING AND WRITING I	ti fr INTERMEDIATE READING AND WRITING I to INTERMEDIATE WRITING I , cat desc, sch desc, tps, obj, moe, txt, assign
LA	ESL 336	429305.00	INTERMEDIATE READING AND WRITING II	ti fr INTERMEDIATE READING AND WRITING II to INTERMEDIATE WRITING II , cat desc, sch desc, tps, obj, moe, txt, assign

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CURRICULUM REVISIONS, DELETIONS, AND NEW
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Exhibit A

33

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatibility
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ESL 336	429682.00	INTERMEDIATE READING AND WRITING II	ti fr INTERMEDIATE READING AND WRITING II to INTERMEDIATE WRITING II , cat desc, sch desc, tps, obj, moe, txt, assign
LA	ESL 340	429686.00	ADVANCED MULTISKILLS	cat desc, sch desc, tps, obj, txt, assign, val
LA	ESL 340	302190.05	ADVANCED MULTISKILLS	cat desc, sch desc, tps, obj, txt, assign, val
LA	ESL 345	429687.00	ADVANCED READING AND WRITING I	ti fr ADVANCED READING AND WRITING I to ADVANCED WRITING I , cat desc, sch desc, tps, obj, moe, assign
LA	ESL 345	302250.05	ADVANCED READING AND WRITING I	ti fr ADVANCED READING AND WRITING I to ADVANCED WRITING I , cat desc, sch desc, tps, obj, moe, assign
LA	ESL 350	302210.05	ESSENTIAL ACADEMIC SKILLS	cat desc, sch desc, tps, obj, moe, assign, val
LA	ESL 350	302215.10	ESSENTIAL ACADEMIC SKILLS	cat desc, sch desc, tps, obj, moe, assign, val
LA	GER 200	433070.00	BEGINNING PRACTICAL GERMAN	moe
LA	GER 250	429542.00	PRACTICAL GERMAN	react, moe, txt, assign
LA	KOR 600	992476.00	INTERMEDIATE KOREAN	nc, 5 lec/0 lab/ 5 un, prereq KOR 2 or three years of high school Korean, coreq KOR 602B
LA	KOR 601	992477.00	INTERMEDIATE KOREAN	nc, 5 lec/0 lab/ 5 un, prereq KOR 600 or three years of high school Korean, coreq KOR 602B
LA	KOR 602B	992478.00	KOREAN LANGUAGE LAB	nc, 0 lec/ 1 lrn ctr/.25 un, coreq of KOR 600, 601
LA	PRSN 221	432783.00	INTRODUCTION TO PERSIAN CULTURE	dc
				39 Revisions, 1 Deletions, 7 New, 47 TOTAL

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Exhibit A
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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prreq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LR	LIB 101	431964.00	INTERMEDIATE INFORMATION COMPETENCY SKILLS:SEARCH STRATEGIES	tps, obj, assign, txt
				1 Revisions, 0 Deletions, 0 New, 1 TOTAL

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Exhibit A

35

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
MSE	BIO 220	450125.00	INTRODUCTION TO BIOTECHNOLOGY	dc
MSE	BIO 221	450126.00	APPLIED BIOTECHNOLOGY I	dc
MSE	BIO 222	450131.00	APPLIED BIOTECHNOLOGY II	dc
MSE	BIO 600	not yet assigned	BASICS OF BIOLOGY A	nc, 1.5 lec/0 lab/ 1.5 un, coreq BIO 3A
MSE	BIO 601	not yet assigned	BASICS OF BIOLOGY B	nc, 1.5 lec/0 lab/ 1.5 un, coreq BIO 3B
MSE	BIO 603	992439.00	BIOLOGY OF PLANTS	nc, 3 lec/ 3 lab/4 un, rec prep BIO 20
MSE	BIO 604	992440.00	HUMAN BIOLOGY	nc, 3 lec/ 0 lab/ 3 un, rec prep BIO 20
MSE	CHEM 299	158000.00	COMPUTER-ASSISTED CHEMISTRY	dc
MSE	ENGR 31	272050.00	STATICS	txt, val
MSE	GEOL 10	356040.00	GEOLOGY OF THE NATIONAL PARKS	txt
MSE	MATH 3A	518030.00	ANALYTIC GEOMETRY AND CALCULUS	txt
MSE	MATH 3B	518040.00	ANALYTIC GEOMETRY AND CALCULUS	txt
MSE	MATH 3C	518050.00	ANALYTIC GEOMETRY AND CALCULUS	txt
MSE	MATH 7	431051.00	COLLEGE ALGEBRA	txt, prereq fr MATH 253 or 255 to MATH 253
MSE	MATH 8	428408.00	COLLEGE ALGEBRA FOR BRIEF CALCULUS	prereq fr MATH 253 or 255 to MATH 253
MSE	MATH 9	518090.00	FINITE MATH	prereq fr MATH 253 or 255 to MATH 253
MSE	MATH 10	518100.00	INTRODUCTION TO STATISTICS	prereq fr MATH 253 or 255 to MATH 253

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Exhibit A

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
MSE	MATH 11	518110.00	A BRIEF COURSE IN CALCULUS	txt
MSE	MATH 24	428459.00	ELEMENTARY DIFFERENTIAL EQUATIONS	prereq fr MATH 3C to MATH 3B , val, txt
MSE	MATH 26	428921.00	INTRODUCTION TO LINEAR ALGEBRA	sch desc, txt
MSE	MATH 124	518160.00	TRIGONOMETRY	prereq fr MATH 253 or 255 to MATH 253
MSE	MATH 251	518190.00	BEGINNING ALGEBRA	txt
MSE	MATH 251	518190.15	BEGINNING ALGEBRA	txt
MSE	MATH 253	518150.00	INTERMEDIATE ALGEBRA	txt
MSE	MATH 253	518150.15	INTERMEDIATE ALGEBRA	txt
MSE	MATH 255	433359.00	INTERMEDIATE ALGEBRA-ACCELERATED	dc
MSE	MS 600	992475.00	MSFS: ANCIENT MARINE WONDERS OF ANZA-BORREGO STATE PARK	nc, .5 lec/1.5 lab/ 1 un
MSE	MS 601	992479.00	MSFS: CALIFORNIA COAST FROM MALIBU TO SANTA BARBARA	nc, .5 lec/1.5 lab/1 un
MSE	PHYS 2A	429015.00	INTRODUCTION TO PHYSICS	txt
MSE	PHYS 2B	698020.00	INTRODUCTION TO PHYSICS	txt
MSE	PHYS 4A	698030.00	GENERAL PHYSICS	cat desc, sch desc, tps, obj, moe, txt
MSE	PHYS 4B	698040.00	GENERAL PHYSICS	cat desc, sch desc, tps, obj, moe, txt
MSE	PHYS 4C	698050.00	GENERAL PHYSICS	cat desc, sch desc, tps, obj, moe, txt
MSE	PHYS 20	698060.00	THE IDEAS AND EVENTS OF PHYSICS	tps, txt

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Exhibit A

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
MSE	PHYS 20	698060.15	THE IDEAS AND EVENTS OF PHYSICS	tpsp, txt
				24 Revisions, 5 Deletions, 6 New, 35 TOTAL

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
SBS	CD 107	992366.00	CHILD GROWTH AND DEVELOPMENT	assign
SBS	CD 107	992366.15	CHILD GROWTH AND DEVELOPMENT	assign
SBS	CD 110	416080.00	INTRODUCTION TO EARLY CHILDHOOD CURRICULUM	tps, txt
SBS	CD 110	416080.15	INTRODUCTION TO EARLY CHILDHOOD CURRICULUM	tps, txt
SBS	CD 121	416160.15	PRACTICUM: THE STUDENT TEACHING EXPERIENCE	rec prep fr CD 101, ENG 200 and 340 to <u>CD 101, 113, 114, 115, ENG 200</u>
SBS	CD 121	416160.10	PRACTICUM: THE STUDENT TEACHING EXPERIENCE	rec prep fr CD 101, ENG 200 and 340 to <u>CD 101, 113, 114, 115, ENG 200</u>
SBS	CD 274	450187.00	DOCUMENTATION OF CHILDREN'S LEARNING	obj, moe, assign
SBS	ECON 2	248020.00	PRINCIPLES (MACRO)	prereq fr none to <u>MATH 253</u> , rec fr MATH 253 to <u>none</u>
SBS	ECON 2	248020.15	PRINCIPLES (MACRO)	prereq fr none to <u>MATH 253</u> , rec fr MATH 253 to <u>none</u>
SBS	EDUC 115	450194.00	SECONDARY SCHOOL TEACHING	cat desc, sch desc
SBS	EDUC 118	416090.10	EXCEPTIONAL CHILDREN	cat desc, sch desc,
SBS	EDUC 118	416090.15	EXCEPTIONAL CHILDREN	cat desc, sch desc,
SBS	HIST 20	404140.05	ETHNIC CULTURES OF THE UNITED STATES	tps, obj, moe, assign, txt

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DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
SBS	HIST 20	404140.15	ETHNIC CULTURES OF THE UNITED STATES	tps, obj, moe, assign, txt
SBS	HIST 25	404170.00	HISTORY OF AMERICAN WEST	moe, txt
SBS	HIST 62	432309.00	EUROPEAN HISTORY TO 1650	cat desc, sch desc, moe, txt
SBS	HIST 70	404340.00	HISTORY OF ASIA TO 1800	moe, txt
SBS	PSYC 1	728010.00	INTRODUCTION TO PSYCHOLOGY	cat desc, tps, obj, moe, txt, assign
SBS	PSYC 1	728010.15	INTRODUCTION TO PSYCHOLOGY	cat desc, tps, obj, moe, txt, assign
SBS	PSYC 1	728010.20	INTRODUCTION TO PSYCHOLOGY	dv
SBS	PSYC 2	728020.00	RESEARCH METHODS IN PSYCHOLOGY	tps, obj, moe, txt
SBS	PSYC 2	728020.15	RESEARCH METHODS IN PSYCHOLOGY	tps, obj, moe, txt
SBS	PSYC 3	728030.00	BIOLOGICAL PSYCHOLOGY	un fr 3 to <u>4</u> , tps, obj, moe, txt
SBS	PSYC 3	728030.15	BIOLOGICAL PSYCHOLOGY	un fr 3 to <u>4</u> , tps, obj, moe, txt
SBS	PSYC 5	728036.00	PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY	tps, obj, moe, txt, assign
SBS	PSYC 5	728036.15	PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY	tps, obj, moe, txt, assign
SBS	PSYC 7	416010.10	DEVELOPMENTAL PSYCHOLOGY: CHILDHOOD THROUGH ADOLESCENCE	assign

SADDLEBACK COLLEGE
CURRICULUM REVISIONS, DELETIONS, AND NEW
2011-12

Exhibit A

40

DIV	COURSE ID	CAT ID	TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 (most new courses will be a 600 level number temporarily)
				dc=delete course
				cat desc=catalog description
				dv=delete version of course
				grd opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				react = course reactivation
				rec=recommended prep
				rpt=repeatability
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
SBS	PSYC 7	416010.25	DEVELOPMENTAL PSYCHOLOGY: CHILDHOOD THROUGH ADOLESCENCE	assign
SBS	PSYC 30	728070.05	SOCIAL PSYCHOLOGY	tps, obj, moe, assign, txt, val
SBS	PSYC 30	728070.15	SOCIAL PSYCHOLOGY	tps, obj, moe, assign, txt, val
SBS	PSYC 37	728120.00	ABNORMAL BEHAVIOR	assign, txt, val
SBS	PSYC 37	728120.15	ABNORMAL BEHAVIOR	assign, txt, val
SBS	SOC 1	776010.05	INTRODUCTION TO SOCIOLOGY	cat desc, sch desc, obj, moe, assign, txt
SBS	SOC 1	776010.15	INTRODUCTION TO SOCIOLOGY	cat desc, sch desc, obj, moe, assign, txt
SBS	SOC 2	776030.00	SOCIAL PROBLEMS	cat desc, sch desc, obj, assign, moe, txt
SBS	SOC 2	776030.15	SOCIAL PROBLEMS	cat desc, sch desc, obj, assign, moe, txt
SBS	SOC 20	404140.10	ETHNIC CULTURES OF THE UNITED STATES	tps, obj, moe, assign, txt
SBS	SOC 20	404140.20	ETHNIC CULTURES OF THE UNITED STATES	tps, obj, moe, assign, txt
SBS	SOC 30	728070.10	SOCIAL PSYCHOLOGY	tps, obj, moe, assign, txt, val
SBS	SOC 30	728070.25	SOCIAL PSYCHOLOGY	tps, obj, moe, assign, txt, val
				39 Revisions, 1 Deletions, 0 New, 40 TOTAL
				280 Revisions, 18 Deletions, 96 New
				394 TOTAL CURRICULAR MODIFICATIONS

CURRENT Accounting

There are three certificate programs available in accounting: Accountant, Computerized Accounting Specialist, and Tax Preparation. Accounting majors intending to transfer to a four-year college should refer to the Business Administration transfer curriculum.

Accountant Certificate Program

This program meets a substantial portion of the 45-unit requirement to take the California CPA exam. It is intended primarily for students possessing a bachelor's degree or foreign university equivalent. In addition, completion of this certificate is helpful in securing entry-level accounting positions in business and industry. CPA EXAM AND LICENSURE: Please contact the California Board of Accountancy.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
or		
ACCT 203*	Cost Accounting	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 202B*	Intermediate Accounting II	3
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3
BUS 12	Business Law	3
or		
BUS 14	Legal Environment of Business	3
Total		26-27

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 189, 214, 289; BUS 1, 102, 103, 104, 125; CIM 1, 112, 171, 174, 174A, 216, 216C, 218, 229A; ECON 2, 4.

REVISED Accounting

There are three certificate programs available in accounting: Accountant, Computerized Accounting Specialist, and Tax Preparation. Accounting majors intending to transfer to a four-year college should refer to the Business Administration transfer curriculum.

Accountant Certificate Program

This program meets a substantial portion of the 24-unit Accounting course requirement to take the California CPA exam. It is intended primarily for students possessing a bachelor's degree or foreign university equivalent. In addition, completion of this certificate is helpful in securing entry-level accounting positions in business and industry. CPA EXAM AND LICENSURE: Please contact the California Board of Accountancy.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
or		
ACCT 203*	Cost Accounting	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 202B*	Intermediate Accounting II	3
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3
BUS 12	Business Law	3
or		
BUS 14	Legal Environment of Business	3
Total		26-27

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

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

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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.

RECOMMENDED ELECTIVES: ACCT 189, 214, 289; BUS 1, 102, 103, 104, 125; CIM 1, 112, 171, 174, 174A, 216, 216C, 218, 229A; ECON 2, 4.

CURRENT Anthropology Associate Degree Program

The curriculum in the Anthropology Associate Degree program 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 majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
	Select from Restricted Electives	6
Total		18

Restricted Electives:

ANTH 4	Native American Indian Culture	3
ANTH 5	Anthropology of Latin America: Culture, Identity, and Power	3
ANTH 6*	Global Issues in Anthropological Perspective	3
ANTH 7	Indians of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 11	Mysteries of the Ancient Maya	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	Primate Behavior	3
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 21	Women and Culture: Cross-Cultural Perspectives	3
ANTH 42	Culture and Food	3
ANTH 100*	Forensic Anthropology	3

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BIO 11, 42; GEOL 2; HIST 20/SOC 20; MATH 10; PSYC 16; SOC 1.

REVISED Anthropology Associate Degree Program

The curriculum in the Anthropology Associate Degree program 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 majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
	Select from Restricted Electives	6
Total		18

Restricted Electives:

ANTH 4	Native American Indian Culture	3
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ANTH 6*	Global Issues in Anthropological Perspective	3
ANTH 7	Indians of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 11	Mysteries of the Ancient Maya	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	Primate Behavior	3
ANTH 16	Archaeological Field Methods	4
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 21	Women and Culture: Cross-Cultural Perspectives	3
ANTH 42	Culture and Food	3
ANTH 100*	Forensic Anthropology	3

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BIO 11, 40, 41; CCS 1, 2, 10; GEOG 2; GEOL 2; HIST 20/SOC 20; MATH 10; PSYC 16; SOC 1.

CURRENT Architectural Drafting Certificate Program

This occupational program is a two-year sequence of courses designed for students who wish to train for employment in architecture or a field related to the construction industry.

Course ID	Title	Units
First Year		
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*/DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*/DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 124B*	Architectural Drawing II	4
Second Year		
ARCH 34*	Basic Architectural Design I	3
or		
ARCH 132*	Residential Planning Principles and Design	3
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124C*	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
ARCH 152*/DR 152*	Advanced Computer-Aided Drafting	3
	Select from Restricted Electives	3-4
Total		40-41

Restricted Electives:

ARCH 44*	Architectural Presentation and Rendering	2
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	International Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 200	Design in Arizona, Riverside, and Palm Springs	1.5
ARCH 211	Concrete Inspection	3
ARCH 212	Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code: Heating, AC, Refrigeration, and Ductwork	3
ARCH 289	Special Topics	1.5-3
DR 289	Special Topics	1.5-3
MFG 200*	Introduction to Rapid-Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2
MFG 204*	3D Computer-Aided Design-Solidworks	3

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ARCH 44, 136; ART 40, 41, 80

REVISED Architectural Drafting Certificate Program

This occupational program is a two-year sequence of courses designed for students who wish to train for employment in architecture or a field related to the construction industry.

Course ID	Title	Units
First Year		
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*/DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*/DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 603	Revit and Building Information Management (BIM)	4
ARCH 604	Foundation Studio in Architecture	4
ARCH 605	Residential and Commercial Space Planning	4
Second Year		
ARCH 34*	Basic Architectural Design I	3
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124B*	Architectural Drawing II	4
ARCH 124C*	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
	Select from Restricted Electives	3-6
Total		49-52

Restricted Electives:

ARCH 44*	Architectural Presentation and Rendering	2
ARCH 132*	Residential Planning Principles and Design	3
ARCH 152*/DR 152*	Advanced Computer-Aided Drafting	3
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	International Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 200	Design in Arizona, Riverside, and Palm Springs	1.5
ARCH 211	Concrete Inspection	3
ARCH 212	Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code: Heating, AC, Refrigeration, and Ductwork	3
ARCH 189/289	Special Topics	1.5-3
DR 189/289	Special Topics	1.5-3
MFG 200*	Introduction to Rapid-Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2
MFG 204*	3D Computer-Aided Design-Solidworks	3

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ARCH 44, 136; ART 40, 41, 80

CURRENT**Automotive Technology**

The Automotive Technology programs are designed to prepare students for employment as automotive technicians. Students may also complete their Associate in Science or Associate in Arts Degree requirements and prepare to transfer to a four-year college. Training is given in both theory and practical skills in the operation, maintenance, and repair of all types of automotive systems. The following four certificate options are available: Automotive Chassis Specialist, Automotive Engine Service Specialist, Automotive Engine Performance Specialist, and General Automotive Technician.

Automotive Chassis Specialist Certificate Program

This program allows a student to prepare for a career with drivetrain emphasis. This program is ideal for the small-business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical Systems	3
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 107*	Automatic Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
	Select from Restricted Electives	.5-5
Total		21.5-26

Restricted Electives:

AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 201*	Advanced Automotive Electrical	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the Automotive Chassis Specialist Certificate program.

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.

Associate in Arts Degree

Complete 18 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 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.

REVISED**Automotive Technology**

The Automotive Technology programs are designed to prepare students for employment as automotive technicians. Students may also complete their Associate in Science or Associate in Arts Degree requirements and prepare to transfer to a four-year college. Training is given in both theory and practical skills in the operation, maintenance, and repair of all types of automotive systems. The following four certificate options are available: Automotive Chassis Specialist, Automotive Engine Service Specialist, Automotive Engine Performance Specialist, and General Automotive Technician.

Automotive Chassis Specialist Certificate Program

This program allows a student to prepare for a career with drivetrain emphasis. This program is ideal for the small-business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical Systems	3
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 107*	Automatic Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
AUTO 201*	Advanced Automotive Electrical	3
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-5
Total		27.5-32

Restricted Electives:

AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
AUTO 600	Automotive Lab	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the Automotive Chassis Specialist Certificate program.

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.

Associate in Arts Degree

Complete 18 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 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.

CURRENT

Automotive Engine Performance Specialist Certificate Program

This program allows a student to prepare for a career with an emphasis in engine performance. The student will be qualified to take the State of California Bureau of Automotive Repair Smog License exam upon completion of this program.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/ Fuel and Emissions Systems	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 200*	Enhanced Area Clean Air Car Course	1
AUTO 201*	Advanced Automotive Electrical	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	3
Total		27.5

Restricted Electives:

AUTO 108*	Automotive Air Conditioning	3
AUTO 189/289	Special Topics	1-3
AUTO 202*	Advanced Engine Performance Diagnosis	3
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the Automotive Tune-up Specialist Certificate program.

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.

Associate in Arts Degree

Complete 18 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 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.

REVISED

Automotive Engine Performance Specialist Certificate Program

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<i>Course ID</i>	<i>Title</i>	<i>Units</i>
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/ Fuel and Emissions Systems	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 200*	Enhanced Area Clean Air Car Course	1
AUTO 201*	Advanced Automotive Electrical	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	3
Total		24.5-27.5

Restricted Electives:

AUTO 108*	Automotive Air Conditioning	3
AUTO 189/289	Special Topics	1-3
AUTO 202*	Advanced Engine Performance Diagnosis	3
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
AUTO 600	Automotive Lab	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the Automotive Tune-up Specialist Certificate program.

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

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CURRENT

Automotive Engine Service Specialist Certificate Program

This program provides the student with a comprehensive background in the engine machining process. Emphasis is on detailed instruction in all phases of engine operation, measurement, machining, blueprinting and assembly procedures. Students will rebuild a complete engine in a two-semester course sequence.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-5
Total		22.5-27

Restricted Electives:

AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 204*	High Performance Engine Blueprinting	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the Automotive Engine Service Specialist Certificate program.

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.

Associate in Arts Degree

Complete 18 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 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.

REVISED

Automotive Engine Service Specialist Certificate Program

This program provides the student with a comprehensive background in the engine machining process. Emphasis is on detailed instruction in all phases of engine operation, measurement, machining, blueprinting and assembly procedures. Students will rebuild a complete engine in a two-semester course sequence.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
AUTO 204A*	High Performance Engine Blueprinting-Rotating Assembly	3
AUTO 601/204B	High Performance Engine Blueprinting-Cylinder Heads	3
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-5
Total		28.5-33

AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
AUTO 600	Automotive Lab	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the Automotive Engine Service Specialist Certificate program.

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.

Associate in Arts Degree

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CURRENT

**General Automotive Technician
Certificate Program**

This program provides students with knowledge of all operating systems in the modern automobile. Ideal for the small business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-5
Total		34.5-39

Restricted Electives:

AUTO 107*	Automotive Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 200*	Enhanced Area Clean Air Car Course	2
AUTO 201*	Advanced Automotive Electrical	3
AUTO 202*	Advanced Engine Performance Diagnosis	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the General Automotive Mechanic Certificate program.

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.

Associate in Arts Degree

Complete 18 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 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.

REVISED

**General Automotive Technician
Certificate Program**

This program provides students with knowledge of all operating systems in the modern automobile. Ideal for the small business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-5
Total		34.5-39

Restricted Electives:

AUTO 107*	Automotive Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 200*	Enhanced Area Clean Air Car Course	2
AUTO 201*	Advanced Automotive Electrical	3
AUTO 202*	Advanced Engine Performance Diagnosis	3
AUTO 204A*	High Performance Engine Blueprinting-Rotating Assembly	3
AUTO 601/204B	High Performance Engine Blueprinting-Cylinder Heads	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 229*	Diesel Technology	3
AUTO 600	Automotive Lab	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180* should be taken after completing at least 9 units of the General Automotive Mechanic Certificate program.

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.

Associate in Arts Degree

Complete 18 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.

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CURRENT

**Applied Biotechnology
Occupational Skills Award**

The Occupational Skills Award in Biotechnology is awarded to students who successfully complete Applied Biotechnology I and Applied Biotechnology II. These courses provide students with the theory and skills necessary for entry into the biotechnology field. This program provides students with an understanding of common techniques used in entry-level biotechnology research positions.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO-221*	Applied Biotechnology I	4
BIO-222*	Applied Biotechnology II	4
Total		8

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

REVISED

OSA DELETED

CURRENT
Business
Associate Degree Programs

Business Management

The curriculum in the Business and Commerce 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 in business, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
BUS 102	Oral Business Techniques (meets AA Oral Communication requirement)	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations In Business	3
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	
or		
CIM 112	Microsoft Office	1.5
Total		20.5-22

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

REVISED
Business
Associate Degree Programs

Business Management

The curriculum in the Business and Commerce 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 in business, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
BUS 102	Oral Business Communications (meets AA Oral Communication requirement)	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations In Business	3
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	
or		
CIM 112	Microsoft Office	1.5
Total		20.5-22

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

CURRENT Business

The Business certificates are designed for the development of a high quality manager for whom there is an ever-growing need. The Business curriculum is structured to furnish a broad preparation for careers in business at the mid-management levels.

Business Leadership Certificate Program

The Business Leadership program is designed to increase the ability to succeed in a highly competitive work environment.

Course ID	Title	Units
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	
or		3
BUS 221	Human Resources Management	
Total		18

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 1A, BUS 12 or 14, 116, 195, 294

REVISED Business

The Business certificates are designed for the development of a high quality manager for whom there is an ever-growing need. The Business curriculum is structured to furnish a broad preparation for careers in business at the mid-management levels.

Business Leadership Certificate Program

The Business Leadership program is designed to increase the ability to succeed in a highly competitive work environment.

Course ID	Title	Units
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	
or		3
BUS 600	Human Resources and Employment Law	
Total		18

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 1A, BUS 12 or 14, 116, 195

CURRENT

**Entrepreneurship
Certificate Program**

The Entrepreneurship Certificate is designed for students who wish to emphasize entrepreneurship in their community college business studies, including completing the additional requirements for an Associate in Arts degree in this area. Entrepreneurial studies help prepare students who plan to seek a higher degree in business. Completion of the Entrepreneurship Certificate demonstrates achievement, may support job applications, and, importantly, provides students with critical knowledge and tools for planning and starting a new business. The program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan.

Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, this program ~~was created to provide~~ specific information in these areas to help make good decisions to ensure success.

The Entrepreneurship Certificate is also useful for members of the business community who are planning or starting a new business. Some of these students might prefer to complete the shorter Entrepreneurship Occupational Skills Award.

Many of the courses in the program are designed with the busy professional in mind.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 160	Entrepreneurship	3
BUS 235	Entrepreneurial Accounting	3
	Marketing Specialities	3
	Restricted Electives	3
	Communication Specialities	1.5-3
Total		25.5-27

Marketing Specialities:

BUS 135	Elements of Marketing	3
BUS 136	Principles or Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3

Restricted Electives:

BUS 236	Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5

Communication Specialities:

BUS 102	Oral Business Techniques	3
CIM 112	Microsoft Office	3
CIM 213E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .5

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

†Must be taken concurrently

REVISED

**Entrepreneurship
Certificate Program**

The Entrepreneurship Certificate is designed for students who wish to emphasize entrepreneurship in their community college business studies, including completing the additional requirements for an Associate in Arts degree in this area. Entrepreneurial studies help prepare students who plan to seek a higher degree in business. Completion of the Entrepreneurship Certificate demonstrates achievement, may support job applications, and, importantly, provides students with critical knowledge and tools for planning and starting a new business. The program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan.

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The Entrepreneurship Certificate is also useful for members of the community who are planning or starting a new business. Some of these students might prefer to complete the shorter Entrepreneurship Occupational Skills Award.

Many of the courses in the program are designed with the busy professional in mind.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 235	Entrepreneurial Accounting	3
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 160	Entrepreneurship	3
	Marketing Specialities	3
	Restricted Electives	1.5-3
	Communication Specialities	1.5-3
Total		24-27

Marketing Specialities:

BUS 135	Elements of Marketing	3
BUS 136	Principles or Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3

Restricted Electives:

BUS 600	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5

Communication Specialities:

BUS 102	Oral Business Communications	3
CIM 213E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .5

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

CURRENT

REVISED

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 102, 125, ~~224~~.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 102, 125, 600

CURRENT

Global Business Certificate Program

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study. Transfer International Business majors should refer to the Business Administration transfer curriculum.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
	Restricted Electives	6
Restricted Electives:		
BUS 102	Oral Business Techniques	3
BUS 135	Marketing	3
BUS 137	Personal Selling	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
Total		18

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

†Must be taken concurrently

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 102, 116, 120, 125, 136, 137, 138, 195, 292, 293.

REVISED

Global Business Certificate Program

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study. Transfer International Business majors should refer to the Business Administration transfer curriculum.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
	Restricted Electives	6
Restricted Electives:		
BUS 102	Oral Business Communications	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
Total		21

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 102, 116, 120, 125, 136, 137, 138, 195, 600.

CURRENT**Marketing Certificate Program**

The Business Marketing program offers a focus of courses designed to improve student success in the field of promotion, personal selling, and advertising.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 135	Elements of Marketing	3
	Restricted Electives	3
Total		22

Restricted Electives:

BUS 102	Oral Business Techniques	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 195.

REVISED**Marketing Certificate Program**

The Business Marketing program offers a focus of courses designed to improve student success in the field of promotion, personal selling, and advertising.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 135	Elements of Marketing	3
BUS/CTVR 138	Advertising	3
	Restricted Electives	3
Total		25

Restricted Electives:

BUS 102	Oral Business Techniques	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3

*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.

Associate in Arts Degree

Complete 18 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.

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RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 195.

CURRENT

Professional Retailing Certificate Program

Success in business roles and merchandising is often found in the skills of management, promotion, or merchandising. The Professional Retailing program is designed to allow a choice of additional study in one of the three skill areas.

Course ID	Title	Units
BUS 1	Introduction to Business	3
BUS 125	Human Relations in Business	3
BUS 137	Professional Selling Fundamentals	3
BUS 195*†	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Business	1-4
CIM 112	Microsoft Office	3
	Select one Specialty Industry Area	12
Total		26-29

Specialty Industry Areas

Area I—Management

BUS 12	Business Law	3
BUS 14	Legal Environment of Business	3\
BUS 103	Business English	
or		3
BUS 135	Elements of Marketing	
BUS 104*	Business Communication	3
or		
BUS 120	Business Management	3

Area II—Promotion

BUS 135	Elements of Marketing	3
BUS 138/CTVR 138	Advertising	3
FASH 150	Fashion Apparel and Professional Techniques	3
GC 101	Introduction to Graphic Communication	3

Area III—Merchandising

BUS 31/FASH 31	Textiles	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	
or		3
BUS 143/FASH 143	Fashion Buying and Merchandising	
BUS 147/FASH 147	Special Events Coordination and Promotion	3
BUS 148/FASH 148	Visual Merchandising	3

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

†Must be taken concurrently

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 12, 102, 103, 104, 116, 135, 138, 147, 150, 260, 290, 295; CIM 1, 10, 120, 121A, 171, 174, 174A, 174; FASH 140, 144, 150.

REVISED

Professional Retailing Certificate Program

Success in business roles and merchandising is often found in the skills of management, promotion, or merchandising. The Professional Retailing program is designed to allow a choice of additional study in one of the three skill areas.

Course ID	Title	Units
BUS 1	Introduction to Business	3
BUS 125	Human Relations in Business	3
BUS 137	Professional Selling Fundamentals	3
BUS 195*†	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Business	1-4
CIM 112	Microsoft Office	3
	Select one Specialty Industry Area	12-15
Total		26-32

Specialty Industry Areas

Area I—Management

BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 103	Business English	
or		3
BUS 135	Elements of Marketing	
BUS 104*	Business Communication	3
or		
BUS 120	Business Management	3

Area II—Promotion

BUS 135	Elements of Marketing	3
BUS 138/CTVR 138	Advertising	3
FASH 150	Fashion Apparel and Professional Techniques	3
GC 101	Introduction to Graphic Communication	3

Area III—Merchandising

BUS 31/FASH 31	Textiles	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	
or		3
BUS 143/FASH 143	Fashion Buying and Merchandising	
BUS 147/FASH 147	Special Events Coordination and Promotion	3
BUS 148/FASH 148	Visual Merchandising	3

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

†Must be taken concurrently

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 12, 14, 102, 103, 104, 116, 135, 137, 138, 147, 150, 260, 290; CIM 1, 10, 120, 121A, 171, 174, 174A, 174; FASH 140, 144, 150.

CURRENT**Retail Management Certificate Program**

The Retail Management program, designed by managers of major retail corporations, prepares individuals to be effective managers or for promotion to management in the retail industry. The curriculum assists students' understanding of the scope of the retail manager's job and the requirements for success. Completion of the certificate in Retail Management enhances the opportunity for entry employment as well as advancement in a retail career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 214	Business Analysis and Calculations	3
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
BUS 221	Human Resources Management	3
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
Total		30-31

*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.

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.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 137, 138, 150, 160, 195.

REVISED**Retail Management Certificate Program**

The Retail Management program, designed by managers of major retail corporations, prepares individuals to be effective managers or for promotion to management in the retail industry. The curriculum assists students' understanding of the scope of the retail manager's job and the requirements for success. Completion of the certificate in Retail Management enhances the opportunity for entry employment as well as advancement in a retail career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 214	Business Analysis and Calculations	3
BUS 102	Oral Business Communications	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
BUS 600	Human Resources and Employment Law	3
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
Total		30-31

*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.

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.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 137, 138, 150, 160, 195.

CURRENT

**Entrepreneurship
Occupational Skills Award**

The Entrepreneurship Occupational Skills Award is particularly useful for members of the community and other students who are planning or are in the process of starting a new business.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 160	Entrepreneurship	3
BUS 235	Entrepreneurial Accounting	3
BUS 236	Employment Law	3
BUS 237	Financing the Entrepreneurial Business	3
Total		10.5

**Human Resources Management
Occupational Skills Award**

The Human Resources Management Occupational Skills Award is designed to increase the ability to succeed in an emerging and evolving work environment. The curriculum assists students' understanding of the scope of human resources management and the requirements for success. Completion of the program in Human Resources Management enhances the opportunity for entry employment as well as advancement in a career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 221	Human Resources Management	3
BUS 236	Employment Law	3
Total		12

REVISED

**Entrepreneurship
Occupational Skills Award**

The Entrepreneurship Occupational Skills Award is particularly useful for members of the community and other students who are planning or are in the process of starting a new business.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 235	Entrepreneurial Accounting	3
BUS 160	Entrepreneurship	3
BUS 600	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
Total		10.5

**Human Resources Management
Occupational Skills Award**

The Human Resources Management Occupational Skills Award is designed to increase the ability to succeed in an emerging and evolving work environment. The curriculum assists students' understanding of the scope of human resources management and the requirements for success. Completion of the program in Human Resources Management enhances the opportunity for entry employment as well as advancement in a career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 600	Human Resources and Employment Law	3
Total		9

CURRENT**Child Development**

The Child Development program is a theory-based, hands-on program that offers opportunities for students to deepen their understanding of children and families and the unique teaching and learning process that applies to the early years. Coursework focuses on the physical, cognitive, and social and emotional growth and development of children under the age of 12 and the unique care and education needs of children ages 0-5.

The Child Development program offers options for professional development, professional certification and transfer to four-year institutions. The major offers preparation for careers in the field of early child education such as state funded children's programs, private and public preschools, family child care and public school programs, and provides a valuable foundation for students considering elementary school teaching. Classes in child development can also lead to careers working directly or indirectly with children in related fields, such as psychology, social services, educational material development, children's center design services, children's advocacy, special education, and pediatric health.

Certificate and degree coursework are aligned with the State issued Child Development Permit. Core courses are CAP aligned.

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
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*	Observations 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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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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REVISED**Child Development**

The Child Development program is a theory-based, hands-on program that offers opportunities for students to deepen their understanding of children and families and the unique teaching and learning process that applies to the early years. Coursework focuses on the physical, cognitive, and social and emotional growth and development of children under the age of 12 and the unique care and education needs of children ages 0-5.

The Child Development program offers options for professional development, professional certification and transfer to four-year institutions. The major offers preparation for careers in the field of early child education such as state funded children's programs, private and public preschools, family child care and public school programs, and provides a valuable foundation for students considering elementary school teaching. Classes in child development can also lead to careers working directly or indirectly with children in related fields, such as psychology, social services, educational material development, children's center design services, children's advocacy, special education, and pediatric health.

Certificate and degree coursework are aligned with the State issued Child Development Permit. Core courses are CAP aligned.

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
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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CURRENT

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	16
Science or Math	
Social Sciences	
Humanities/Fine Arts	

Total Units	54
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*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.

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.

REVISED

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	16
Science or Math	
Social Sciences	
Humanities/Fine Arts	

Total Units	54
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*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.

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.

CURRENT**Infant Toddler Teacher Certificate Program**

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers in infant and toddler classrooms.

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 101*	Principles and Practices of 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*	Observations and Assessment	3

Infant and Toddler Courses

CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Group Care and Programming	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that serves children ages 0-2

General Education:**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	51

*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.

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.

REVISED**Infant Toddler Teacher Certificate Program**

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers in infant and toddler classrooms.

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 101*	Principles and Practices of 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

Infant and Toddler Courses

CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Curriculum and Group Care	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that serves children ages 0-2

General Education:**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	51

*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.

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.

CURRENT

Master Teacher Certificate Program

This certificate meets the coursework requirements for the Master Teacher level Children Development Permit: and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

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
ED 120*	Observations and Assessment	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a setting that serves children ages 3-5		
AND		
ED 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a setting that serves children ages 0-2 and once placed with children ages 3-5		

Adult Supervision Course

CD 127*	Adult Supervision and Mentor Practices	2
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Specialization Units: Choose one of the clusters below

Diversity		6
CD 116*	Teaching in Multilingual Classrooms	3
CD 117*	Teaching Children in a Diverse Society	3

Curriculum

ED 250*	Gardening with Young Children	1
ED 251*	Cooking with Young Children	1
ED 252*	The Influence of Mass Media on Children	1
ED 270*	Preschool Learning Foundations:	
	Social and Emotional Domain	1
ED 271*	Preschool Learning Foundations:	
	Language and Literacy Domain	1
ED 272*	Preschool Learning Foundations:	
	English Language Development	1
ED 273*	Preschool Learning Foundations: Mathematics	1
ED 274	Documentation of Children's Learning	1

Special Needs	6	
CD 119*	Physical Development in Early Childhood	3
CD 135*	The Young Child with Special Needs	3

Other combinations of course work demonstrating a specialized skill that could be applied in early childhood settings can be selected. Department Chair approval needed.

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.	16
English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	
Total	58

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

REVISED

Master Teacher Certificate Program

This certificate meets the coursework requirements for the Master Teacher level Children Development Permit: and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

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

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Adult Supervision Course

CD 127*	Adult Supervision and Mentor Practices	2
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Specialization Units: Choose one of the clusters below

Diversity		6
CD 116*	Teaching in Multilingual Classrooms	3
CD 117*	Teaching Children in a Diverse Society	3

Infant /Toddler

CD 123	Infant and Toddler Development	3
CD 133	Infant and Toddler Curriculum and Group Care	3

Language and Literacy

CD 115	Literacy in Early Childhood	3
ENG 142	Children's Literature	3

Science and Math

CD 113	Math and Science in Early Childhood	3
GEOL 1	Introduction to Physical Geology	4

Special Needs

CD 135*	The Young Child with Special Needs	3
CD 140	Early Intervention and Inclusion	3

The Arts

CD 114	Creative and Dramatic Arts in Early Childhood	3
ART 9	Ceramic Fundamentals	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.	16
English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	
Total	58

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

CURRENT

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.

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.

REVISED

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.

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.

CURRENT

Computer and Information Management

The Computer and Information Management program includes industry standard programs that prepare students for careers using technology in the business workplace. The programs are: Applications Developer, E-Commerce Specialist, Network Administrator, Software Specialist, Web Designer, and Webmaster.

E-Commerce Specialist Certificate Program

The E-Commerce Specialist Certificate program prepares the student to apply business functions to the web. All types of business sectors and activities can be web-based, including retail, wholesale, import-export, human resources, customer service, or departments within an organization. Electronic commerce, or e-commerce, is used in public and private business, both profit and non-profit sectors, in corporations, government, small businesses, professional associations, and personal applications as well. This program provides the skills for conducting business on the web, preparing an electronic approach, and managing an e-commerce web presence.

Course ID	Title	Units
CIM 218	Database: Access	3
CIM 271A*/271B*	Web Development: XHTML— Beginning/Advanced	1.5, 1.5
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 278A*	Creating Web Pages: Dreamweaver— Beginning	1.5
CIM 298*†	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 9
Total		21

Restricted Electives:

BUS 135	Elements of Marketing	3
BUS 138/CTVR 138	Advertising	3
BUS 195*†	Internship	1
<i>and</i>		
EWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 225*	Web Development: PHP	3
CIM 264A/B*	Web Animation: Flash— Beginning/Intermediate	1.5, 1.5
CIM 264C*	Web Animation: Flash ActionScript— Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 275	Web Marketing/Positioning	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 278B*	Creating Web Pages: Dreamweaver— Advanced	1.5
CIM 279*	Information Security Fundamentals	3
CIM 281	Web Development: Adobe Fireworks	1.5
CIM 289*	Special Topics	1.5-3

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

†Must be taken concurrently

‡Final course to be taken

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. Associate in Arts Degree

REVISED

Computer and Information Management

The Computer and Information Management program includes industry standard programs that prepare students for careers using technology in the business workplace. The programs are: Applications Developer, E-Commerce Specialist, Network Administrator, Software Specialist, Web Designer, and Webmaster.

E-Commerce Specialist Certificate Program

The E-Commerce Specialist Certificate program prepares the student to apply business functions to the web. All types of business sectors and activities can be web-based, including retail, wholesale, import-export, human resources, customer service, or departments within an organization. Electronic commerce, or e-commerce, is used in public and private business, both profit and non-profit sectors, in corporations, government, small businesses, professional associations, and personal applications as well. This program provides the skills for conducting business on the web, preparing an electronic approach, and managing an e-commerce web presence.

Course ID	Title	Units
CIM 218	Database: Access	3
CIM 271A*/271B*	Web Development: XHTML— Beginning/Advanced	1.5, 1.5
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 278A*	Creating Web Pages: Dreamweaver— Beginning	1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 9
Total		21

Restricted Electives:

BUS 135	Elements of Marketing	3
CIM 225*	Web Development: PHP	3
CIM 264A/B*	Web Animation: Flash— Beginning/Intermediate	1.5, 1.5
CIM 264C*	Web Animation: Flash ActionScript— Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 275	Web Marketing/Positioning	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 278B*	Creating Web Pages: Dreamweaver— Advanced	1.5
CIM 279*	Information Security Fundamentals	3
CIM 281	Web Development: Adobe Fireworks	1.5
CIM 289*	Special Topics	1.5-3

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

†Must be taken concurrently

‡Final course to be taken

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. Associate in Arts Degree

CURRENT

Complete 18 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 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.

REVISED

Complete 18 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 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.

CURRENT

Network Administrator Certificate Program

This program prepares the student for an entry-level position as an information systems network administrator.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 172*	Computer Operating Systems: Unix/Linux	
CIM 174+	Computer Operating Systems: Windows	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
	Select from Restricted Electives	6
Total		21

Restricted Electives:

CIM 7A*/B*	Business Programming: Java—Beginning/Advanced	3, 3
CIM 171*	Computer Operating Systems: Windows Admin at the Command Line	3
CIM 205A	Web Development and DB: Intro SQL and MySQL3	3
CIM 218	Database: Access	
CIM 227*	Internet and Web Essentials	1.5
CIM 230	Business Presentations: PowerPoint	3
CIM 249	Administering Microsoft Windows Clients	3
CIM 253*	Supporting Windows Server	3
CIM 254*	Windows Server Active Directory	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 259	Windows Server Network Infrastructure	3
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 279*	Information Security Fundamentals	3
CIM 289	Special Topics	1.5-3
CIM 297	Interconnecting CISCO Network Devices	3

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

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: CIM 2A, 2B, 6A, 214, 216, 216A, 229A; ECON 2, 4; ET 215, 220, 225, 230.

REVISED

Network Administrator Certificate Program

This program prepares the student for an entry-level position as an information systems network administrator.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 172*	Computer Operating Systems: Unix/Linux	
CIM 174+	Computer Operating Systems: Windows	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
	Select from Restricted Electives	6
Total		21

Restricted Electives:

CIM 7A*/B*	Business Programming: Java—Beginning/Advanced	3, 3
CIM 171*	Computer Operating Systems: Windows Admin at the Command Line	3
CIM 205A	Web Development and DB: Intro SQL and MySQL3	3
CIM 218	Database: Access	
CIM 227*	Internet and Web Essentials	1.5
CIM 230	Business Presentations: PowerPoint	3
CIM 249	Administering Microsoft Windows Clients	3
CIM 253*	Supporting Windows Server	3
CIM 254*	Windows Server Active Directory	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 259	Windows Server Network Infrastructure	3
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 279*	Information Security Fundamentals	3
CIM 284	Security+	3
CIM 289	Special Topics	1.5-3
CIM 294	Cyberlaw	3
CIM 297	Interconnecting CISCO Network Devices	3

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

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

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.

Associate in Arts Degree

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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.

RECOMMENDED ELECTIVES: CIM 2A, 2B, 6A, 214, 216, 216A, 229A; ECON 2, 4; ET 215, 220, 225, 230.

CURRENT**Web Designer Certificate Program**

The Web Designer Certificate program prepares the student to develop a web presence for businesses, organizations, and individuals in communication, marketing, and data management through the development of a website. Students will learn how to reach an audience and communicate ideas. The program includes basic and advanced software skills, developing a mission, goals, and the promotion and maintenance of a website. Students may choose electives to round out their program.

Course ID	Title	Units
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 274A	Web Digital Imagery: Photoshop—Beginning	1.5
CIM 278A*/B*	Creating Web Pages: Dreamweaver—Beginning/Advanced	1.5, 1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
Total		18

Restricted Electives:

BUS 195*†	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	2
CIM 205A	Web Development and DB: Intro SQL and MYSQL	3
CIM 205B	Web 2.0: LAMP PHP/MYSQL—Web Site Application Integration	3
CIM 225*	Web Development: PHP	3
CIM 229A*/B*	Business Graphics—Beginning/Advanced	1.5, 1.5
CIM 260A*	Microsoft ASP. NET—Beginning	3
CIM 264C*	Web Animation: Flash ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 269B*	Web Development: Javascript, Frameworks, and Intro to AJAX	3
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 274B*	Web Digital Imagery: Photoshop—Advanced	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 281	Web Development: Adobe Fireworks	1.5
CIM 289*	Special Topics	1.5-3

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

†Must be taken concurrently

‡Final course to be taken

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.

Associate in Arts Degree

Complete 18 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 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.

REVISED**Web Designer Certificate Program**

The Web Designer Certificate program prepares the student to develop a web presence for businesses, organizations, and individuals in communication, marketing, and data management through the development of a website. Students will learn how to reach an audience and communicate ideas. The program includes basic and advanced software skills, developing a mission, goals, and the promotion and maintenance of a website. Students may choose electives to round out their program.

Course ID	Title	Units
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 274A	Web Digital Imagery: Photoshop—Beginning	1.5
CIM 278A*/B*	Creating Web Pages: Dreamweaver—Beginning/Advanced	1.5, 1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
Total		18

Restricted Electives:

CIM 205A	Web Development and DB: Intro SQL and MYSQL	3
CIM 205B	Web 2.0: LAMP PHP/MYSQL—Web Site Application Integration	3
CIM 225*	Web Development: PHP	3
CIM 229A*/B*	Business Graphics—Beginning/Advanced	1.5, 1.5
CIM 260A*	Microsoft ASP. NET—Beginning	3
CIM 264C*	Web Animation: Flash ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 269B*	Web Development: Javascript, Frameworks, and Intro to AJAX	3
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 274B*	Web Digital Imagery: Photoshop—Advanced	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 281	Web Development: Adobe Fireworks	1.5
CIM 289*	Special Topics	1.5-3

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

†Must be taken concurrently

‡Final course to be taken

Associate Degree**Associate in Science Degree**

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Associate in Arts Degree

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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.

CURRENT

Webmaster Certificate Program

The Webmaster Certificate program prepares the student to build and administer a website and set up and maintain its web server. Students learn the technical aspect of server-level concerns of web construction and management to efficiently run websites in business and government organizations or for individuals. Topics include networking, security, web development, and database administration.

Course ID	Title	Units
CIM 7A*	Business Programming: Java—Beginning	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 271A*	Web Development: XHTML—Beginning	1.5
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 298*†	Web Design: Capstone Portfolio Project	1.5
	Select from Restricted Electives	3
Total		25.5

Restricted Electives:

BUS-195*†	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 7B*	Business Programming: Java—Advanced	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 205B	Web 2.0: LAMP PHP/MYSQL—Web Site Application Integration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 277*	E-Commerce and Web Site Design	3
CIM 279*	Information Security Fundamentals	3
CIM 289*	Special Topics	1.5-3

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

†Must be taken concurrently

‡Final course to be taken

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.

Associate in Arts Degree

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REVISED

Webmaster Certificate Program

The Webmaster Certificate program prepares the student to build and administer a website and set up and maintain its web server. Students learn the technical aspect of server-level concerns of web construction and management to efficiently run websites in business and government organizations or for individuals. Topics include networking, security, web development, and database administration.

Course ID	Title	Units
CIM 7A*	Business Programming: Java—Beginning	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 271A*	Web Development: XHTML—Beginning	1.5
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 298*‡	Web Design: Capstone Portfolio Project	1.5
	Select from Restricted Electives	3
Total		24

Restricted Electives:

CIM 7B*	Business Programming: Java—Advanced	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 205B	Web 2.0: LAMP PHP/MYSQL—Web Site Application Integration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 277*	E-Commerce and Web Site Design	3
CIM 279*	Information Security Fundamentals	3
CIM 289*	Special Topics	1.5-3

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

†Must be taken concurrently

‡Final course to be taken

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.

Associate in Arts Degree

Complete 18 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.

CURRENT

Information Security: Security
Occupational Skills Award

The Information Security: Security Occupational Skills Award provides the opportunity to master the necessary computer information security concepts to successfully implement various InfoSec security strategies.

Course ID	Title	Units
CIM 279*	Information Security Fundamentals	3
CIM 282	Network Defense and Countermeasures	3
CIM 283	Information Security Management	3
CIM 284	Security+	3
Total		12

REVISED

Information Security: Security
Occupational Skills Award

The Information Security: Security Occupational Skills Award provides the opportunity to master the necessary computer information security concepts to successfully implement various InfoSec security strategies.

Course ID	Title	Units
CIM 279*	Information Security Fundamentals	3
CIM 282	Network Defense and Countermeasures	3
CIM 283	Information Security Management	3
CIM 284	Security+	3
CIM 294	Cyberlaw	3
Total		15

CURRENT **Cross-Cultural Studies** **Associate Degree Program**

The curriculum in the Cross-Cultural Studies Associate Degree program 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 majors related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

The Cross-Cultural Studies program is interdisciplinary in scope and will begin with a focus on the history, literature, and cultures of African Americans, Asian Americans, Chicanas(os)/Latinas(os), Middle Eastern Americans, and Native Americans. Courses also explore the relations of these cultures to each other and their relations to the dominant American culture in order to foster understanding about such topics as ethnicity, race, gender, sexuality/sexual orientation, class, and religion. Other groups which have been isolated in a similar manner from the dominant culture in the United States may be included in the Cross-Cultural Studies Program.

Select a minimum of 21 units from the following list of required Cross-Cultural Studies classes. Many of these courses also fulfill general education course requirements.

Core Requirements

(Both courses are required for a major)

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CCS 1	Multicultural Experiences in the United States	3
CCS 2	Multicultural Identities in the United States	3

Breadth Requirements

Social and Behavioral Sciences	6
Humanities/Arts Perspective	6
Restricted Electives	3

Total 21

Social and Behavioral Sciences

Select six units from the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ANTH 4	Native American Indian Culture	3
ANTH 7	Indians of Southern California	3
CCS 10	Margins and Border Crossings	3
HIST 21	Women in United States History: A Multicultural Perspective	3
HIST 33	The Political/Social History of the Chicanas(os)	3
HIST 81	African American History	3
PSYC 16*	Introduction to Cross-Cultural Psychology	3
SOC 6	Introduction to Asian Cultures in the United States	3
SOC 20/HIST 20	Ethnic Cultures of the United States	3

Humanities/Arts Perspective

Select six units from the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 27	Cross Cultural Cinema	3
ENG 23A*	American Ethnic Writing: African American Literature	3
ENG 24*	Ethnic Voices in Literature: The American Experience	3
ENG 50*	Women Authors	3
MUS 27	History of Jazz	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3
TA 110	Chicana(o)/Latina(o) Theatre	3

REVISED **Cross-Cultural Studies** **Associate Degree Program**

The curriculum in the Cross-Cultural Studies Associate Degree program 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 majors related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

The Cross-Cultural Studies program is interdisciplinary in scope and will begin with a focus on the history, literature, and cultures of African Americans, Asian Americans, Chicanas(os)/Latinas(os), Middle Eastern Americans, and Native Americans. Courses also explore the relations of these cultures to each other and their relations to the dominant American culture in order to foster understanding about such topics as ethnicity, race, gender, sexuality/sexual orientation, class, and religion. Other groups which have been isolated in a similar manner from the dominant culture in the United States may be included in the Cross-Cultural Studies Program.

Select a minimum of 21 units from the following list of required Cross-Cultural Studies classes. Many of these courses also fulfill general education course requirements.

Core Requirements

(Both courses are required for a major)

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CCS 1	Multicultural Experiences in the United States	3
CCS 2	Multicultural Identities in the United States	3

Breadth Requirements

Social and Behavioral Sciences	6
Humanities/Arts Perspective	6
Restricted Electives	3

Total 21

Social and Behavioral Sciences

Select six units from the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ANTH 4	Native American Indian Culture	3
ANTH 7	Indians of Southern California	3
CCS 10	Margins and Border Crossings	3
HIST 21	Women in United States History: A Multicultural Perspective	3
HIST 33	The Political/Social History of the Chicanas(os)	3
HIST 81	African American History	3
PSYC 16*	Introduction to Cross-Cultural Psychology	3
SOC 6	Introduction to Asian Cultures in the United States	3
SOC 20/HIST 20	Ethnic Cultures of the United States	3

Humanities/Arts Perspective

Select six units from the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ART 24	Indigenous Arts of the Americas	3
CTVR 7	Cross Cultural Cinema	3
ENG 23A*	American Ethnic Writing: African American Literature	3
ENG 24*	Ethnic Voices in Literature: The American Experience	3
ENG 50*	Women Authors	3
MUS 27	History of Jazz	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3
SL 101	Deaf Culture and Its History	3
TA 110	Chicana(o)/Latina(o) Theatre	3

CURRENT**Restricted Electives**

Select one course from the following:

ANTH 5, 21, ARAB 21*, ART 22, 23, ~~24~~, 29, CHI 21*, DANC 64, HIST 27, 28, 30, 70, 71, 72, 74, 75, HIST/PS 80, JA 21*, KOR 21*, MUS 23, PHIL 10*, PSYC 16*, SPAN 21A*, 21B*.

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

Associate Degree**Associate in Arts Degree**

Complete 18 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 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.

RECOMMENDED ELECTIVES: FASH 144; KNES 28, 29.

REVISED**Restricted Electives**

Select one course from the following:

ANTH 5, 21, ARAB 21*, ART 22, 23, 29, CHI 21*, DANC 64, HIST 27, 28, 30, 70, 71, 72, 74, 75, HIST/PS 80, JA 21*, KOR 21*, MUS 23, PHIL 10*, PSYC 16*, SPAN 21A*, 21B*.

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

Associate Degree**Associate in Arts Degree**

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RECOMMENDED ELECTIVES: FASH 144; KNES 28, 29.

CURRENT Culinary Arts

(ALSO SEE FOODS)

The Culinary Arts courses are designed to train students for careers in catering, chef training, and restaurant operations, as well as for promotion of foods, equipment, and products. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.

Catering Certificate Program

The Catering program is designed to prepare students for a wide variety of employment opportunities within catering operations as well as for developing and owning their own catering business.

Course ID	Title	Units
BUS 160	Small Business Management	3
FN 50	Fundamentals of Nutrition	3
FN 110*†	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 142*†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	2
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
	Select from Restricted Electives	4
Total		23-24

Restricted Electives:

FN 140*	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220*	Country French Foods	2
FN 221*	French Cuisine	2
FN 222*	Chinese Foods	2
FN 223*	Asian Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 228*	Italian Foods	2
FN 230*	Vegetarian Foods	2
FN 232*	Lite Cuisine Strategies	2
FN 236*	American Regional Foods	2
FN 245*	Specialty and Savory Baking	2
FN 275	Food and Beverage Operations	3

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

†FN 110* and 142* recommended prior to CWE 180*.

Associate Degree

Associate in Science Degree

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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.

RECOMMENDED ELECTIVES: BUS 201, 202; FCS 115, 142; FN 64, 160, 162.

REVISED Culinary Arts

(ALSO SEE FOODS)

The Culinary Arts courses are designed to train students for careers in catering, chef training, and restaurant operations, as well as for promotion of foods, equipment, and products. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.

Catering Certificate Program

The Catering program is designed to prepare students for a wide variety of employment opportunities within catering operations as well as for developing and owning their own catering business.

Course ID	Title	Units
BUS 160	Small Business Management	3
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
FN 50	Fundamentals of Nutrition	3
or		
FN 600	Nutrition for Culinary Professionals	3
FN 110*†	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 142*†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	2
FN 275	Food and Beverage Operations	3
	Select from Restricted Electives	4
Total		26-27

Restricted Electives:

FN 140*	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220*	Country French Foods	2
FN 221*	French Cuisine	2
FN 222*	Chinese Foods	2
FN 223*	Asian Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 228*	Italian Foods	2
FN 230*	Vegetarian Foods	2
FN 232*	Lite Cuisine Strategies	2
FN 236*	American Regional Foods	2
FN 245*	Specialty and Savory Baking	2

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

†FN 110* and 142* recommended prior to CWE 180*.

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

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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.

RECOMMENDED ELECTIVES: BUS 201, 202; FCS 115, 142; FN 64, 160, 162.

CURRENT**Culinary Arts Certificate Program**

The Culinary Arts program prepares students for many contemporary employment opportunities within the restaurant and hospitality industries..

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
FN 110*†	Food Preparation Essentials	3
FN 142*†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	2
FN 240*	Introduction to Culinary Arts	2
FN 242*	Modern Garde Manger - Cold Food Preparation	1
or		
FN 243*	Modern Garde Manger - Hot Food Preparation	1
FN 244*	Baking Basics	2
CWE 180*†	Cooperative Work Experience: Food and Nutrition	2
	Select two Specialty Courses	2-6
Total		20-25

Specialty Courses:

FN 120*	Contemporary Meals	3
FN 140*	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220*	Country French Foods	2
FN 221*	French Cuisine	2
FN 222*	Chinese Foods	2
FN 223*	Asian Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 228*	Italian Foods	2
FN 230*	Vegetarian Foods	2
FN 232*	Lite Cuisine Strategies	2
FN 236*	American Regional Foods	2
FN 275*	Food and Beverage Operations	3

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

†FN 110* and 142* recommended prior to CWE 180*.

Associate Degree**Associate in Science Degree**

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Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 104, 135, 136, 160; FN 64, 160; FCS 115,134, 142.

REVISED**Culinary Arts Certificate Program**

The Culinary Arts program prepares students for many contemporary employment opportunities within the restaurant and hospitality industries..

Course ID	Title	Units
CWE 180*†	Cooperative Work Experience: Food and Nutrition	2
FN 50	Fundamentals of Nutrition	3
or		
FN 600	Nutrition for Culinary Professionals	3
FN 110*†	Food Preparation Essentials	3
FN 142*†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	2
FN 240*	Introduction to Culinary Arts	2
FN 242*	Modern Garde Manger - Cold Food Preparation	1
or		
FN 243*	Modern Garde Manger - Hot Food Preparation	1
FN 244*	Baking Basics	2
FN 275	Food and Beverage Operations	3
	Select two Specialty Courses	2-6
Total		23-28

Specialty Courses:

FN 120*	Contemporary Meals	3
FN 140*	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220*	Country French Foods	2
FN 221*	French Cuisine	2
FN 222*	Chinese Foods	2
FN 223*	Asian Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 228*	Italian Foods	2
FN 230*	Vegetarian Foods	2
FN 232*	Lite Cuisine Strategies	2
FN 236*	American Regional Foods	2
FN 275*	Food and Beverage Operations	3

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

†FN 110* and 142* recommended prior to CWE 180*.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 104, 135, 136, 160; FN 64, 160; FCS 115,134, 142.

CURRENT

Food Service Certificate Program

The Food Service program prepares students for many contemporary employment opportunities. These include Chef, Cook, Specialty and Ethnic Restaurant Operations, Food and Beverage Service, Fast Foods Operations, and Food Service in schools and day-care centers for the young and elderly.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CWE 180*	Cooperative Work Experience: Foods	1
FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 171	Sanitation and Safety	2
<i>or</i>		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	2
FN 240*	Introduction to Culinary Arts	2
	Select from Restricted Electives	2-4
Total		18-19

Restricted Electives:

FN 220*	Country French Foods	2
FN 222*	Chinese Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 230*	Vegetarian Foods	2
FN 236*	American Regional Foods	2

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 104, 135, 136, 160; FCS 115, 142; FN 64, 140, 142, 160.

REVISED

Food Service Certificate Program

The Food Service program prepares students for many contemporary employment opportunities. These include Chef, Cook, Specialty and Ethnic Restaurant Operations, Food and Beverage Service, Fast Foods Operations, and Food Service in schools and day-care centers for the young and elderly.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CWE 180*	Cooperative Work Experience: Foods	1
FN 50	Fundamentals of Nutrition	3
<i>or</i>		
FN 600	Nutrition for Culinary Professionals	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 171	Sanitation and Safety	2
<i>or</i>		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	2
FN 240*	Introduction to Culinary Arts	2
	Select from Restricted Electives	2-4
Total		18-19

Restricted Electives:

FN 220*	Country French Foods	2
FN 222*	Chinese Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 230*	Vegetarian Foods	2
FN 236*	American Regional Foods	2

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 104, 135, 136, 160; FCS 115, 142; FN 64, 140, 142, 160.

CURRENT**Dance Associate Degree Program**

The curriculum in the Dance Associate Degree program 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 related to this field, earning the associate degree would demonstrate achievement and may support attempts to gain entry-level employment and promotion.

The following course of study must be completed to fulfill major requirements for the Associate Degree in Dance:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
DANC 9*	Choreography	3
DANC 10	Dance Production	
or		2
DANC 11	Dance Rehearsal and Performance	
DANC 52*	Ballet Dancing Level I	1-1.5
DANC 53*	Intermediate Ballet	1-1.5
DANC 55*	Modern Dance Level I	1-1.5
DANC 56*	Intermediate Modern Dance	1-1.5
DANC 58*	Jazz Dancing Level I	1-1.5
DANC 64	History of Dance	3
	Select from Restricted Electives	5.5-8
Total		21

Restricted Electives:

DANC 51, 54, 57, 59*, 60, 61*, 62*, 63, 65, 66, TA 42.

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

Associate Degree**Associate in Arts Degree**

Completion of the required courses in the major 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 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.

REVISED**Dance Associate Degree Program**

The curriculum in the Dance Associate Degree program 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 related to this field, earning the associate degree would demonstrate achievement and may support attempts to gain entry-level employment and promotion.

The following course of study must be completed to fulfill major requirements for the Associate Degree in Dance:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
DANC 9*	Choreography	3
DANC 10	Dance Production	
or		2
DANC 11	Dance Rehearsal and Performance	
DANC 52*	Ballet Dancing Level I	1-1.5
DANC 53*	Intermediate Ballet	1-1.5
DANC 55*	Modern Dance Level I	1-1.5
DANC 56*	Intermediate Modern Dance	1-1.5
DANC 58*	Jazz Dancing Level I	1-1.5
DANC 64	History of Dance	3
	Select from Restricted Electives	5.5-8
Total		21

Restricted Electives:

DANC 51, 54, 57, 59*, 60, 61*, 62*, 63, 65, 66, 67, 68: KNES 28; TA 42.

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

Associate Degree**Associate in Arts Degree**

Completion of the required courses in the major 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 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.

CURRENT Drafting Technology Certificate Program

The Drafting Technology program includes courses designed to provide a general background and specialized skills to help the student find employment in government and private enterprise, especially where drafting skills are required.

Course ID	Title	Units
DR 23*	Engineering Graphics and Descriptive Geometry	
or		3
DR 100	Fundamentals of Mechanical Drafting	
DR 50*/ARCH 50*	Introduction to Computer-Aided Drafting	3
DR 51*/ARCH 51*	Computer-Aided Drafting	3
DR 101*	Mechanical Drafting	3
DR 102*	Mechanical Drafting and Design	3
DR 120*	Fundamentals of Technical Illustration	2
DR 152*/ARCH 152*	Advanced Computer-Aided Drafting	3
	Select from Restricted Electives	3
Total		23

Restricted Electives:

ET 101	Survey of Electronics	3
MFG 200*	Introduction to Rapid-Prototyping Technology	3
MFG 204*	3D Computer-Aided Design-Solidworks	3

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

Students who have completed one year of high school mechanical drafting, or equivalent, are exempt from taking DR 100.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ARCH 124A; CIM 1A; CS 1A; GEOL 23/ ENV 23; MATH 124, 251, 253, 255; PHYS 20.

REVISED Drafting Technology Certificate Program

The Drafting Technology program includes courses designed to provide a general background and specialized skills to help the student find employment in government and private enterprise, especially where drafting skills are required.

Course ID	Title	Units
DR 23*	Engineering Graphics and Descriptive Geometry	
or		3
DR 100	Fundamentals of Mechanical Drafting	
DR 50*/ARCH 50*	Introduction to Computer-Aided Drafting	3
DR 51*/ARCH 51*	Computer-Aided Drafting	3
DR 101*	Mechanical Drafting	3
DR 102*	Mechanical Drafting and Design	3
DR 120*	Fundamentals of Technical Illustration	2
DR 152*/ARCH 152*	Advanced Computer-Aided Drafting	3
MFG 204*	3D Computer-Aided Design-Solidworks	3
	Select from Restricted Electives	3
Total		26

Restricted Electives:

ET 101	Survey of Electronics	3
MFG 200*	Introduction to Rapid-Prototyping Technology	3

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

Students who have completed one year of high school mechanical drafting, or equivalent, are exempt from taking DR 100.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ARCH 124A; CIM 1A; CS 1A; GEOL 23/ ENV 23; MATH 124, 251, 253, 255; PHYS 20.

CURRENT
Ecological Restoration
Certificate Program

The certificate in Ecological Restoration trains students for a practical ecological application of appropriate techniques for a variety of ecological restoration projects. The projects may be carried out by industry or government agencies and may have specific legal requirements for implementation and proof of success. Students completing the certificate may be hired by local, county, state, or federal government; private consulting firms; or subcontractors hired by any of these agencies.

Course ID	Title	Units
ECOL 201	Ecological Restoration Techniques	4
ECOL 202	Advanced Ecological Restoration Techniques	4
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
Total		28

Restricted Electives:

ENV 24	Natural History of California	3
ENV 105*	Environmental. Studies Internship	2
and		
CWE 180*	Cooperative Work Experience: Ecological Restoration	4
ENV 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4
HORT 113	Soils and Fertilizers	3
HORT 116	Irrigation Systems	3
HORT 166	Ornamental Native Plants	1.5
ENV 202	Green Living	2

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

RECOMMENDED ELECTIVES: ARCH 50/DR 50; ENV 106; ~~GIS 110/~~
~~GEOG 110~~; GEOL 23/ENV 23.

REVISED
Ecological Restoration
Certificate Program

The certificate in Ecological Restoration trains students for a practical ecological application of appropriate techniques for a variety of ecological restoration projects. The projects may be carried out by industry or government agencies and may have specific legal requirements for implementation and proof of success. Students completing the certificate may be hired by local, county, state, or federal government; private consulting firms; or subcontractors hired by any of these agencies.

Course ID	Title	Units
ECOL 201	Ecological Restoration Techniques	4
ECOL 202	Advanced Ecological Restoration Techniques	4
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
Total		28

Restricted Electives:

ENV 24	Natural History of California	3
ENV 105*	Environmental. Studies Internship	2
and		
CWE 180*	Cooperative Work Experience: Ecological Restoration	1-2
ENV 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4
GEOG/GIS 110	Introduction to Geographic Information Systems (GIS)	2
HORT 113	Soils and Fertilizers	3
HORT 116	Irrigation Systems	3
HORT 166	Ornamental Native Plants	1.5
ENV 202	Green Living	2

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

RECOMMENDED ELECTIVES: ARCH 50/DR 50; ENV 106; GEOL 23/
ENV 23.

CURRENT Education

The Education department prepares students for a diverse range of teaching opportunities at a variety of levels. The program provides support for those just entering the field as well as to those who are already working in the classroom and community. Classes that meet the early fieldwork and ~~exceptional children~~ coursework requirements of the California Commission on Teacher Credentialing can also be found in this department.

The Instructional Assistant Program prepares students to assist teachers in K-12 settings as paraprofessionals. ~~Specialized course work is also available for students interested in working in bilingual/multicultural settings or working with children with special needs.~~

The Online Educator Program provides professional development skills for secondary and post secondary instructors who are interested in learning about or improving their online teaching skills.

Instructional Assistant Occupational Skills Award

The purpose of the Educational Assistant award is designed to provide a system of professional development for individuals working as educational assistants in a variety of elementary classroom settings.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 111*	Child Guidance and Communication	3
EDUC 240*	Instructional Assistant	2
Total		11

REVISED Education

The Education department prepares students for a diverse range of teaching opportunities at a variety of levels. The program provides support for those just entering the field as well as to those who are already working in the classroom and community. Classes that meet the early fieldwork and coursework requirements of the California Commission on Teacher Credentialing can also be found in this department.

The Instructional Assistant Program prepares students to assist teachers in K-12 settings as paraprofessionals.

The Online Educator Program provides professional development skills for secondary and post secondary instructors who are interested in learning about or improving their online teaching skills.

Instructional Assistant Occupational Skills Award

The purpose of the Educational Assistant award is designed to provide a system of professional development for individuals working as educational assistants in a variety of elementary classroom settings.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 118	Exceptional Children	3
CD 131	Educational Psychology	3
EDUC 240*	Instructional Assistant	2
Total		14

CURRENT Environmental Studies Associate Degree Program

Environmental Studies in an interdisciplinary program that provides students with an integrated and critical knowledge of the natural environment and the relationships and interactions humans have with it. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders. The program combines classroom, laboratory, and field study instruction giving students a well-rounded preparation in the field of environmental studies.

The curriculum in the Environmental Studies Associate Degree program 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 related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment and promotion.

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	11
Total		18

Restricted Electives:

ENV 6*/ECON 6*	Scarcity and Environment	3
ENV 19*/BIO 19*	Marine Biology	4
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	3
ENV 25	Environmental Hazards to Health	3
ENV 30	Alternative Energy Technologies	3
ENV 37	Environmental Ethics	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
and		
CWE 180*	Cooperative Work Experience: Environmental Studies	1
ENV 106	Natural Resource Conservation	3
ENV 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ANTH 2; ARCH 12; BIO 3A, 3B; CHEM 1A, 1B; CIM 1; CS 1A, 1B or higher programming course; GEOG 1; GEOL 1; HORT 166; PHYS 2A, 2B.

REVISED Environmental Studies Associate Degree Program

Environmental Studies in an interdisciplinary program that provides students with an integrated and critical knowledge of the natural environment and the relationships and interactions humans have with it. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders. The program combines classroom, laboratory, and field study instruction giving students a well-rounded preparation in the field of environmental studies.

The curriculum in the Environmental Studies Associate Degree program 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 related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment and promotion.

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
Total		20

Restricted Electives:

ENV 6*/ECON 6*	Scarcity and Environment	3
ENV 19*/BIO 19*	Marine Biology	4
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	3
ENV 25	Environmental Hazards to Health	3
ENV 30	Alternative Energy Technologies	3
ENV 37	Environmental Ethics	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
and		
CWE 180*	Cooperative Work Experience: Environmental Studies	1-2
ENV 106	Natural Resource Conservation	3
ENV 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4
GEOG/GIS 110	Introduction to Geographic Information Systems (GIS)	2

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ANTH 2; ARCH 12; BIO 3A, 3B; CHEM 1A, 1B; CIM 1; CS 1A, 1B or higher programming course; GEOG 1; GEOL 1; HORT 166; PHYS 2A, 2B.

CURRENT Fashion Design

The Fashion Design program prepares students with the necessary skills to obtain positions in the design, apparel manufacturing, tailoring, pattern making, custom dressmaking, and related fields. Students may focus on one of the following certificate programs: Fashion Design and Advanced Fashion Design and Apparel Manufacturing. Many of the clothing courses can be utilized as transfer courses for those pursuing a Bachelor's degree in Family and Consumer Science (Home Economics) with a Clothing and Textiles emphasis. Refer also to Transfer Patterns section of this catalog or of the intended college of transfer.

Fashion Design Certificate Program

This Fashion Design program prepares the student for entry-level positions in the field of Fashion Design. They will be able to design clothing using the three major design procedures: flat pattern-making, draping on a dress form, and designing by sketching.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 124*	Wearable Art	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		34.5-42
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1

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

†Recommended to be taken in last semester of program.

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.

REVISED Fashion Design

The Fashion Design program prepares students with the necessary skills to obtain positions in the design, apparel manufacturing, tailoring, pattern making, custom dressmaking, and related fields. Students may focus on one of the following certificate programs: Fashion Design and Advanced Fashion Design and Apparel Manufacturing. Many of the clothing courses can be utilized as transfer courses for those pursuing a Bachelor's degree in Family and Consumer Science (Home Economics) with a Clothing and Textiles emphasis. Refer also to Transfer Patterns section of this catalog or of the intended college of transfer.

Fashion Design Certificate Program

This Fashion Design program prepares the student for entry-level positions in the field of Fashion Design. They will be able to design clothing using the three major design procedures: flat pattern-making, draping on a dress form, and designing by sketching.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 124*	Wearable Art	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		34.5-42
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 600	Costumer's Lab	1

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

†Recommended to be taken in last semester of program.

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.

CURRENT**Associate in Arts Degree**

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 114; BUS 136, 138, 160; FCS 115; FASH 120, 147, 209, 221,230, 235, 236; TA 42.

REVISED**Associate in Arts Degree**

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 114; BUS 136, 138, 160; FCS 115; FASH 120, 147, 209, 221,230, 235, 236; TA 42.

CURRENT

Advanced Fashion Design and Apparel Manufacturing Certificate Program

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
or		
FASH 120	Tailoring	3
FASH 113*	Couture Sewing	2
FASH 124*	Wearable Art	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 205*	Corset Construction	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
or		
FASH 251*	Designing for a Cause and Sustainable Fashion	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	2
or		
FASH 238*	Advanced Draping and Fashion Design	2
FASH 235*	Designing for the Fashion Industry	2
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		46.5-52
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1

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

†Recommended to be taken in last semester of program.

REVISED

Advanced Fashion Design and Apparel Manufacturing Certificate Program

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
or		
FASH 120	Tailoring	3
FASH 113*	Couture Sewing	2
FASH 124*	Wearable Art	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 205*	Corset Construction	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
or		
FASH 251*	Designing for a Cause and Sustainable Fashion	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	2
or		
FASH 238*	Advanced Draping and Fashion Design	2
FASH 235*	Designing for the Fashion Industry	2
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		46.5-52
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 600	Costumer's Lab	1

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

†Recommended to be taken in last semester of program.

CURRENT

REVISED

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 114; ART 42; CIM 1A; FASH 120, 143, 147, 209, 221; GC 101, TA 42.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 114; ART 42; CIM 1A; FASH 120, 143, 147, 209, 221; GC 101, TA 42.

CURRENT

**Basic Costume Construction and Sourcing
Occupational Skills Award**

The Basic Costume Construction and Sourcing Occupational Skills Award prepares the student with the basic skills necessary to source and construct costumes for a costume designer working in the areas of: film, television, dance, theater/opera, theme parks, special events, cultural/ethnic costumes, costume shops, e-commerce, uniform/sports, and advertisement/promotion. Course work covers material sourcing, costume, and underpinning construction for different audiences, costume history, textiles and dyeing, draping, pattern making, drafting, and an internship in the field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31	Textiles	3
FASH 111*	Intermediate Sewing	3
or		
FASH 221	Contemporary Tailoring	2
or		
FASH 206*	Designing/Constructing Knitwear, Activewear, Swimwear	3
FASH 132*	Draping Fashion Design	3
FASH 144	Fashion Trends	3
or		
TA 42	Costume Design	3
FASH 205*	Corset Construction	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 208*	Sewing Vintage Fashion	3
FASH 145*	Internship	1
CWE 180*	Cooperative Work Experience: Fashion	1
Total		17

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

REVISED

**Basic Costume Construction and Sourcing
Occupational Skills Award**

The Basic Costume Construction and Sourcing Occupational Skills Award prepares the student with the basic skills necessary to source and construct costumes for a costume designer working in the areas of: film, television, dance, theater/opera, theme parks, special events, cultural/ethnic costumes, costume shops, e-commerce, uniform/sports, and advertisement/promotion. Course work covers material sourcing, costume, and underpinning construction for different audiences, costume history, textiles and dyeing, draping, pattern making, drafting, and an internship in the field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31	Textiles	3
FASH 111*	Intermediate Sewing	3
or		
FASH 221	Contemporary Tailoring	2
or		
FASH 206*	Designing/Constructing Knitwear, Activewear, Swimwear	3
FASH 132*	Draping Fashion Design	3
FASH 144	Fashion Trends	3
or		
TA 42	Costume Design	3
FASH 205*	Corset Construction	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 208*	Sewing Vintage Fashion	3
FASH 145*	Internship	1
CWE 180*	Cooperative Work Experience: Fashion	1
Total		17

Optional Lab/Studio

FASH 600	Costumer's Lab	1
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*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

CURRENT**Foods Certificate Program****(ALSO SEE CULINARY ARTS)**

The Foods program is designed to train students for career applications in the food and hospitality industries such as with food companies, food-related businesses and industries, and restaurants. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
FN 110*†	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 140*	Cultural Foods	2
FN 142*†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 189/289	Special Topics: Foods and Nutrition	1
FN 232*	Lite Cuisine Strategies	2
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
	Select from Specialty Courses	6-7
Total		25-27

Specialty Courses:

FN 173*	Catering and Banquets	2
FN 220*	Country French Foods	2
FN 221*	French Cuisine	2
FN 222*	Chinese Foods	2
FN 223*	Asian Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 228*	Italian Foods	2
FN 230*	Vegetarian Foods	2
FN 236*	American Regional Foods	2
FN 244*	Baking Basics	2
FN 245*	Specialty and Savory Baking	2
FN 275	Food and Beverage Operations	3

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

†FN 110* and 142 recommended prior to CWE 180*.

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.

Associate in Arts Degree

Complete 18 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 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.

REVISED**Foods Certificate Program****(ALSO SEE CULINARY ARTS)**

The Foods program is designed to train students for career applications in the food and hospitality industries such as with food companies, food-related businesses and industries, and restaurants. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
FN 110*†	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 140*	Cultural Foods	2
FN 142*†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 189/289	Special Topics: Foods and Nutrition	1
FN 232*	Lite Cuisine Strategies	2
FN 275	Food and Beverage Operations	3
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
	Select from Specialty Courses	6-7
Total		25-27

Specialty Courses:

FN 173*	Catering and Banquets	2
FN 220*	Country French Foods	2
FN 221*	French Cuisine	2
FN 222*	Chinese Foods	2
FN 223*	Asian Foods	2
FN 226*	Mexican Foods	2
FN 227*	Mediterranean Foods	2
FN 228*	Italian Foods	2
FN 230*	Vegetarian Foods	2
FN 236*	American Regional Foods	2
FN 244*	Baking Basics	2
FN 245*	Specialty and Savory Baking	2
FN 275	Food and Beverage Operations	3

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

†FN 110* and 142 recommended prior to CWE 180*.

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.

Associate in Arts Degree

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CURRENT

REVISED

Gerontology Certificate Program

A multidisciplinary approach to the study of aging, the aging population, the aging process, and society's response to the increasing population of older individuals. Biological, sociological, and psychological aspects of aging are explored. The coursework provides students with information as well as training to work in services and agencies that interact and assist older individuals.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Core/Required Courses (12 units):		
SOC 180	Introduction to Gerontology	3
SOC 125	Sociology of Aging	3
SOC 126	Death and Dying	3
PSYC 125	Psychology of Aging	3
Restricted Electives (6-9 units):		
APSY 151	Human Relationships	3
ANTH 2	Cultural Anthropology	3
CCS 2	Multicultural Identities in the United States	3
FN50	Fundamentals of Nutrition	3
FN 54	Nutrition Issues and Controversies	3
FN 161	Nutrition for Health Occupations	2
FN 171	Sanitation and Safety	3
GEOG 3	World Regional Geography	3
HLTH 1	Contemporary Health Issues	3
HS 100	Human Services in a Changing Society	3
HS 140	Group Leadership and Group Process	3
HS 285	Ethical Issues/Clients' Rights	3
KNES 28	Yoga	3
KNES 29	Tai Chi Ch'uan	3
SE 101	Introduction to Therapy and Rehabilitation	3
SOC 2	Social Problems	3
<i>or</i>		
SOC 25	Social Stratification	3
SOC 10	Marriage and Family	3
SOC/HIST20	Ethnic Cultures in the United States	3
Total		18-21

*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.

Associate in Arts Degree??

Complete 18 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 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.

RECOMMENDED ELECTIVES: HLTH 2; SE 102

CURRENT Graphics

The Graphics program is designed to prepare students for certificates in the Computer Graphics, Graphic Communications, Graphic Design, and Illustration fields. Training is provided in both theory and practical skills. Directed skill development is stressed in the following areas of study: Computer Graphics (computer art and layout), Graphic Communications (printing), Graphic Design (design and art production), and Illustration/Animation (advertising and editorial art).

This program will provide students with the opportunity to acquire knowledge and skills that are required for employment, Associate degree, or transfer in the related areas of design, illustration, printing, and computer graphics.

Computer Graphics Certificate Program

This program is designed to prepare students for employment in computer graphics fields. Training is provided in both theory and practical skills. This program relies on the student's basic understanding of Graphic Design and/or Graphic Communications principles as they relate to industry standards. Students are encouraged to adhere to electives noted for a rounded educational experience. Some of the careers that are found within the computer graphics field are: Computer Graphics Artist, Desktop Publisher, Pre-Press Technician, Computer Animator, and Multimedia Producer.

Course ID	Title	Units
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 148*	Digital Graphic Design	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
Total		21

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: GC 101, ART 140/GD 140, 141, 145, 163.

REVISED Graphics

The Graphics program is designed to prepare students for certificates in the Computer Graphics, Graphic Communications, Graphic Design, and Illustration fields. Training is provided in both theory and practical skills. Directed skill development is stressed in the following areas of study: Computer Graphics (computer art and layout), Graphic Communications (printing), Graphic Design (design and art production), and Illustration/Animation (advertising and editorial art).

This program will provide students with the opportunity to acquire knowledge and skills that are required for employment, Associate degree, or transfer in the related areas of design, illustration, printing, and computer graphics.

Computer Graphics Certificate Program

This program is designed to prepare students for employment in the computer graphics fields. This program relies heavily on a basic understanding of graphic design and/or graphic communications principles as they relate to industry standards. Students are encouraged to adhere to electives noted for a rounded educational experience. Some of the careers that are found in the computer graphics field are: computer graphics artist, prepress technician, computer animator and multimedia producer.

Course ID	Title	Units
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 148*	Digital Graphic Design	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
Total		21

*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.

Associate in Arts Degree

Complete 18 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.

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RECOMMENDED ELECTIVES: GC 101, ART 140/GD 140, 141, 145, 163.

CURRENT

**Graphic Communications
Certificate Program**

This program prepares students for careers typically found in the graphic communications field, such as Printshop Manager, Press Operator, Silkscreen Production Technician, Camera Operator, Darkroom Technician, Color Separator, Camera Stripper, and Computer Pre-Press/Desktop Publisher.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GC 63/ART 63	Introduction to Screen Printing	3
GC 101	Introduction to Graphic Communications	3
GC 195*	Graphics Studio	3
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
GC 210	Letterpress	3
Total		24

*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.

Associate in Arts Degree

Complete 18 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.

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RECOMMENDED ELECTIVES: GD 140/ART 140, 141, 142.

REVISED

**Graphic Communications
Certificate Program**

Graphic Communications Certificate Program includes electronic and traditional printing, computer graphics, screen printing, letterpress and related areas. The discipline focuses on the creation, production, and reproduction in printed and digital form. Students are encouraged to adhere to electives noted for a rounded educational experience.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GC 63/ART 63	Introduction to Screen Printing	3
GC 101	Introduction to Graphic Communications	3
GC 195*	Graphics Studio	3
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
GC 210	Letterpress	3
GC 600	Advanced Screen Printing	3
Total		27

*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.

Associate in Arts Degree

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RECOMMENDED ELECTIVES: GD 140/ART 140, 141, 142.

CURRENT**Graphic Design Certificate Program**

This program option prepares students for careers typically found in the graphic design field, such as Art Director, Graphic Designer, Production Artist, Illustrator, Computer Graphics Designer, Package Designer, Product Designer, and Lettering/Calligraphy Artist.

Course ID	Title	Units
GD 140/ART 140	Beginning Graphic Design	3
GD 142/ART 142	Package Design	3
GD 144	Typography	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 154*	Digital Pre-Press	3
GD 200	Photoshop Skills for Graphic Designers	3
GD 240/ART 240*	Intermediate Graphic Design	3
CWE 180*	Cooperative Work Experience: Graphics	1
Total		28

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ART 40, 41, 80, 85; GC 101.

REVISED**Graphic Design Certificate Program**

This program option prepares students for careers typically found in the graphic design field, such as art director, graphic designer, production artist, package designer, or product designer. The study encompasses all phases of the design processes from origination of the idea (design, layout, and typography) through reproduction, finishing and distribution. Students are encouraged to adhere to electives noted for a rounded educational experience.

Course ID	Title	Units
GD 140/ART 140	Beginning Graphic Design	3
GD 142/ART 142	Package Design	3
GD 144	Typography	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 154*	Digital Pre-Press	3
GD 200	Photoshop Skills for Graphic Designers	3
GD 240/ART 240*	Intermediate Graphic Design	3
CWE 180*	Cooperative Work Experience: Graphics	1
Total		28

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ART 40, 41, 80, 85; GC 101.

CURRENT

Illustration/Animation Certificate Program

This program prepares students for careers in animation and in editorial illustration such as magazine, book illustration, medical illustration, and marine illustration or in advertising illustration such as product illustration, poster art, tee-shirt, and decal art.

Course ID	Title	Units
GD 141/ART 141	Graphic Rendering Techniques	3
GD 144	Typography	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
Total		18

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ART 40, 80, 85.

REVISED

Illustration/Animation Certificate Program

The Illustration/Animation Certificate Program prepares students for careers in animation and in editorial illustration such as magazine, book illustration, medical illustration, and marine illustration or in advertising illustration such as product illustration, poster art, tshirt and decal art. Students are encouraged to adhere to electives noted for a rounded educational experience.

Course ID	Title	Units
ART 80	Drawing I	3
GD 141/ART 141	Graphic Rendering Techniques	3
GD 144	Typography	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
GD 600	Motion Graphics	3
Total		24

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ART 40, 85.

CURRENT**Horticulture Certificate Program**

The Horticulture program is soundly based on horticultural technology and prepares students for careers related to production and care of plants, trees, and shrubs commonly used in landscape design, retail and wholesale nurseries, and park departments. The certificate offered within the Horticulture program is outlined below.

Course ID	Title	Units
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 112	Plant Propagation	3
HORT 113	Soils and Fertilizers	3
HORT 116	Irrigation Systems	3
Select one course from each Group		7-11
Total		22-26

Group I:

HORT 20	Introduction to Horticulture Science	4
HORT 115	History of Landscape Design	3

Group II:

HORT 7	Introduction to Landscape Design	3
HORT 120	Integrated Pest Management	4

Group III:

CWE 180*	Cooperative Work Experience: Horticulture	1
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5
HORT 166	Ornamental Native Plants	1.5

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

†CWE 180* should be taken after completing at least 9 units of the Horticulture Certificate.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 1, 120, 137; CIM 1A; HORT 208, 209; SPAN 1.

REVISED**Horticulture Certificate Program**

The Horticulture program is soundly based on horticultural technology and prepares students for careers related to production and care of plants, trees, and shrubs commonly used in landscape design, retail and wholesale nurseries, and park departments. The certificate offered within the Horticulture program is outlined below.

Course ID	Title	Units
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 20	Introduction to Horticulture Science	4
HORT 112	Plant Propagation	3
HORT 113	Soils and Fertilizers	3
HORT 120	Integrated Pest Management	4
Select one course from each Group		4-6
Total		24-26

Group I:

HORT 7	Introduction to Landscape Design	3
HORT 115	History of Landscape Design	3

Group II:

CWE 180*†	Cooperative Work Experience: Horticulture	1
HORT 116	Irrigation Systems	3
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5
HORT 166	Ornamental Native Plants	1.5

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

†CWE 180* should be taken after completing at least 9 units of the Horticulture Certificate.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 1, 120, 137; CIM 1A; HORT 208, 209; SPAN 1.

CURRENT **Human Services**

Human Services department offers the following programs of study for people who want to work with people. The curricula meets the needs of career-oriented students who wish career preparation at the Associate degree or vocational certificate levels. They will also serve as an introduction to social work, social welfare, criminal justice, counseling, mental health, and other helping professions for students planning advanced degrees in these fields.

The Human Services department offers the four programs listed below:

Alcohol and Drug Studies Certificate Program

The Alcohol and Drug Studies program integrates theory and practical experience in developing skills necessary to work with the alcohol and drug abuse population, as well as with families and employers of chemically dependent persons. This program option combines the Human Services behavioral core, skills training, and experiential learning in the field work settings.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 171	Substance Abuse: Intervention, Treatment, and Recovery	3
HS 172*	Physiological Effects and Pharmacology of Alcohol and Drugs	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
	Select from Restricted Electives	6
Total		37

Restricted Electives:

HS 131	Multicultural and Diverse Populations in the United States	3
HS 176*	Co-occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 182*	Substance Abuse Treatment in Children and Adolescence	3
HS 285	Ethical Issues/Clients' Rights	3

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

REVISED **Human Services**

The Human Services department offers the following programs of study for people who want to work with people. The curricula meet the needs of career-oriented students who wish career preparation at the Associate degree or vocational certificate levels. They will also serve as an introduction to social work, social welfare, criminal justice, counseling, mental health, and other helping professions for students planning advanced degrees in these fields. Coursework includes participation in internships and Cooperative Work Experiences at various facilities.

Saddleback College is an academic member of the International Association of Eating Disorders Professionals (IAEDP). Saddleback College does not offer a certificate for the Eating Disorders Program, however, the course is certified by IAEDP.

The Human Services department offers the four programs listed below:

Alcohol and Drug Studies Certificate Program

The Alcohol and Drug Studies program integrates theory and practical experience in developing skills necessary to work with the alcohol and drug abuse population, as well as with families and employers of chemically dependent persons. This program option combines the Human Services behavioral core, skills training, and experiential learning in the field work settings.

The completion of the Core Courses is required for eligibility of enrollment in HS110 and is required for the completion of the Certificate Programs. It is recommended that these courses be taken as early as possible.

A minimum grade of "C" in all courses is required to receive the certificate.

CORE COURSES

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 100	Human Services in a Changing Society	3
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 170	Alcohol and Other Drugs in Our Society	3
HS 285	Ethical Issues/Clients' Rights	3
Total Core Units		15
HS 110*	Field Instruction and Seminar I	3.5
HS 150*	Field Instruction and Seminar II	3.5
HS 171	Substance Abuse: Intervention, Treatment and Recovery	3
HS 172*	Physiological Effects and Pharmacology of Alcohol and Drugs	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176*	Co-Occurring Disorders	3
	Select from Restricted Electives	3
Total		37

Restricted Electives:

HS 128	Community-Based Corrections	3
HS 131	Multicultural and Diverse Populations in the United States	3
HS 175	Substance Abuse Education, Prevention and Intervention	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 182*	Substance Abuse Treatment in Children and Adolescence	3

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

CURRENT

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.

Associate in Arts Degree

Complete 18 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 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.

REVISED

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.

Associate in Arts Degree

Complete 18 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 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.

CURRENT

**Corrections and Criminal Justice-
Certificate Program**

The program in Corrections and Criminal Justice provides the student with an introduction to the Human Services behavioral core and skills with a specialized area of study in criminal justice. Students completing the program may find employment in probation, juvenile counseling settings, California Youth Authority, and half-way houses.

Course ID	Title	Units
HS 37	Introduction to Criminology	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
	Select from Restricted Electives	3
Total		31

Restricted Electives:

HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 285	Ethical Issues/Clients' Rights	3

*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.

Associate in Arts Degree

Complete 18 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 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.

REVISED

**Corrections and Criminal Justice
Certificate Program**

The program in Corrections and Criminal Justice provides the student with an introduction to the Human Services behavioral core and skills with a specialized area of study in criminal justice. Students completing the program may find employment in probation, juvenile counseling settings, California Youth Authority, and half-way houses.

The completion of the Core Courses is required for eligibility of enrollment in HS110 and is required for the completion of the Certificate Programs. It is recommended that these courses be taken as early as possible.

A minimum grade of "C" in all courses is required to receive the certificate.

CORE COURSES

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 170	Alcohol and Other Drugs in Our Society	3
HS 285	Ethical Issues/Clients' Rights	3
Total Core Units		15

HS 37	Introduction to Criminology	3
HS 110*	Field Instruction and Seminar I (Prerequisite: Core Courses)	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 128	Community-Based Corrections	3

HS 150*	Field Instruction and Seminar II (Prerequisite HS110)	3.5
HS 187	Juvenile Violence, Gangs, and Victimization	3
	Select from Restricted Electives	3
Total		37

Restricted Electives:

HS 131	Multicultural and Diverse Populations in the United States	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention and Intervention	3
HS 176	Co-Occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 182	Substance Abuse Treatment in Children and Adolescence	3

*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.

Associate in Arts Degree

Complete 18 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 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.

CURRENT

Human Services Generalist Certificate Program

The Human Services Generalist program is designed to provide persons with both a historical and a current perspective of the basic issues within the human services field. It will introduce students to the growing career options within the field, provide an opportunity to explore several of the program options, and generally provide the kind of information that will enable students to make informed decisions in regard to career directions.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Population in the United States	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 177	Family Dynamics of Addiction and Abuse	3
	Select from Restricted Electives	3
Total		28

Restricted Electives:

APSY 150, 160; HS 170, 171, 172, 174, 176; PSYC 106*; SOC 1, 2, 10, 20; WS 100, 135.

*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.

Associate in Arts Degree

Complete 18 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 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.

REVISED

Human Services Generalist Certificate Program

The Human Services Generalist program is designed to provide persons with both a historical and a current perspective of the basic issues within the human services field. It will introduce students to

the growing career options within the field provide an opportunity to explore several of the program options, and generally provide the kind of information that will enable students to make informed decisions in regard to career directions.

The completion of the Core Courses is required for eligibility of enrollment in HS110 and is required for the completion of the Certificate Programs. It is recommended that these courses be taken as early as possible.

A minimum grade of "C" in all courses is required to receive the certificate.

CORE COURSES

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 100	Human Services in a Changing Society	3
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 170	Alcohol and Other Drugs in Our Society	3
HS 285	Ethical Issues/Clients' Rights	3
Total Core Units		15

HS 110*	Field Instruction and Seminar I (Prerequisite: Core Courses)	3.5
HS 131	Multicultural and Diverse Populations in the United States	3
HS 150*	Field Instruction and Seminar II (Prerequisite HS110)	3.5
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176*	Co-Occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
	Select from Restricted Electives	3
Total		37

Restricted Electives:

APSY 150	Helping Relationships	3
HS 171	Substance Abuse: Intervention, Treatment, and Recovery	3
HS 172	Physiological Effects and Pharmacology of Alcohol and Drugs	3
HS 175	Substance Abuse Education, Prevention and Intervention	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
PSYC 125	Psychology of Aging (Recommended Preparation: PSYC 1)	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 10	Introduction to Marriage and the Family	3
SOC 20	Ethnic Cultures of the United States	3

*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.

Associate in Arts Degree

Complete 18 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 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.

CURRENT
International Language
Associate Degree Program

The curricula in Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Persian, and Spanish are designed to provide the transfer student the opportunity to achieve the Associate Degree. While a baccalaureate or higher is recommended for those considering foreign languages, earning the Associate Degree may support attempts to gain entry-level employment or promotion. Sign Language courses can be applied to Saddleback College's American Sign Language Interpreting Certificate Program.

Associate Degree

Associate in Arts Degree

Complete at least 23 units as follows: ~~20 units in one language~~ including Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Persian, or Spanish (courses numbered 1*, 2*, 3*, 4*) and 3 units from any other language course including culture or conversation courses (courses numbered 10* or 21*), 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 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.

REVISED
International Language
Associate Degree Program

The curricula in Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Persian, and Spanish are designed to provide the transfer student the opportunity to achieve the Associate Degree. While a baccalaureate or higher is recommended for those considering foreign languages, earning the Associate Degree may support attempts to gain entry-level employment or promotion. Sign Language courses can be applied to Saddleback College's American Sign Language Interpreting Certificate Program.

Associate Degree

Associate in Arts Degree

Complete at least 23 units as follows: 23 units in one language or 20 units in one language including Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Persian, or Spanish (courses numbered 1*, 2*, 3*, 4*) and 3 units from any other language course including culture or conversation courses (courses numbered 10*, 20, or 21*), 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 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.

CURRENT Landscape Design Certificate Program

This program is designed to train students for careers in landscape design and maintenance with municipal and county parks departments, industrial and commercial firms, and residential construction companies.

Course ID	Title	Units
HORT 7	Introduction to Landscape Design	3
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 106	Landscape CADD	3
HORT 109	Introduction to Planting Design	3
HORT 116	Irrigation Systems	3
HORT 130	Hardscape and Construction Materials	3
Select from Restricted Electives		1-3

Total 22-24

Restricted Electives:

CWE 180*†	Cooperative Work Experience: Horticulture	1
HORT 20	Introduction to Horticulture	4
HORT 166	Ornamental Native Plants	1.5
HORT 113	Soils and Fertilizers	3
HORT 115	History of Landscape Design	3
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5
HORT 201*	Professional Practices of Residential Landscape Design	3

†CWE 180* should be taken after completing at least 9 units of the Landscape Design Certificate Program.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 1, 120, 137; CIM 1A; HORT 113, 115; SPAN 1.

REVISED Landscape Design Certificate Program

This program is designed to train students for careers in landscape design and maintenance with municipal and county parks departments, industrial and commercial firms, and residential construction companies.

Course ID	Title	Units
HORT 7	Introduction to Landscape Design	3
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 106	Landscape CADD	3
HORT 109	Introduction to Planting Design	3
HORT 116	Irrigation Systems	3
HORT 130	Hardscape and Construction Materials	3
Select one course from each Group		2.5-7

Total 23.5-27

Group I:

CWE 180*†	Cooperative Work Experience: Horticulture	1
HORT 20	Introduction to Horticulture	4
HORT 166	Ornamental Native Plants	1.5
HORT 113	Soils and Fertilizers	3

Group II:

HORT 115	History of Landscape Design	3
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5
HORT 201*	Professional Practices of Residential Landscape Design	3

†CWE 180* should be taken after completing at least 9 units of the Landscape Design Certificate Program.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 1, 120, 137; CIM 1A; HORT 113, 115; SPAN 1.

CURRENT **Medical Assistant**

This program prepares students for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in administrative (front office) and clinical (back office) medical assisting skills. Instruction is given in basic medical office procedures (including appointment scheduling, billing, and insurance), assisting with examinations, surgical and laboratory procedures (including venipuncture, pharmacology, and injections), electrocardiography, public relations, supervision, and practice-building techniques. An externship experience helps provide the student with the skills necessary to enter this field.

Successful completion of courses will require that a grade of "C" or better be achieved. When a student fails to achieve a "C" or better in any course, the student will be given the opportunity to repeat the failed course once on a space available basis. If a student receives a second grade of less than a "C" in any Medical Assistant course, that student will be dropped from the Medical Assistant Program and will not be eligible for re-entry into the Saddleback College Medical Assistant program. A student may not enter Clinical Experience (MA 217) until all courses are completed with a grade of "C" or better.

Administrative Medical Assistant Certificate Program

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage the medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217A*.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
INSR 214A	Basics in Medical Insurance	2.5
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
INSR 260	Computer Applications for Healthcare Personnel	1.5
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211A	Medical Reception Techniques	2.5
MA 212A	Medical Office Financial Procedures	2.5
MA 213A	Medical Records Management	2.5
MA 217A*	Medical Assisting Clinical Experience Administrative	3
Total		23.25

*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.

REVISED **Medical Assistant**

This program prepares students for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in administrative (front office) and clinical (back office) medical assisting skills. Instruction is given in basic medical office procedures (including appointment scheduling, billing, and insurance), assisting with examinations, surgical and laboratory procedures (including venipuncture, pharmacology, and injections), electrocardiography, electronic health records, public relations, supervision, and practice-building techniques. An externship experience helps provide the student with the skills necessary to enter this field.

Successful completion of courses will require that a grade of "C" or better be achieved. When a student fails to achieve a "C" or better in any course, the student will be given the opportunity to repeat the failed course once on a space available basis. If a student receives a second grade of less than a "C" in any Medical Assistant course, that student will be dropped from the Medical Assistant Program and will not be eligible for re-entry into the Saddleback College Medical Assistant program. A student may not enter Clinical Experience (MA 217) until all courses are completed with a grade of "C" or better.

Administrative Medical Assistant Certificate Program

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. The Administrative Medical Assistant program is designed to articulate into the Health Information Technology (H.I.T.) program and prepares the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage electronic health records and other medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217*.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
INSR 600A	Reimbursement Methodologies	3
INSR 601A	CPT/Ambulatory Care Coding	3
INSR 602A	Fundamentals of ICD Coding	3
MA 211A	Medical Reception Techniques	2.5
MA 212A	Medical Office Financial Procedures	2.5
MA 213A	Medical Records Management	2.5
MA 217A*	Medical Assisting Clinical Experience Administrative	3
MA 601	Legal and Ethical Aspects of Health Information	3
MA 611	Introduction to Healthcare Systems and Delivery	3
Total		31.5

*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.

CURRENT

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: PHLB 240; MA 211B, 212B, 213B, 214B, 218B.

REVISED

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: EMT 205, 205L; PHLB 240; MA 211B, 212B, 213B, 214B, 218B.

CURRENT

**Clinical Medical Assistant
Certificate Program**

This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory samples, performing routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, and practicing medical and surgical asepsis. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217B*.

Course ID	Title	Units
HSC 201	Medical Terminology	3
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
INSR 260	Computer Applications for Healthcare Personnel	1.5
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211B	Physical Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217B*	Medical Assisting Clinical Experience—Clinical	3
MA 218B	Electrocardiography for the Medical Assistant	2
Total		24.25

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: PHLB 240; INSR 214A, 215A; MA 211A, 212A, 213A.

REVISED

**Clinical Medical Assistant
Certificate Program**

This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, practicing medical and surgical asepsis, and working with electronic health records and other medical records. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217B*.

Course ID	Title	Units
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
MA 211B	Physical Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217B*	Medical Assisting Clinical Experience—Clinical	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 601	Legal and Ethical Aspects of Health Information	3
MA 611	Introduction to Healthcare Systems and Delivery	3
Total		29

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: PHLB 240; INSR 600A, 601A, 602A; EMT 205, 205L; MA 211A, 212A, 213A

CURRENT

Comprehensive Medical Assistant Certificate Program

This program prepares the student for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in both administrative and clinical procedures and practices. Instruction is given in basic medical office procedures, including appointment scheduling, billing, insurance, medical reception, medical records management, surgical and laboratory procedures, venipuncture, pharmacology and injections, electrocardiography, public relations, and practice-building techniques. An externship in a physician's office combining administrative and clinical experience helps provide the student with the clinical experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217C*.

Course ID	Title	Units
HSC 201	Medical Terminology	3
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
INSR 214A	Basics in Medical Insurance	2.5
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
INSR 260	Computer Applications for Healthcare Personnel	1.5
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211A	Medical Reception Techniques	2.5
MA 211B	Physical Examination Procedures	3
MA 212A	Medical Office Financial Procedures	2.5
MA 212B	Medical Office Laboratory Procedures	3
MA 213A	Medical Records Management	2.5
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217C*	Medical Assisting Clinical Experience—Comprehensive	3
MA 218B	Electrocardiography for the Medical Assistant	2
Total		37.25

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: PHLB 240.

REVISED

Comprehensive Medical Assistant Certificate Program

This program prepares the student for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in both administrative and clinical procedures and practices. Instruction is given in basic medical office procedures, including appointment scheduling, billing, insurance, medical reception, medical records management, surgical and laboratory procedures, electronic health records and other medical records management, surgical and laboratory procedures, venipuncture, pharmacology, injections, electrocardiography, public relations, and practice-building techniques. An externship in a physician's office combining administrative and clinical experience helps provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217C*.

Course ID	Title	Units
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
INSR 600A	Reimbursement Methodologies	3
INSR 601A	CPT/Ambulatory Care Coding	3
INSR 602A	Fundamentals of ICD Coding	3
MA 211A	Medical Reception Techniques	2.5
MA 211B	Physical Examination Procedures	3
MA 212A	Medical Office Financial Procedures	2.5
MA 212B	Medical Office Laboratory Procedures	3
MA 213A	Medical Records Management	2.5
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217C*	Medical Assisting Clinical Experience—Comprehensive	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 601	Legal and Ethical Aspects of Health Information	3
MA 611	Introduction to Healthcare Systems and Delivery	3
Total		45.5

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: PHLB 240; EMT 205, 205L.

CURRENT

**Medical Insurance Coding
Occupational Skills Award**

Completion of the occupational skills award in Medical Insurance Coding prepares the student for employment in a medical office or as an independent consultant/contractor who specializes in medical insurance billing and coding.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
INSR 214A	Basics in Medical Insurance	2.5
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
INSR 260	Computer Applications for Healthcare Personnel	1.5
Total		10

REVISED

**Medical Insurance Coding
Occupational Skills Award**

Completion of the occupational skills award in Medical Insurance Coding prepares the student for employment in a medical office or as an independent consultant/contractor who specializes in medical insurance billing and coding.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
INSR 600A	Reimbursement Methodologies	3
INSR 601A	CPT/Ambulatory Care Coding	3
INSR 602A	Fundamentals of ICD Coding	3
Total		15

CURRENT**REVISED**

Health Information Technology Associate Degree Program

The Health Information Technician (H.I.T.) program is a two-year associate degree program that prepares the student for employment as a health information professional with the knowledge and skills to accurately code diagnoses and procedures for healthcare services provided to patients, and to collect, maintain, and analyze clinical data in electronic health records that physicians, nurses, and other healthcare staff rely on to deliver quality healthcare. The curriculum is designed to facilitate articulation from the Medical Assistant program and provides training through didactic instruction and directed practice externships. Facilities employing health information technology professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, dialysis centers, public health agencies, pharmaceutical companies, medical supply companies, rehabilitation centers, managed care organizations, behavioral and mental health facilities, law firms, and insurance firms.

Graduates of the program will be eligible to take the national credentialing exam offered by the American Health Information Management Association (AHIMA) to earn the Registered Health Information Technician (R.H.I.T.) credential. Earning an associate degree in H.I.T. is an academic pathway to a baccalaureate degree program in Health Information Management or Health Information Administration.

Students are required to hold a valid basic life support CPR card for healthcare providers and carry professional liability insurance prior to commencing their directed practice.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 113	Human Anatomy and Physiology	4
CIM 112	Microsoft Office	3
ENG 1A	Principles of Composition	4
HIT 603	Health Information Science	3
HIT 604	Quality Performance Improvement in Healthcare	3
HIT 605	Information Technology/EHR in Healthcare	3
HIT 606	Management of Resources	3
HIT 607	Directed Practice I	2
<i>and</i>		
CWE 180	Cooperative Work Experience: HIT	1
HIT 608	Directed Practice II	2
<i>and</i>		
CWE 180	Cooperative Work Experience: HIT	1
HIT 609	Advanced Coding with Encoder Lab	4
HSC 201	Medical Terminology	3
HSC 610	Disease Processes for Health Science	3
INSR 260	Computer Applications/EHR in Healthcare	3
INSR 600A	Reimbursement Methodologies	3
INSR 601A	CPT/Ambulatory Care Coding	3
INSR 602A	Fundamentals of ICD Coding	3
MA 210	Introduction to Healthcare Systems & Delivery	3
MA 601	Legal and Ethical Aspects of Health Information	3
Total		57

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.

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.

CURRENT

**Accredited National
League for Nursing Accrediting
Commission (NLNAC)**

PURPOSES OF THE PROGRAM IN NURSING

The purposes of this program in Nursing are to provide the education necessary to develop competent practitioners in nursing and to provide a base for the continuing development of the student as an individual.

ENROLLMENT PROCEDURES

Procedures for applying to the Nursing program and application packets are available in the Health Sciences and Human Services division office and on the division website. Prospective nursing students are encouraged to attend an RN Information Session. (See schedule of classes)

In order to apply, a student must complete BIO 11* (Anatomy), BIO 12* (Physiology), BIO 15* (Microbiology), and ENG 1A* (Principles of Composition 1) or their equivalents with a grade of "C" or better. BIO 12* (Physiology) must have been completed within the past seven years.

Note: Criteria for admission for nursing will change in 2010; effective for Spring 2011 program entry. Please see the web page at www.saddleback.edu/hs/rn/ for the new criteria and application.

Students must also have a qualifying GPA of 2.5 to apply. Applications will be taken each semester. The application period for the spring semester is June 15-30, and the application period for the fall semester is February 11-28.

Students qualified for application will be ranked according to academic score received for prerequisite biologies and overall GPA from most recent transcript with 12 or more units.

Three-fourths of the students will be admitted from the highest academic to the lowest academic ranking in the applicant pool. Ties will be decided by the number of required core nursing courses completed. One-fourth of the qualified applicants will be selected by lottery.

The Nursing Program at Saddleback College is an impacted program, therefore students who hold F-1 (student visas) will not be considered for admission to the Nursing Program.

Students may use the following resources to obtain information or to seek clarification regarding nursing issues:

California Board of Registered Nursing
P. O. Box 944210
Sacramento, CA 94244
916-322-3350

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road, NE, Suite 500
Atlanta, Georgia 30326
800-669-1656

REVISED

**Accredited National
League for Nursing Accrediting
Commission (NLNAC)**

PURPOSES OF THE PROGRAM IN NURSING

The purposes of this program in Nursing are to provide the education necessary to develop competent practitioners in nursing and to provide a base for the continuing development of the student as an individual.

ENROLLMENT PROCEDURES

Procedures for applying to the Nursing program and application packets are available in the Health Sciences and Human Services division office and on the division website. Prospective nursing students are encouraged to attend an RN Information Session. (See the Nursing website)

In order to apply, a student must complete BIO 11* (Anatomy), BIO 12* (Physiology), BIO 15* (Microbiology), and ENG 1A* (Principles of Composition 1) or their equivalents with a grade of "C" or better. BIO 12* (Physiology) must have been completed within the past seven years.

Note: Students will be admitted based on the total number of points they receive on the admission criteria. See the Nursing website for details about the point distribution. The admission criteria includes: previous academic degrees, work experience/certificates, GPA in the science prerequisites, completion of relevant course work towards the ADN degree, life experience, proficiency/course work in a second language, ATI-TEAS testing scores.

Applications will be taken each semester, for approximately a two week period at the end of June (for Spring admission) and a two week period at the end of February (for Fall admission).

Students qualified for application will be ranked according to their total points achieved on all of the admission criteria. Those with the highest scores will be admitted.

The Nursing Program at Saddleback College is an impacted program, therefore students who hold F-1 (student visas) will not be considered for admission to the Nursing Program.

Students may use the following resources to obtain information or to seek clarification regarding nursing issues:

California Board of Registered Nursing
P. O. Box 944210
Sacramento, CA 94244
916-322-3350

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road, NE, Suite 500
Atlanta, Georgia 30326
800-669-1656

CURRENT

Accredited National League for Nursing Accrediting Commission (NLNAC)

Registered Nurse Certificate Program

Every required prerequisite and core class must be completed with a "C" or better.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required pre-requisites prior to Nursing Clinical Sequence:		
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
Total		16

Eligible for Entry into Nursing Clinical Sequence

Semester I

GERO 101	Fundamentals of Aging	1.5
N 160*	Pharmacology	2.5
N 170*#	Nursing Process	7.75
N 171*#	Mental Health Nursing	3
Total		14.75

Semester II

N 161	Growth and Development	1.5
N 172*#	Medical-Surgical Nursing	8.75
PSYC 1	Introduction to Psychology	3
Total		13.25

Semester III

N 173*†#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
Total		7

Semester IV

N 176*#	Advanced Nursing	8
SP 1	Communication Fundamentals	
or		3
SP 5	Interpersonal Communication	
Total		11

Total units Registered Nursing Certificate 62

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

#Clinical course.

Selected clinical experiences in various hospitals, clinics, and community agencies are provided throughout the Nursing Program.

Upon completion of the Registered Nurse Certificate Students are eligible for RN Licensure Exam

Associate Degree—Nursing Program

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

REVISED

Accredited National League for Nursing Accrediting Commission (NLNAC)

Registered Nurse Certificate Program

Every required prerequisite and core class must be completed with a "C" or better.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required pre-requisites prior to Nursing Clinical Sequence:		
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
Total		16

Eligible for Entry into Nursing Clinical Sequence

Semester I

N 600	Lifecycle I: Fundamentals of Aging	1.5
N 160*	Pharmacology	2.5
N 170*#	Nursing Process	7.75
N 171*#	Mental Health Nursing	3
Total		14.75

Semester II

N 161	Growth and Development	1.5
N 172*#	Medical-Surgical Nursing	8.75
PSYC 1	Introduction to Psychology	3
Total		13.25

Semester III

N 173*†#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
Total		7

Semester IV

N 176*#	Advanced Nursing	8
SP 1	Communication Fundamentals	
or		3
SP 5	Interpersonal Communication	
Total		11

Total units Registered Nursing Certificate 62

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

#Clinical course.

Selected clinical experiences in various hospitals, clinics, and community agencies are provided throughout the Nursing Program.

Upon completion of the Registered Nurse Certificate Students are eligible for RN Licensure Exam

Associate Degree—Nursing Program

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

CURRENT
Licensed Vocational Nurse (LVN)
to Registered Nurse (RN) Program

The Nursing program is designed to provide a system by which vocational nurses can continue their education and become eligible to write the State Board Exam. Procedures for application and admission packets are available in the offices of the Division of Health Sciences and Human Services. Students are admitted from a wait list.

Admission of LVNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of all the core science courses: BIO 11*, 12, 15, and ENG 1A* or equivalent, with a grade of "C" or better.
3. Completion of N 162* and N 164* with a grade of "C" or better within a maximum of two years of program entry.
4. Completion of matriculation testing.
5. Attendance at "LVN to RN" guidance session.
6. Overall GPA of 2.5 in prerequisite courses.
7. Application submitted with Director/Assistant Director of Nursing.
8. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.
9. Proof of completion of a minimum of one (1) year of direct patient care.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
N 162*	Successful Transition to Professional Nursing	1.5
N 164*	LVN to RN Clinical Lab	1.5
Total		19

Required Core Classes:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GERO 101	Fundamentals of Aging	1.5
N 171*#	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#	Advanced Nursing	8
PSYC 1	Introduction to Psychology	3
SP 1	Communication Fundamentals	
or		3
SP 5	Interpersonal Communication	
Total		25.5

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

#Clinical course.

REVISED
Licensed Vocational Nurse (LVN)
to Registered Nurse (RN) Program

The Nursing program is designed to provide a system by which vocational nurses can continue their education and become eligible to write the State Board Exam. Procedures for application and admission packets are available in the offices of the Division of Health Sciences and Human Services. Students are admitted from a wait list.

Admission of LVNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of all the core science courses: BIO 11*, 12, 15, and ENG 1A* or equivalent, with a grade of "C" or better.
3. Completion of N 162* and N 164* with a grade of "C" or better within a maximum of two years of program entry.
4. Completion of matriculation testing.
5. Attendance at "LVN to RN" guidance session.
6. Overall GPA of 2.5 in prerequisite courses.
7. Application submitted with Director/Assistant Director of Nursing.
8. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.
9. Proof of completion of a minimum of one (1) year of direct patient care.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
N 162*	Successful Transition to Professional Nursing	1.5
N 164*	LVN to RN Clinical Lab	1.5
Total		19

Required Core Classes:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
N 600	Lifecycle I: Fundamentals of Aging	1.5
N 171*#	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#	Advanced Nursing	8
PSYC 1	Introduction to Psychology	3
SP 1	Communication Fundamentals	
or		3
SP 5	Interpersonal Communication	
Total		25.5

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

#Clinical course.

CURRENT
Licensed Vocational Nurse
(LVN) to Registered Nurse (RN)
30-Unit Option

BRN Rules and Regulations

Section 1429—Preparation Required for Licensed Vocational Nurses

- (a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.
- (b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.
- (c) The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.

Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative, and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing, and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.

This option is available to all LVNs entering the Saddleback College Nursing program. Persons electing this 30-unit option will be eligible to write the State board exam but will not be graduates of the Saddleback College Nursing program.

Admission of VNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of BIO 12*, BIO 15*, and N 162* with grades of "C" or better and with a GPA of 2.5 or greater.
3. Attendance at "LVN to RN" guidance session.
4. Completion of N 162* with a grade of "C or better within a maximum of 3 semester of program entry.
5. Applicant must commit, in writing, to the 30-unit status prior to or during application.
6. Application submitted with the Director/Assistant Director of Nursing.
7. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.
8. Proof of completion of a minimum of one (1) year of direct patient care as an LVN.

REVISED
Licensed Vocational Nurse
(LVN) to Registered Nurse (RN)
30-Unit Option

BRN Rules and Regulations

Section 1429—Preparation Required for Licensed Vocational Nurses

- (a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.
- (b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.
- (c) The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.

Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative, and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing, and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.

This option is available to all LVNs entering the Saddleback College Nursing program. Persons electing this 30-unit option will be eligible to write the State board exam but will not be graduates of the Saddleback College Nursing program.

Admission of VNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of BIO 12*, BIO 15*, and N 162* with grades of "C" or better and with a GPA of 2.5 or greater.
3. Attendance at "LVN to RN" guidance session.
4. Completion of N 162* with a grade of "C or better within a maximum of 3 semester of program entry.
5. Applicant must commit, in writing, to the 30-unit status prior to or during application.
6. Application submitted with the Director/Assistant Director of Nursing.
7. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.
8. Proof of completion of a minimum of one (1) year of direct patient care as an LVN.

CURRENT

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Courses Required for the 30-Unit Option:

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1.5

Required Core Classes:

GERO 101	Fundamentals of Aging	1.5
N 171*	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#¥	Advanced Nursing	8
Total		30

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

#Clinical course.

¥Fulfills the Management & Leadership and Advanced Medical-Surgical requirement.

REVISED

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Courses Required for the 30-Unit Option:

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1.5

Required Core Classes:

N 600	Lifecycle I: Fundamentals of Aging	1.5
N 171*	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#¥	Advanced Nursing	8
Total		30

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

#Clinical course.

¥Fulfills the Management & Leadership and Advanced Medical-Surgical requirement.

CURRENT
Diploma School
Registered Nursing Program

This program is designed for the RN graduate of a hospital diploma program. Completion of the program listed below and completion of the graduation requirements will qualify the student for an Associate in Science Degree in Nursing.

Upon completion of the following courses, full credit will be awarded in the area of Nursing for holders of current California Registered Nursing Licenses. A minimum of 12 units must be earned at Saddleback College.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ENG 1A*†	Principles of Composition I	3
GERO 101†	Fundamentals of Aging	1
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
SP 1	Communication Fundamentals	3
<i>or</i>		
SP 5	Interpersonal Communication	3
Total		13

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

†A minimum grade of "C" is required.

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

The state universities in the area have planned curricula to dovetail with the community college programs in Orange County; therefore, it will be possible in most instances to make a smooth articulation to a baccalaureate program in Nursing.

The student will need to meet admission requirements as determined by the particular baccalaureate program he/she wishes to enter. These requirements may include courses in the natural sciences or other areas. Students should seek the necessary counseling before taking general education courses at Saddleback College as some additional courses may need to be included.

REVISED
Diploma School
Registered Nursing Program

This program is designed for the RN graduate of a hospital diploma program. Completion of the program listed below and completion of the graduation requirements will qualify the student for an Associate in Science Degree in Nursing.

Upon completion of the following courses, full credit will be awarded in the area of Nursing for holders of current California Registered Nursing Licenses. A minimum of 12 units must be earned at Saddleback College.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ENG 1A*†	Principles of Composition I	3
N 600.†	Lifecycle I: Fundamentals of Aging	1.5
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
SP 1	Communication Fundamentals	3
<i>or</i>		
SP 5	Interpersonal Communication	3
Total		13

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

†A minimum grade of "C" is required.

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

The state universities in the area have planned curricula to dovetail with the community college programs in Orange County; therefore, it will be possible in most instances to make a smooth articulation to a baccalaureate program in Nursing.

The student will need to meet admission requirements as determined by the particular baccalaureate program he/she wishes to enter. These requirements may include courses in the natural sciences or other areas. Students should seek the necessary counseling before taking general education courses at Saddleback College as some additional courses may need to be included.

CURRENT Nutrition Certificate Program

The Nutrition program prepares students for a wide variety of employment opportunities involving the applications of fundamentals of normal nutrition. Employment possibilities include public agencies, day-care centers for the young and the elderly, food co-ops, recreation work, pregnancy clinics, education (such as preschool and elementary school), health clubs, gym and figure salons, health food stores and nutritional supplement sales, and drug abuse clinics. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree. Refer to the Family and Consumer Sciences/Home Economics transfer section of the Saddleback College Catalog, as well as the catalog of the intended college of transfer.

Please see a counselor for assistance in planning a transfer program.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FCS 115	Consumer Issues	
or		3
FCS 142	Life Management	
CWE 180*†	Cooperative Work Experience:	
	Foods and Nutrition	2
FN 50†	Fundamentals of Nutrition	3
FN 64	Nutrition Issues and Controversies	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 164	Sports Nutrition	2
or		
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 230*	Vegetarian Foods	
or		2
FN 232*	Lite Cuisine Strategies	
Total		23-24

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

† Foods and Nutrition 50 recommended prior to CWE 180*.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 125, 137; 134; FN 140, 171, 252; HLTH 1; KNES 107; PSYC 33, 106; SP 1.

REVISED Nutrition Certificate Program

The Nutrition program prepares students for a wide variety of employment opportunities involving the applications of fundamentals of normal nutrition. Employment possibilities include public agencies, day-care centers for the young and the elderly, food co-ops, recreation work, pregnancy clinics, education (such as preschool and elementary school), health clubs, gym and figure salons, health food stores and nutritional supplement sales, and drug abuse clinics. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree. Refer to the Family and Consumer Sciences/Home Economics transfer section of the Saddleback College Catalog, as well as the catalog of the intended college of transfer.

Please see a counselor for assistance in planning a transfer program.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FCS 115	Consumer Issues	
or		3
FCS 142	Life Management	
CWE 180*†	Cooperative Work Experience:	
	Foods and Nutrition	2
FN 50†	Fundamentals of Nutrition	3
FN 64	Nutrition Issues and Controversies	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 164	Sports Nutrition	2
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 230*	Vegetarian Foods	
or		2
FN 232*	Lite Cuisine Strategies	
Total		25-26

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

† Foods and Nutrition 50 recommended prior to CWE 180*.

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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 125, 137; 134; FN 140, 171, 252; HLTH 1; KNES 107; PSYC 33, 106; SP 1.

CURRENT

Physical Science Associate Degree

The associate degree in Physical Science may be appropriate for transfer students who are planning to major in one of the physical sciences such as astronomy, biochemistry, chemistry, environmental sciences, geological sciences, or physics or a preprofessional program requiring completion of physical science courses such as prechiropractic, premedical, premedicine, preoptometry, and prepharmacy.

Students planning to transfer to California State University (CSU), the University of California (UC) or an institution which accepts certification should complete general education requirements for the associate degree by completing CSU General Education (CSU-GE) certification requirements or the Intersegmental General Education Transfer Curriculum (IGETC) (34-39 units).

Please consult with a counselor for assistance in selecting courses appropriate for transfer majors and/or preprofessional programs.

Select 18 units from the following courses:

ASTR 20, 21, 25*, 130*
 CHEM 1A*, 1B*, 3*, 12A*, 12B*, 108
 ENV 23, 25, 30, 105*, 106
 GEOG 1, 1L*, 2, 3, 38, 102, 110*
 GEOL 1, 2*, 3, 4, 5*, 6*, 7, 10, 20, 21, 23, 162
 MATH 3A*, 3B*
 MS 4, 20
 PHYS 2A*, 2B*, 4A*, 4B*, 4C*, 20

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

Associate Degree

Associate in Arts Degree

Complete 18 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.

REVISED

Physical Science Associate Degree

The associate degree in Physical Science may be appropriate for transfer students who are planning to major in one of the physical sciences such as astronomy, biochemistry, chemistry, environmental sciences, geological sciences, or physics or a preprofessional program requiring completion of physical science courses such as prechiropractic, premedical, premedicine, preoptometry, and prepharmacy.

Students planning to transfer to California State University (CSU), the University of California (UC) or an institution which accepts certification should complete general education requirements for the associate degree by completing CSU General Education (CSU-GE) certification requirements or the Intersegmental General Education Transfer Curriculum (IGETC) (34-39 units).

Please consult with a counselor for assistance in selecting courses appropriate for transfer majors and/or preprofessional programs.

Select 18 units from the following courses:

ASTR 20, 21, 25*, 130*
 CHEM 1A*, 1B*, 3*, 12A*, 12B*, 108
 ENV 23, 25, 30, 105*, 106
 GEOG 1, 1L*, 2, 3, 38, 102, 110*
 GEOL 1, 2*, 3, 4, 5*, 6*, 7, 10, 20, 21, 23, 162
 MATH 3A*, 3B*
 MS 4, 20
 PHYS 2A*, 2B*, 4A*, 4B*, 4C*, 20

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

Associate Degree

Associate in Arts Degree

Complete 18 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.

CURRENT **Real Estate**

The Real Estate programs are designed to educate the student to become an effective real estate professional. The three programs are : Real Estate Appraisal, Real Estate Escrow, and Real Estate Sales/Broker.

Real Estate Appraisal Certificate Program

The Real Estate Appraisal program is designed to prepare students with educational courses needed for positions within the real estate appraisal profession and to meet the California State requirements under the Department of Business, Transportation and Housing Agency for the real estate licenses of State Licensed Real Estate Property Appraiser.

REAL ESTATE APPRAISAL LICENSE and/or CERTIFICATE: Please contact the California Office of Real Estate Appraisers.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 176A*	Real Estate Appraisal I	3
RE 176B	Real Estate Appraisal II	3
RE 178*	Real Estate Economics	3
RE 200	Uniform Standards of Professional Appraisal Practice (USPAP)	1.5
RE 222*	Real Estate Calculations	3
	Select from Specialty Courses	6
Total		19.5

Specialty Courses:

RE 170	Real Estate Principles	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 1, 135, 137.

REVISED **Real Estate**

The Real Estate programs are designed to educate the student to become an effective real estate professional. The three programs are : Real Estate Appraisal, Real Estate Escrow, and Real Estate Sales/Broker.

Real Estate Appraisal Certificate Program

The Real Estate Appraisal program is designed to prepare students with educational courses needed for positions within the real estate appraisal profession and to meet the California State requirements under the Department of Business, Transportation and Housing Agency for the real estate licenses of State Licensed Real Estate Property Appraiser.

REAL ESTATE APPRAISAL LICENSE and/or CERTIFICATE: Please contact the California Office of Real Estate Appraisers.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 176A*	Real Estate Appraisal I	3
RE 176B	Real Estate Appraisal II	3
RE 176C	Real Estate AppraisalIII: Market Analysis and Studies	3
RE 178*	Real Estate Economics	3
RE 200	Uniform Standards of Professional Appraisal Practice (USPAP)	1.5
	Select from Specialty Courses	6
Total		19.5

Specialty Courses:

RE 170	Real Estate Principles	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: BUS 1, 135, 137.

CURRENT**Real Estate Escrow Certificate Program**

The Escrow program is designed to educate the student to become an effective escrow professional. Activities related to this field are escrow principles, practice, and ~~problems~~. Associated courses in real estate, management, and office procedures are provided.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CIM 120	Computer Literacy	1.5
CIM 121A	Keyboarding for Computers: Beginning	1.5
RE 170	Real Estate Principles	3
RE 172*	Real Estate Practice	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3
RE 190	Escrow	3
Total		18

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES (Select two courses to meet the Educational Achievement Award requirements of the California Escrow Association): ACCT 1A, 214; BUS 12, 104, 125, 160; RE 176A, 178.

REVISED**Real Estate Escrow Certificate Program**

The Escrow program is designed to educate the student to become an effective escrow professional. Activities related to this field are escrow principles, practice, and professionalism. Associated courses in real estate, management, and office procedures are provided.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CIM 120	Computer Literacy	1.5
CIM 121A	Keyboarding for Computers: Beginning	1.5
RE 170	Real Estate Principles	3
RE 172*	Real Estate Practice	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3
RE 190	Escrow	3
Total		18

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES (Select two courses to meet the Educational Achievement Award requirements of the California Escrow Association): ACCT 1A, 214; BUS 12, 104, 125, 160; RE 176A, 178.

CURRENT

**Real Estate Sales/Broker
Certificate Program**

This Real Estate program is designed to educate the student to become an effective Real Estate professional. Activities related to the program are real estate practice, law, appraisal, finance, computations, escrow, investment, exchanging, and taxation.

REAL ESTATE SALESPERSON LICENSE: RE 170, 172, and one additional elective must be completed before enrolling for the State exam. Electives list: BUS 12, RE 422*, 174*, 175*, 176A* 178*, 190, 195, 280. Please check with the California Department of Real Estate for any changes.

REAL ESTATE BROKER LICENSE: Five courses are required: RE 172*, 174*, 175*, 176A*, and 178*. In addition, three more courses must be taken from the following list: BUS 12, RE 422*, 170, 176B, 190, 195*, 280. Please check with the California Department of Real Estate for any changes. The 30-unit Certificate meets the Broker License examination course requirements.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 170	Real Estate Principles	3
RE 172*	Real Estate Practice	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3
RE 176A*	Real Estate Appraisal I	3
RE 178*	Real Estate Economics	3
	Select from Restricted Electives	9
	Select from Specialty Course	2-3
Total		29-30

Restricted Electives:

RE 122*	Real Estate Office Administration	3
RE 176B	Real Estate Appraisal II	3
RE 190	Escrow	3
RE 195*	Property Management	3
RE 280	Mortgage Loan Brokering and Lending	3

Specialty Courses:

AMT 200	Apartment Maintenance Technology	2
BUS 137	Professional Selling Fundamentals	3
RE 202*	Computer Applications in Real Estate	3
RE 222*	Real Estate Calculations	3
RE 250*	Real Estate License Preparation	3

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 110, 214; BUS 12, 110, 120, 125, 135; CIM 121A; ECON 2, 4; RE 176B, 195.

REVISED

**Real Estate Sales/Broker
Certificate Program**

This Real Estate program is designed to educate the student to become an effective Real Estate professional. Activities related to the program are real estate practice, law, appraisal, finance, computations, escrow, investment, exchanging, and taxation.

REAL ESTATE SALESPERSON LICENSE: RE 170, 172, and one additional elective must be completed before enrolling for the State exam. Electives list: BUS 12, RE 174*, 175*, 176A* 178*, 190, 195, 280. Please check with the California Department of Real Estate for any changes.

REAL ESTATE BROKER LICENSE: Five courses are required: RE 172*, 174*, 175*, 176A*, and 178*. In addition, three more courses must be taken from the following list: BUS 12, RE 70, 176B, 190, 195*, 280. Please check with the California Department of Real Estate for any changes. The 30-unit Certificate meets the Broker License examination course requirements.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 170	Real Estate Principles	3
RE 172*	Real Estate Practice	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3
RE 176A*	Real Estate Appraisal I	3
RE 178*	Real Estate Economics	3
	Select from Restricted Electives	9
	Select from Specialty Course	2-3
Total		29-30

Restricted Electives:

RE 176B	Real Estate Appraisal II	3
RE 190	Escrow	3
RE 195*	Property Management	3
RE 280	Mortgage Loan Brokering and Lending	3

Specialty Courses:

AMT 200	Apartment Maintenance Technology	2
BUS 137	Professional Selling Fundamentals	3
RE 202*	Computer Applications in Real Estate	3
RE 250*	Real Estate License Preparation	3

*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.

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: ACCT 110, 214; BUS 12, 110, 120, 125, 135; CIM 121A; ECON 2, 4; RE 176B, 195.

CURRENT
Theatre Arts
Performance and Acting
Associate Degree Program

The curriculum in the Theatre Arts, Performing/Acting Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. A baccalaureate degree or higher is recommended for those considering professional career related to this field. An Associate Degree would demonstrate commitment to the major for those transferring to other institutes of higher learning and may support attempts to gain employment in the field.

Course ID	Title	Units
TA 1	Acting	3
TA 2*	Beginning Scene Study	3
TA 11	Stage Movement	3
TA 40	Stagecraft	4
TA 43	Stage Make-up	1
	Select from Appreciation and History	3
	Select from Rehearsal and Performance	.5-2
	Select from Acting	6
	Select from Restricted Electives	3
Total		27.5-29

Appreciation and History:

TA 25	Theatre History: Primitive to Renaissance	3
TA 26	Theatre History: Renaissance to Contemporary	3

Rehearsal and Performance:

TA 15	Rehearsal and Performance: Drama	1-2
TA 16	Rehearsal and Performance: Comedy	1-2
TA 17	Rehearsal and Performance: Mixed Genres	1.2
TA 18	Rehearsal and Performance: Dance	1.2
TA 19	Rehearsal and Performance: Musical Theatre	1-2
TA 142	Theatre Production	.5 or 1

Acting

TA 3*	Advanced Scene Study	3
TA 4*	Acting Styles: Classical	
TA 5*	Acting Styles: Contemporary	3
TA 7*	Acting for Television and Film	3
TA 10	Musical Theatre Techniques	3

Restricted Electives:

TA 41*	State Lighting	3
TA 42	Costume Design	3
TA 45*	Scene Design	3
TA 101*	Fundamentals of Design and Graphics for Theatre	3
TA 102*	Stage Management	3

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: TA 12, 20, 22, 30, 32, 44, 108, 110, 113, 130.

REVISED
Theatre Arts
Performance and Acting
Associate Degree Program

The curriculum in the Theatre Arts, Performing/Acting Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. A baccalaureate degree or higher is recommended for those considering professional career related to this field. An Associate Degree would demonstrate commitment to the major for those transferring to other institutes of higher learning and may support attempts to gain employment in the field.

Course ID	Title	Units
ETT 40	Stagecraft	4
ETT 43	Stage Make-up	1
TA 1	Acting	3
TA 2*	Beginning Scene Study	3
TA 11	Stage Movement	3
	Select from Appreciation and History	3
	Select from Rehearsal and Performance	.5-2
	Select from Acting	6
	Select from Restricted Electives	3
Total		27.5-29

Appreciation and History:

TA 25	Theatre History: Primitive to Renaissance	3
TA 26	Theatre History: Renaissance to Contemporary	3

Rehearsal and Performance:

ETT 142	Theatre Production	.5 or 1
TA 15	Rehearsal and Performance: Drama	1-2
TA 16	Rehearsal and Performance: Comedy	1-2
TA 17	Rehearsal and Performance: Mixed Genres	1.2
TA 18	Rehearsal and Performance: Dance	1.2
TA 19	Rehearsal and Performance: Musical Theatre	1-2

Acting

TA 3*	Advanced Scene Study	3
TA 4*	Acting Styles: Classical	
TA 5*	Acting Styles: Contemporary	3
TA 7*	Acting for Television and Film	3
TA 10	Musical Theatre Techniques	3

Restricted Electives:

ETT 41*	State Lighting	3
ETT 42	Costume Design	3
ETT 45*	Scene Design	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
ETT 102*	Stage Management	3

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

Associate Degree

Associate in Arts Degree

Complete 18 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 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.

RECOMMENDED ELECTIVES: TA 12, 20, 22, 30, 32, 44, 108, 110, 113, 130.

CURRENT
Theatre Arts
Entertainment and Theatre
Technology
Associate Degree Program

The Entertainment and Theatre Technology program prepares students with the necessary skills to obtain entry level positions in the technical fields of the entertainment industries.

The Associate degree is designed to prepare students to transfer to a baccalaureate or higher degree program.

TA 240* is a non-transferable course required by the by the Theatre Arts Department for this degree.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
TA 1	Acting	3
TA 40	Stagecraft	4
TA 100*	Applied Technical Theatre Production	3
TA 142	Theatre Production	2
TA 240 *	Advanced Stagecraft	1-3
	Select from Appreciation & History	3
	Select from Restricted Electives	3-6
Total		19-24

Appreciation and History:

TA 20	Theatre Appreciation	3
TA 25	Theatre History: Primitive to Renaissance	3
TA 26	Theatre History: Renaissance to Contemporary	3

Restricted Electives:

TA 41*	Stage Lighting	3
TA 42	Costume Design	3
TA 45*	Scene Design	3
TA 101*	Fundamentals of Design and Graphics for Theatre	3
TA 102*	Stage Management	3
TA 104	Costume Crafts	3
TA 130	Theatre Management	3
TA 144*	Theatre Scenery Painting	2

Associate Degree

Associate in Arts Degree

Complete 24 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.

REVISED
Theatre Arts
Entertainment and Theatre
Technology
Associate Degree Program

The Entertainment and Theatre Technology program prepares students with the necessary skills to obtain entry level positions in the technical fields of the entertainment industries.

The Associate degree is designed to prepare students to transfer to a baccalaureate or higher degree program.

TA 240* is a non-transferable course required by the by the Theatre Arts Department for this degree.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ETT 40	Stagecraft	4
ETT 100*	Applied Technical Theatre Production	3
ETT 142	Theatre Production	2
ETT 240 *	Advanced Stagecraft	1-3
TA 1	Acting	3
	Select from Appreciation & History	3
	Select from Restricted Electives	3-6
Total		19-24

Appreciation and History:

TA 20	Theatre Appreciation	3
TA 25	Theatre History: Primitive to Renaissance	3
TA 26	Theatre History: Renaissance to Contemporary	3

Restricted Electives:

ETT 41*	Stage Lighting	3
ETT 42	Costume Design	3
ETT 45*	Scene Design	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
ETT 102*	Stage Management	3
ETT 104	Costume Crafts	3
ETT 130	Theatre Management	3
ETT 144*	Theatre Scenery Painting	2

Associate Degree

Associate in Arts Degree

Complete 24 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.

CURRENT

Theatre Arts Entertainment and Theatre Technology Certificate Program

The Saddleback College Entertainment and Theatre Technology certificate program provides the student with a career preparation for entry-level positions in the professional entertainment industry. A comprehensive and intensive two-year program offers students the opportunity to explore fundamentals of a wide variety of practical career opportunities. Technical theatre students participate in the hands-on experience of creating all of the technical elements of Theatre Arts Department productions as well as other live events on the Saddleback College campus.

Course ID	Title	Units
TA 1	Acting	3
TA 20	Theatre Appreciation	3
TA 40	Stagecraft	4
TA 100*	Applied Technical Theatre Production	3
TA 101*	Fundamentals of Design and Graphics for Theatre	3
TA 103	Entertainment Internship	1
TA 142	Theatre Production	.5, .5, .5, 1
TA 240*	Advanced Stagecraft	3
	Select from Appreciation & History	3
	Select from Restricted Electives	4-7
Total		32.5-35.5

Appreciation and History:

ART 20	Art Appreciation	3
CTVR 3	The History and Appreciation of American Cinema	3
DANC 64	History of Dance	3
MUS 20	Music Appreciation	3
MUS 27	History Of Jazz	3
MUS 28	History of Rock	3
TA 22	Musical Theatre History and Appreciation	3

Restricted Electives:

MUS 118	Sound Recording	4
TA 41*	Stage Lighting	3
TA 42	Costume Design	3
TA 102*	Stage Management	3
TA 130	Theatre Management	3
TA 144*	Theatre Scenery Painting	2
TA 201*	Entertainment Computer Aided Drafting	2
TA 246 *	Theatre Audio Techniques	3

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.

REVISED

Theatre Arts Entertainment and Theatre Technology Certificate Program

The Saddleback College Entertainment and Theatre Technology certificate program provides the student with a career preparation for entry-level positions in the professional entertainment industry. A comprehensive and intensive two-year program offers students the opportunity to explore fundamentals of a wide variety of practical career opportunities. Technical theatre students participate in the hands-on experience of creating all of the technical elements of Theatre Arts Department productions as well as other live events on the Saddleback College campus.

Course ID	Title	Units
ETT 40	Stagecraft	4
ETT 100*	Applied Technical Theatre Production	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
ETT 103	Entertainment Internship	1
ETT 142	Theatre Production	.5, .5, .5, 1
ETT 240*	Advanced Stagecraft	3
TA 1	Acting	3
TA 20	Theatre Appreciation	3
	Select from Appreciation & History	3
	Select from Restricted Electives	4-7
Total		32.5-35.5

Appreciation and History:

ART 20	Art Appreciation	3
CTVR 3	The History and Appreciation of American Cinema	3
DANC 64	History of Dance	3
MUS 20	Music Appreciation	3
MUS 27	History Of Jazz	3
MUS 28	History of Rock	3
TA 22	Musical Theatre History and Appreciation	3

Restricted Electives:

ETT 41*	Stage Lighting	3
ETT 42	Costume Design	3
ETT 102*	Stage Management	3
ETT 130	Theatre Management	3
ETT 144*	Theatre Scenery Painting	2
ETT 201*	Entertainment Computer Aided Drafting	2
ETT 246 *	Theatre Audio Techniques	3
MUS 118	Sound Recording	4

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.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback 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 honoraria 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 honoraria.

RECOMMENDATION

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

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

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 Honarium/Travel</i>
2/10/11 1 pm SSC 212	Amira Wegenek, Biological Psych. & Research Methods in Psychology	Rain Bosworth, Ph.D.	Myths of deaf culture and research studies investigating deaf perceptual abilities	\$500
3/7/11 2:30 pm BGS 356	Amira Wegenek, Social Psych., Biological Psych., & Research Methods in Psychology	Ayse Pinsar Saigin, Ph.D.	Action perception, social neuroscience, and robotics	\$500

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Revised 2011-2012
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 2011-2012. The proposed revised fees for 2011-2012 are presented in Exhibits A and B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for 2011-2012 as presented in Exhibits A and B.

South Orange County Community College District

SADDLEBACK COLLEGE
2011-2012 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	
ARCH 50	236050.10	Intro to Computer-Aided Drafting	5.00	15.00	Toner & paper
ARCH 51	428935.10	Computer-Aided Drafting	5.00	15.00	Toner & paper
ARCH 124A	48040.00	Architectural Drawing I	5.00	15.00	Toner & paper
ARCH 124B	48050.00	Architectural Drawing II	5.00	15.00	Toner & paper
ARCH 124C	48060.00	Architectural Drawing III	5.00	15.00	Toner & paper
ARCH 152	48180.00	Advanced Computer-Aided Drawing	5.00	15.00	Toner & paper
ARCH 289	992427.00	Revit and BIM	-0-	15.00	Toner & paper
ARCH 603	992495.00	Revit and BIM	-0-	15.00	Toner & paper
ARCH 604	992496.00	Foundation Course in Architecture	-0-	35.00	Cardboard, paint, glue, toner, paper
ARCH 605	992497.00	Space Planning	-0-	35.00	Cardboard, paint, glue, toner, paper
DR 23	429627.00	Graphic/Descriptive Geometry	5.00	15.00	Toner & paper
DR 50	236050.00	Intro Computer-Aided Drafting	5.00	15.00	Toner & paper
DR 51	428935.00	Computer-Aided Drafting	5.00	15.00	Toner & paper
DR 100	236020.00	Fundamentals of Mechanical Drafting	5.00	15.00	Toner & paper
DR 101	236030.00	Mechanical Drafting	5.00	15.00	Toner & paper
DR 102	236040.00	Mechanical Drafting Design	5.00	15.00	Toner & paper
DR 120	236060.00	Fundamentals/Technical Illustration	5.00	15.00	Toner & paper
DR 152	48180.10	Advanced Computer-Aided Drafting	5.00	15.00	Toner & paper
FASH 141	429273.00	Apparel Selection	10.00	15.00	Toner & paper
FASH 147	162330.05	Special Events	10.00	20.00	Supplies
FASH 148	428948.00	Visual Merchandising	25.00	40.00	Supplies
FASH 289	992258.00	Tuckatech Pattern Making Software	-0-	175.00	Tuckatech Pattern key
FASH 600	992481.00				
GC 600	992498.00	Advanced Screen Printing	-0-	35.00	Toner, paper, vellum, tape
HORT 106	430837.00	Landscape CAD	-0-	15.00	Toner & paper
ID 111	429868.00	Studio I	-0-	10.00	Tracing paper, marking paper
ID 115	429809.00	CAD for Interior Design	10.00	15.00	Toner & paper
ID 126	429869.00	Studio II	-0-	10.00	Office template
ID 212	429815.00	Advanced CAD for Interior Design	10.00	15.00	Toner & paper
MFG 204	433722.00	3D CAD Solidworks	4.00	15.00	Toner & paper
TOUR 250	842010.00	Intro to Travel/Tour	6.00	-0-	

BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT

BUS 147	162330.10	Special Events	10.00	20.00	Supplies
BUS 148	428948.10	Visual Merchandising	25.00	40.00	Supplies

EMERITUS INSTITUTE

ART 41X	433866.00	Art Media Studies	-0-	10.00	Art supplies
ART 58X	971011.10	Beginning Watercolor – EI	3.00	5.00	Art supplies

ART 58X	971011.20	Beginning Watercolor – EI	3.00	5.00	Art supplies
ART 59X	971013.10	Intermediate/Adv Watercolor – EI	3.00	5.00	Art supplies
ART 59X	971013.20	Intermediate/Adv Watercolor – EI	3.00	5.00	Art supplies
ART 80X	971021.10	Beginning Sketching – EI	3.00	5.00	Art supplies
ART 80X	971021.20	Beginning Sketching – EI	3.00	5.00	Art supplies
ART 81X	971023.10	Intermediate Sketching – EI	3.00	5.00	Art supplies
ART 81X	971023.20	Intermediate Sketching – EI	3.00	5.00	Art supplies
ART 85X	970706.00	Beginning Life Drawing – EI	3.00	5.00	Art supplies
ART 85X	970706.05	Beginning Life Drawing – EI	3.00	5.00	Art supplies
PHOT 41X	433691.00	Inter. Digital Show Presentation – EI	-0-	5.00	Art supplies

FINE ARTS

ART 63	90100.05	Introduction to Screen Printing	10.00	30.00	Supplies
ART 140	90010.05	Beginning Graphic Design	5.00	20.00	Supplies
CTVR 32	180220.10	Film Production II	25.00	35.00	Supplies
PHOT 55	174040.00	Digital Photo II	20.00	30.00	Supplies
PHOT 160	174100.10	Color Digital Photography	40.00	30.00	Supplies

HEALTH SCIENCES & HUMAN SERVICES

PM 230	708010.00	Paramedic Clinic Experience	50.00	105.00	Supplies
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KINESIOLOGY & ATHLETICS

No changes.

LIBERAL ARTS & LEARNING RESOURCES

No changes

MATHEMATICS, SCIENCE & ENGINEERING

GEOL 1	356010.00	Intro to Physical Geology	20.00	5.00	Supplies
GEOL 20	242010.00	Intro to Earth Science	20.00	5.00	Supplies
GEOL 23	326090.10	Environmental Geology	20.00	5.00	Supplies
GEOL 172	356190.05	GFS: Mojave Desert	45.00	50.00	Supplies
GEOL 174	356310.05	GFS: East Sierra Region	45.00	50.00	Supplies
GEOL 179	356570.05	GFS: King's Canyon/Sequoia	45.00	50.00	Supplies
GEOL 182	356690.05	GFS: Coast Range/Morro	45.00	50.00	Supplies

SOCIAL & BEHAVIORAL SCIENCES

No changes

South Orange County Community College District

IRVINE VALLEY COLLEGE
2011/2012 Revised Instructional Material Fees

Course	Cat. I.D.	Title	Current Fee	Proposed Fee	Purpose
<u>HEALTH SCIENCES, PE, & ATHLETICS</u>					
HLTH 2	3265.00	First Aid: Responding to Emergencies	\$5.00	\$8.00	Increase in cost for the certification card from the American Red Cross
PE 206	9232.00	First Aid Injury and Prevention	\$5.00	\$8.00	Increase in cost for the certification card from the American Red Cross
<u>FINE ARTS</u>					
DMA 180	10288.00	Visual Design for the Web	\$25.00	\$0.00	Eliminate fee

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Village Expansion Project: Amendment to Increase Contract Services with R2A Architecture

ACTION: Approval

BACKGROUND

On November 18, 2008, the Board of Trustees approved an agreement with R2A Architecture to provide services for the Village Expansion project at Saddleback College for \$165,000. The agreement was amended by Board action on February 23, 2009 for \$80,080, January 25, 2010, for \$19,938 and March 25, 2010 for \$38,797 to address additional design services required as the project's contractor went to surety and resulting in a total contract amount of \$303,815.

STATUS

Additional grading and drainage improvements were determined necessary around the existing power house.

The architect has requested an additional \$10,475 for a total contract amount of \$314,290. EXHIBIT A is Amendment No. 4 to the agreement that incorporates these changes.

Funds from the adjacent Village Swing Space Renovation project budget are available which equals \$4,126,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 4, EXHIBIT A, to the Architectural Services agreement with R2A Architecture for the Village Expansion project increasing the fee in the amount of \$10,475. The total revised contract amount is \$314,290.

**AMENDMENT NO. 4
TO ARCHITECTURAL SERVICES AGREEMENT
FOR VILLAGE EXPANSION PROJECT
AT
SADDLEBACK COLLEGE**

FEBRUARY 28, 2011

THIS AMENDMENT shall modify the original agreement dated November 18, 2008, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **R2A ARCHITECTURE**, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at \$165,000.00; and

WHEREAS, the scope of services has been increased to include revisions to the DSA approved documents; 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 VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "ARCHITECT" for services described in the original agreement and services required to include revisions to the DSA documents as described in the "ARCHITECT's" work authorizations dated November 9, 2009 and as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$10,475.00.

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

"DISTRICT"
South Orange County Community College District

"ARCHITECT"
R2A Architecture

By: _____
David Bugay, Ph.D.

By: _____

Title: Acting Vice Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: I.T. Server Room Renovation: Amendment to Decrease Contract Services with R2A Architects

ACTION: Approval

BACKGROUND

On December 7, 2009, the Board of Trustees approved an agreement with R2A Architecture to provide architectural services for the I.T. Server Room Renovation at Saddleback College for a fixed fee of \$75,176.00.

STATUS

After installation of the initial design, the mechanical engineer revised a piping deficiency and the contractor installed the correct piping. The architect assumed responsibility for the deficient design and associated construction costs of \$6,269.00 and agreed to a reduction of fee equal to this amount.

Staff recommends approval of reduced architectural fees in the amount of \$6,269.00 per amendment, EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the amendment, EXHIBIT A, to R2A Architecture, architect's fees to cover construction costs due to deficient piping design for a reduced amount of \$6,269.00 at the I.T. Server Room Renovation at Saddleback College. The total revised contract amount is \$68,907.00.

**AMENDMENT NO. 1
TO ARCHITECTURAL SERVICES AGREEMENT
FOR I.T. SERVER ROOM RENOVATION PROJECT
AT
SADDLEBACK COLLEGE**

FEBRUARY 28, 2011

THIS AMENDMENT shall modify the original agreement dated October 14, 2009, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **R2A ARCHITECTURE**, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at \$75,176.00; and

WHEREAS, the scope of services has been modified to correct a piping design deficiency to the DSA approved documents; and

WHEREAS, the architect assumed responsibility for the deficient design and associated construction costs of \$6,269.00 and agreed to a reduction of fee equal to this amount.; 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 reduce compensation to the "ARCHITECT" for services described in the original agreement for deficient design and associated construction costs as follows:

REDUCE FEE FOR ALL SERVICES AS DESCRIBED HEREIN: -\$6,269.00.

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

"DISTRICT"
South Orange County Community College District

"ARCHITECT"
R2A Architecture

By: _____
David Bugay, Ph.D.

By: _____

Title: Acting Vice Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Community Education, Summer 2011

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 2011. 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 2011

ROGRA	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adults	Advanced Picture Framing	4/1 - 9/15	Susan Unoura (I)	50% net	\$49-55
	Artist Co-op	4/1 - 9/15	Staff (E)	Hourly	\$59
	Beatles Intermediate Guitar	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	Become A Part-Time Substitute Teacher	4/1 - 9/15	Charles Prosper (E)	50% net	\$39
	Beg. Medical Ins. Billing I	4/1 - 9/15	Terry Rowen & Assoc. (I)	50% net	\$125
	Beg. Medical Ins. Billing II	4/1 - 9/15	Terry Rowen & Assoc. (I)	50% net	\$120
	Beg. Medical Ins. Billing Series	4/1 - 9/15	Terry Rowen & Assoc. (I)	50% net	\$255
	Begin A New Career As A Pharmacy Techn	4/1 - 9/15	Boston Reed (I)	50% net	\$2,800
	Beginning Guitar	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	Blogging For Fun	4/1 - 9/15	Robert Cohen (I)	50% net	\$39
	Build Your Own Website For \$5 A Month	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	CA Real Estate License	4/1 - 9/15	Barbara Cox (E)	5% gross	Varies
	CA Real Estate License	4/1 - 9/15	Martin Welc (E)	5% gross	Varies
	CA Real Estate License	4/1 - 9/15	Rockwell Institute (I)	10% gross	Varies
	Cake Decorating	4/1 - 9/15	Jennifer Jensen (I)	50% net	\$59
	California Notary	4/1 - 9/15	James Cosper (I)	50% net	\$65
	California State Notary Public - Exam Only	4/1 - 9/15	CSNP (I)	40% gross	\$25
	California State Notary Public - ONLINE	4/1 - 9/15	CSNP (I)	40% gross	\$80
	California State Notary Public/Loan Signing	4/1 - 9/15	CSNP (I)	40% gross	\$80
	Capturing The Essence	4/1 - 9/15	Ralph Velasco (I)	50% net	\$69
	Cashing In On Your Ideas And Inventions	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Clutterology®: Eliminate Clutter In Your Life	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Coaching, Consulting, And Training	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Commercial Real Estate	4/1 - 9/15	Robert Kehiayan (I)	50% net	\$49
	Dance Classes	4/1 - 9/15	Kaylaa Fox (I)	40-45% gross	\$50
	Digital Photography - Level I	4/1 - 9/15	Parry Shoemaker (E)	50% net	\$65
	Digital Photography - Level II	4/1 - 9/15	Parry Shoemaker (E)	50% net	\$70
	Digital Scrapbooking	4/1 - 9/15	Randeleigh Harris(I)	50% net	\$129
	Dream Books: Turn Your Book Ideas Into A	4/1 - 9/15	Belma Johnson (I)	50% net	\$49
	ePublishing For iPad	4/1 - 9/15	Rounds, Miller, & Assoc.	50% net	\$39
	European Experience	4/1 - 9/15	Joe Calwell (I)	95% gross	\$4,500
	Everything You Wanted To Know About You	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	Feng Shui	4/1 - 9/15	Kartar Diamond (I)	50% net	\$49
	Finding the Best Loans	4/1 - 9/15	Stephen Dexter (I)	50% net	\$49
	First Hand French	4/1 - 9/15	Nancy Allah (E)	50% net	\$59
	Floral Design	4/1 - 9/15	Theresa Hoefnagels (I)	50% net	\$39
	Generate A Second Income From Your Hon	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Getting To Know Your DSLR	4/1 - 9/15	Parry Shoemaker (E)	50% net	\$65
	Golf- Levels I Through IV	4/1 - 9/15	Emil Scodeller (E)	50% net	\$97
	Hollywood 2.0	4/1 - 9/15	Belma Johnson (I)	50% net	\$49
	How to Be Your Own Private Investigator	4/1 - 9/15	Jim Harriger (E)	50% net	\$39
	How To Become A Mystery Shopper	4/1 - 9/15	Elaine Moran (E)	50% net	\$49
	How to Sell on Ebay	4/1 - 9/15	Frances Greenspan (I)	50% net	\$65
	How to Sell On eBay: Creating An eBay Sto	4/1 - 9/15	Frances Greenspan (I)	50% net	\$65
	How To: Buy On Ebay	4/1 - 9/15	Frances Greenspan (I)	50% net	\$65

(E) Employee

(I) Independent Contractor

South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2011

ROGRA	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	HVAC Technician Certificate - Online	4/1 - 9/15	Gatlain Educational (I)	pp	\$3,095
	Hypnotherapist Certification	4/1 - 9/15	CMI (I)	50% net	\$799
	Improving Your PC's Perfor	4/1 - 9/15	Robert Cohen (I)	50% net	\$39
	Intermediate Electric Guitar	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	Intermediate Guitar	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	Introduction To Wine Appreciation	4/1 - 9/15	David Francisco (E)	50% net	\$90
	Investment Bootcamp	4/1 - 9/15	Jalon O'Connell (E)	50% net	\$49
	Investment Strategies For Growth And Inco	4/1 - 9/15	Charlie Goffin (E)	50% net	\$39
	Iphones, I pads...And Lost	4/1 - 9/15	Robert Cohen (I)	50% net	\$39
	Job Searching,Social Network	4/1 - 9/15	Robert Cohen (I)	50% net	\$39
	Journalism 2.0: New Income Opportunities	4/1 - 9/15	Belma Johnson (I)	50% net	\$49
	Journeys In Computing	4/1 - 9/15	Bill Napoli (E)	50% net	\$99
	Learn Secrets of Internet	4/1 - 9/15	Robert Cohen (I)	50% net	\$39
	Letterpress Workshop	4/1 - 9/15	Karen Taylor (E)	50% net	\$175
	Make-Up 101: Beauty Make-Up For Busy W	4/1 - 9/15	Christina Gaudy (I)	50% net	\$90
	Mastering Your Money	4/1 - 9/15	Jalon O'Connell (E)	50% net	\$49
	Mastering Your Travel	4/1 - 9/15	Ralph Velasco (I)	50% net	\$69
	Math	4/1 - 9/15	Jennifer Paglieli (E)	\$28/hr+bonus	\$99
	Motorcycle Rider Training	4/1 - 9/15	Saddleback Rider Tranir	Rates/dy	\$235/dy
	Mystery Shoppers Get-Together	4/1 - 9/15	Elaine Moran (E)	50% net	\$25
	On-Line Non-Credit Classes	4/1 - 9/15	Education To Go (I)	\$55-\$175pp	\$94-299
	OSHA Training	4/1 - 9/15	Rounds, Miller, & Assoc.	50% net	\$129 - 249
	Passport To Retirement	4/1 - 9/15	David Brown (I)	50% net	\$49
	PC Boot Camp	4/1 - 9/15	Bill Napoli (E)	50% net	\$275
	PC Boot Camp ~ Access 2010 In Just Two I	4/1 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp ~ Advanced Topics	4/1 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp ~ More Photo Magic	4/1 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp ~ Photo Magic	4/1 - 9/15	Bill Napoli (E)	50% net	\$105
	PC Boot Camp ~ Spectacular PowerPoint	4/1 - 9/15	Bill Napoli (E)	50% net	\$95
	PC Boot Camp Express	4/1 - 9/15	Bill Napoli (E)	50% net	\$180
	Piano Made Easy Series	4/1 - 9/15	Robert Laughlin (I)	50% net	\$45-75
	Picture Framing For Beginners	4/1 - 9/15	Susan Unoura (I)	50% net	\$49-55
	Power Entertaining	4/1 - 9/15	Farla Binder (I)	50% net	\$49
	Practical Norweigian	4/1 - 9/15	Berit Austin Funnemark	50% net	\$35
	Proctoring Services	4/1 - 9/15	In-House Services (E)	pp	\$50-75
	Professional Speaking For The Clueless®	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Property Management	4/1 - 9/15	Stephen Dexter (I)	50% net	\$49
	Rescuing Your Retirement	4/1 - 9/15	Gary E. Miller (I)	50% net	\$39
	Retail Cosmetics 101	4/1 - 9/15	Christina Gaudy (I)	50% net	\$90
	Screenprinting Workshop	4/1 - 9/15	Karen Taylor (E)	50% net	\$175
	Screenwriter's Bootcamp	4/1 - 9/15	Adam Coplan (I)	50% net	\$100
	Self-Publishing For The Clueless®	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Six-Figure Speaking	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Smart Steps to Starting A Business Series	4/1 - 9/15	Michelle Berquist (I)	50% net	\$175
	Songwriting	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	Speed Spanish	4/1 - 9/15	Dan Mikels (I)	50% net	\$59

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2011

ROGRA	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Stained Glass for Beginners	4/1 - 9/15	Greg Atwood (I)	50% gross	\$120
	Start Med. Insurance Billing	4/1 - 9/15	Terry Rowen & Assoc. (I)	50% net	\$55 -255
	Supervisor's Series	4/1 - 9/15	Irv Gamal (I)	50% net	\$57 -365
	Survival Skills In The Office	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	Test Preparation	4/1 - 9/15	Princeton Review (I)	Rates/dy	Varies
	The 99-Cent Gourmet	4/1 - 9/15	Rounds, Miller & Assoc.	50% net	\$39
	The ABC's Of Charting The Financial Marke	4/1 - 9/15	Don Jarrett (E)	50% net	\$49
	The Top 15 Laws of Real Estate Investing	4/1 - 9/15	Stephen Dexter (I)	50% net	\$49
	Tips & Tricks: Digital Org.	4/1 - 9/15	Randeleigh Harris(I)	50% net	\$129
	Travel Photography	4/1 - 9/15	Ralph Velasco (I)	50% net	\$69
	Travel Tours	4/1 - 9/15	Good Times Travel	pp	Varies
	Turn Your Multi-Media Creativity Into Profits	4/1 - 9/15	Belma Johnson (I)	50% net	\$49
	What Were You Born To Do?	4/1 - 9/15	Curtis Adney (E)	50% net	\$59
	Wine Appreciation: California's Great Wines	4/1 - 9/15	David Francisco (E)	50% net	\$90
	Working In TV and Commercials	4/1 - 9/15	Maria Mayenzet (E)	50% net	\$175
	Write From The Heart	4/1 - 9/15	Belma Johnson (I)	50% net	\$49
CFK	Advanced Film for Teens	4/1 - 9/15	IncrediFlix (I)	pp	\$175
	Advanced String Orchestra	4/1 - 9/15	Valerie Geller (E)	\$28/hr+bonus	\$126
	Algebra For Children	4/1 - 9/15	Daryl Johannsen (E)	\$29/hr+bonus	\$99
	Algebra For Teens - Level I	4/1 - 9/15	Mary Boland (E)	\$29/hr+bonus	\$99
	Algebra for Teens - Level IA	4/1 - 9/15	Daryl Johannsen (E)	\$29/hr+bonus	\$99
	Algebra For Teens - Level II	4/1 - 9/15	Mary Boland (E)	\$29/hr+bonus	\$99
	Baseball Skills Clinics	4/1 - 9/15	Jack Hodges (E)	50% net	\$140
	Basketball Skills Clinics	4/1 - 9/15	Staff (E)	Hourly	\$126
	Beginning Guitar For Kids	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	Beginning Sewing For Kids	4/1 - 9/15	Irma Salazar (E)	50% net	\$165
	Beginning Spanish IB	4/1 - 9/15	Sylvia Blanco-Johnson (I)	\$29/hr+bonus	\$105
	Behind the Wheel	4/1 - 9/15	Driving Concepts (I)	Rates/Day	Varies
	Cake/Cupcate Decorating For Kids	4/1 - 9/15	Jennifer Jensen (I)	50% net	\$126
	CFK Onsite Subsitute	4/1 - 9/15	Shelby Long (E)	\$28/hr+bonus	Varies
	Chamber Music For All	4/1 - 9/15	Valerie Geller (E)	\$28/hr+bonus	\$126
	Cheerleading Skills Clinics	4/1 - 9/15	Taylor Chase-Wagniere	Hourly	\$126
	Chop & Dissect - Life Science	4/1 - 9/15	Shaun Burke (E)	\$28/hr+bonus	\$135
	Color Sticks For Young Artists	4/1 - 9/15	Nancy Larragoiti (E)	\$29/hr+bonus	\$105
	Creative Writing For Teens	4/1 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	Creative Writing/English Composition	4/1 - 9/15	Mara Calabretta-Dawsor	\$28/hr+bonus	\$99
	Dance Skills Clinics	4/1 - 9/15	Staff (E)	Hourly	\$126
	Dare To Draw Anything!	4/1 - 9/15	Jan Wood (E)	\$29/hr+bonus	\$105
	Destination Science: Preschool	4/1 - 9/15	Destination Science	pp	\$199
	Destination Science	4/1 - 9/15	Destination Science	pp	\$299
	Developmental Reading For Teens	4/1 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	Digital Scrapbooking For Youth	4/1 - 9/15	Randeleigh Harris (I)	50% net	\$136
	Earth: Inside And Out!	4/1 - 9/15	Mad Science (I)	pp	\$155
	English Composition Made Easy	4/1 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	Future Millionaires And Junior Entrepreneur	4/1 - 9/15	Josuha Ballard (I)	50% net	\$119
	Geometry For Children	4/1 - 9/15	Daryl Johannsen (E)	\$29/hr+bonus	\$99

(E) Employee

(I) Independent Contractor

South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2011

ROGRA	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Girl's Softball Clinic	4/1 - 9/15	Nick Trani (E)	50% net	\$126
	Golf Skills Clinics	4/1 - 9/15	Emil Scodeller (E)	50% net	\$79
	Incredi-Action Film	4/1 - 9/15	IncrediFlix (I)	\$127pp	\$175
	Incredi-Film	4/1 - 9/15	IncrediFlix (I)	\$127pp	\$175
	Incredi-Lego Animation	4/1 - 9/15	IncrediFlix (I)	\$127pp	\$175
	Incredi-mate You	4/1 - 9/15	IncrediFlix (I)	\$127pp	\$175
	Incredi-mation	4/1 - 9/15	IncrediFlix (I)	\$127pp	\$175
	Interactive Writing Workshop	4/1 - 9/15	Nancy D'Aleo-Russey (I)	\$28/hr+bonus	\$109
	Intermediate Guitar For Kids	4/1 - 9/15	Ron Gorman (E)	60% net	\$90
	International Art Adventures	4/1 - 9/15	Bowers Kidseum (I)	50% net	\$125
	Introduction To Geometry For Teens	4/1 - 9/15	Mary Boland (E)	\$28/hr+bonus	\$99
	Junior Gauchos Fun Club	4/1 - 9/15	Staff (E)	Hourly	\$45
	Kartooning4Kids	4/1 - 9/15	W. E. Wood, Jr. (I)	\$29/hr+bonus	\$105
	Keyboarding On Personal Computers	4/1 - 9/15	Joyce Quade (E)	50% net	\$136
	KidsTricity One (KT-1)	4/1 - 9/15	W. E. Wood, Jr. (I)	\$29/hr+bonus	\$149
	KidsTricity Two (KT-2)	4/1 - 9/15	W. E. Wood, Jr. (I)	\$29/hr+bonus	\$159
	Landscapes: Whimsical To Abstract Art	4/1 - 9/15	Jan Wood (E)	\$29/hr+bonus	\$105
	Let's Spell It Right!	4/1 - 9/15	The Memory School (I)	50% net	\$65
	Living History	4/1 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	Mad Scientist's Laboratory	4/1 - 9/15	Mad Science (I)	pp	\$155
	Main Stage Kids	4/1 - 9/15	Fine Arts Department (E)	TBD	\$375
	Make-Up Tips For Teens Part I:	4/1 - 9/15	Christina Gaudy (I)	50% net	\$90
	Manners Made Fun - Tea At The Ritz-Carlton	4/1 - 9/15	Laura Little (E)	50% net	\$105
	Math II	4/1 - 9/15	Justine Lawson (E)	\$29/hr+bonus	\$99
	Memory Power And Study Skills	4/1 - 9/15	The Memory School (I)	50% net	\$65
	Modeling Techniques	4/1 - 9/15	Tara Meyer (E)	\$28/hr+bonus	\$115
	Music and Theatre For Kids	4/1 - 9/15	Fine Arts Department (E)	TBD	\$120
	NASA: Academy Of Future Space Explorers	4/1 - 9/15	Mad Science (I)	pp	\$155
	Natural A's	4/1 - 9/15	Curtis Adney (E)	50% net	\$49
	Ocean Animals	4/1 - 9/15	Jan Wood (E)	\$29/hr+bonus	\$105
	Pee-Wee Soccer Skills Clinics	4/1 - 9/15	Nick Trani (E)	50% net	\$60
	Pen And Ink Art Magic	4/1 - 9/15	Nancy Larragoiti (E)	\$29/hr+bonus	\$105
	Piano For Children	4/1 - 9/15	Pam Worcester (E)	\$400	\$150
	Princess Ballet	4/1 - 9/15	Roxanne Bell (E)	50% net	TBD
	Princeton Review	4/1 - 9/15	Princeton Review (I)	Rates/Day	\$1,049
	Private, And Semi-Private Lessons	4/1 - 9/15	Pete Cosmakos (I)	60% net	\$110-190
	Radical Reactions Lab!	4/1 - 9/15	Mad Science (I)	pp	\$155
	Rain Forest Animals	4/1 - 9/15	Jan Wood (E)	\$29/hr+bonus	\$105
	Reading for Youth	4/1 - 9/15	Institute of Reading Dev.	90% gross	\$299
	Soccer Skills Clinics	4/1 - 9/15	Nick Trani (E)	50% net	\$126
	Softball Skills Clinics	4/1 - 9/15	Nick Trani (E)	50% net	\$126
	Spanish For Children	4/1 - 9/15	Sylvia Blanco-Johnson (I)	\$29/hr+bonus	\$105
	Spanish For Preschoolers	4/1 - 9/15	CALINK Institute (I)	50% net	\$99
	Spanish Jump Start And Tutoring	4/1 - 9/15	CALINK Institute (I)	50% net	\$105
	Spanish Tutoring For High School Students	4/1 - 9/15	CALINK Institute (I)	50% net	\$105
	Study Strategies For Teens	4/1 - 9/15	Jason Turney (E)	\$29/hr+bonus	\$59

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2011

ROGRA	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Successful Study Strategies For Kids	4/1 - 9/15	Jason Turney (E)	\$29/hr+bonus	\$59
	Teens Road To Safety	4/1 - 9/15	Teens Road2Safety (I)	Rates/Day	Varies
	Tennis Skills Clinics	4/1 - 9/15	Nick Trani (E)	50% net	\$126
	Violin Lessons	4/1 - 9/15	Valerie Geller (E)	\$28/hr+bonus	\$126
	Volleyball Skills Clinics	4/1 - 9/15	Staff (E)	Hourly	\$126
	Water Polo Skills Clinics	4/1 - 9/15	Pete Cosmakos (I)	50% net	\$126
	Working In Television And Commercials Fo	4/1 - 9/15	Maria Mayenzet (E)	50% net	\$120
	Young Artist's Workshop	4/1 - 9/15	Nancy Larragoiti (E)	\$29/hr+bonus	\$105
	Young Reader's Workshop	4/1 - 9/15	John Uhlman (E)	\$29/hr+bonus	\$99
	Youth And The Law	4/1 - 9/15	Martine Wehr (E)	10% gross	\$100
	Youth Aquatics	4/1 - 9/15	Pete Cosmakos (I)	\$7500+bonus	\$55-75
	Youth Onsite Programs	4/1 - 9/15	Varies Per School (E)	Rates/Day	\$70 - 150
	Youth Tennis	4/1 - 9/15	Alison Stripling (I)	TBD	TBD

(E) Employee

(I) Independent Contractor

South Orange County Community College District				
IRVINE VALLEY COLLEGE				
COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Summer 2011				
COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
2-Day Film School	7/9-7/10/11	Dov Simens	50% gross	\$395
Academic Academy	6/27-7/28/11	Raquel Hernandez	60% gross	\$99
Academic Test Prep	6/21-8/25/11	Kathy Song	50% gross	\$129
Aquatic Fitness	5/24-8/15/11	Barbara Stockler	75% gross	\$20
Art Courses	5/24-8/15/11	Natasha Shoro	75% gross	\$30
Art Courses	5/24-8/15/11	Annette Hernandez	75% gross	\$20-\$99
Art Courses	5/24-8/15/11	Pam Schader	75% gross	\$25-\$30
Art Courses	5/24-8/15/11	Regina Hurley	75% gross	\$30
Art Courses	5/24-8/15/11	Steve Wang	75% gross	\$30
Art Courses	5/24-8/15/11	Teresa Fernald	75% gross	\$30
Art Courses	4/15-5/6/11	Debora Burton	50% gross	\$79
Band Rehearsal/Performance	5/24-8/15/11	Bill Nicholls	75% gross	\$30
Band Rehearsal/Performance	5/24-8/15/11	Ed Peterson	75% gross	\$30
Business Management	6/11-6/14/11	Gene Konstant	50% gross	\$29-\$159
Choral Music	5/24-8/15/11	Cecilia Kim	75% gross	\$20
Computer Classes	5/24-8/15/11	Fleur Fong	75% gross	\$20-\$99
Computer Classes	5/24-8/15/11	Sharon Fong	75% gross	\$20-\$99
Computer Classes	5/24-8/15/11	Barbara Grane	75% gross	\$20-\$99
Computer Classes	5/24-8/15/11	Alan Kennard	75% gross	\$20-\$99
Computer Classes	5/24-8/15/11	Geoff Luis	75% gross	\$20-\$99
Computer Classes	5/24-8/15/11	Louise Records	75% gross	\$20-\$99
Computer Classes	5/30-8/12/11	Vazi Okhandiar	60% gross	\$45-\$299
Cooking Course	5/24-8/15/11	Lynn Semer	75% gross	\$20
Cooking Course	5/24-8/15/11	Susan Miller	75% gross	\$5-\$99
Country Line Dancing	5/24-8/15/11	Ida Stuart	75% gross	\$20
Creative Writing	5/24-8/15/11	Rebecca Kaminsky	75% gross	\$20-\$45
Creative Writing	5/24-8/15/11	Sue Cross	75% gross	\$25-\$99
Dayan Qigong	5/24-8/15/11	Joanna Schoon	75% gross	\$30
Dayan Qigong	5/24-8/15/11	Judith Shields	75% gross	\$30
E-Bay Courses	6/6-8/22/11	Carolyn Jacinto	50% gross	\$95-\$225
Edutainment Arts Classes	6/27-8/21/11	David Herblin	50% gross	\$175-\$195
Film Genres	5/24-8/15/11	John Dowden	75% gross	\$26
Film Genres	5/24-8/15/11	Kathryn Kramer	75% gross	\$15-\$26
Filmmaking Camps	6/27-8/19/11	Tobin Felfe	65% gross	\$180
Fitness Courses	5/24-8/15/11	Beejay Janiga	75% gross	\$25
Fitness Courses	5/24-8/15/11	Becki Rigali	75% gross	\$15-\$25
Fitness Courses	5/24-8/15/11	Carrie Henderson	75% gross	\$30
Fitness Courses	5/24-8/15/11	Ellen Lang	75% gross	\$25

*=per person

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
Fitness Courses	5/24-8/15/11	Eugenia Lane	75% gross	\$15-\$25
Fitness Courses	5/24-8/15/11	Fleur Fong	75% gross	\$25-\$40
Fitness Courses	5/24-8/15/11	Leslie Lowe	75% gross	\$20
Fitness Courses	5/24-8/15/11	Lisa Messenger	75% gross	\$15-\$25
Fitness Courses	5/24-8/15/11	Michelle Smith	75% gross	\$25
Fitness Courses	5/24-8/15/11	Nargues Jackie Ovadia	75% gross	\$30
Fitness Courses	5/24-8/15/11	Renee Fiore-Burton	75% gross	\$20-\$25
Fitness Courses	5/24-8/15/11	Sandra Casado	75% gross	\$30
Internet/Web Certificate Courses	Self-Paced	Rich Talmo	IVC receives \$100-300*pp	\$599-\$4,500
Internet/Web Courses	Self-Paced	Rich Talmo	IVC receives \$29-\$160 *pp	\$49-\$1,299
IRD Reading	6/18-8/28/11	David Soloway	IVC receives 8% net	\$249-\$399
Language Classes	6/20-8/1/11	Alicia Migliarini	IVC receives 50% gross	\$79
Language Classes	6/27-8/12/11	Cristina Versteegh	IVC receives 50% net	\$229-\$349
LEED Training/Test Prep	5/24-8/15/11	Grant McGregor	IVC receives \$1-\$2.5k per sess.	\$595-\$795
Mad Science Camps	6/20-8/12/11	Trisha Loos	70% gross	\$144
Medical Courses	5/24-1/16/12	Wendy Flint	IVC receives \$500-\$550 *pp	\$2,695
Music Courses	5/24-8/15/11	Carol Lippert	75% gross	\$20-\$30
Music Courses	5/24-8/15/11	Louise Jacobs	75% gross	\$20-\$25
Natural Science Courses	5/24-8/15/11	Victor Leipzig	75% gross	\$20-\$399
Nike Tennis Camps	6/27-7/15/11	Ross Duncan	IVC receives 20% of net	\$315-\$395
Personal Enrichment Courses	5/31-8/21/11	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	5/25-8/1/11	V. Jeanne Gormick	50% gross	\$39-\$99
Personal Enrichment Courses	6/9/11	Mike Rounds	50% gross	\$39
Personal Enrichment Courses	6/9/11	Nancy Miller	50% gross	\$39
Photography	5/24-8/15/11	Stephen Burns	75% gross	\$25
Photography	5/24-8/15/11	Michael Ramirez	75% gross	\$25
Political Science	5/24-8/15/11	Charles Wilbourn	75% gross	\$20-\$45
Political Science	5/24-8/15/11	Georgy Gounev	75% gross	\$20-\$45
Quilting	5/24-8/15/11	Carolyn Caverly	75% gross	\$20-\$99
Reading/Writing/Test Prep Courses	5/31-8/21/11	Ioan Sersea	50% gross	\$149
Real Estate Courses	5/31-8/21/11	Marshall Reddick	35% gross	\$49-\$79
Retirement Planning Courses	5/31-8/18/11	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54
Safety Courses	7/9/11	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	6/7-8/10/11	Mark Sevi	50% gross	\$75-\$150
Self Improvement (studies)	7/17/11	Curtis Adney	65% gross	\$55-\$59
Social Badminton	6/16-7/28/11	Helen Tung	50% gross	\$45-\$60
Social Dance Courses	5/31-8/21/11	Kaylaa Fox	60% gross	\$30-\$60
Social Dance Courses	5/23-8/6/11	Sandra Casado	70% gross	\$32-\$75
Stocks & Bonds	5/24-8/15/11	Richard Meyerson	75% gross	\$25
Tai Chi	5/24-8/15/11	Sebastian Caramagno	75% gross	\$15-\$25
Tap Dance	5/24-8/15/11	Dorothy Bregozzo	75% gross	\$35
Tap Dance	5/24-8/15/11	Marge Forehan	75% gross	\$20-\$35

* =per person

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
Tennis Classes	7/25-8/18/11	Ivans Collas	50% gross	\$40-\$100
Tennis Classes	7/25-8/18/11	Ivans Collas	50% gross	\$40-\$100
Yoga	5/24-8/15/11	Jeffrey Briar	75% gross	\$20
Yoga	5/24-8/15/11	Kathryn Burns	75% gross	\$25
Yoga	5/24-8/15/11	Mikki Michele	75% gross	\$36-\$60
Yoga	5/24-8/15/11	Ruthe Gluckson	75% gross	\$25

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendments

ACTION: Approval

BACKGROUND

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

On August 31, 2009, the Board of Trustees approved a two (2) year agreement with options to renew for three additional one year terms for Cosmetology and Cosmetician instruction at Saddleback College with Lake Forest Beauty College of Laguna Hills.

STATUS

On September 16, 2010, the Board of Barbering and Cosmetology approved a name change from Lake Forest Beauty College to Athena College of Beauty. The attached EXHIBIT A and B reflect this change.

There is no fiscal change to the contract.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the name change from Lake Forest Beauty College to Athena College of Beauty for the Cosmetology and Cosmetician agreements in place at Saddleback College, EXHIBIT A and B.

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

February 28, 2011

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

WHEREAS, Article 23 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

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

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

From:

Forest Lake Education Mgmt. LCC dba Lake Forest Beauty College

To:

Athena College of Beauty

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

"DISTRICT"

South Orange County Community College District

"CONSULTANT"

Athena College of Beauty

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

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

February 28, 2011

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

WHEREAS, Article 23 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

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

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

From:

Forest Lake Education Mgmt. LCC dba Lake Forest Beauty College

To:

Athena College of Beauty

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

"DISTRICT"

South Orange County Community College District

"CONSULTANT"

Athena College of Beauty

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: ATEP: Master Architectural Services

ACTION: Approval

BACKGROUND

In 2004, the conveyance of part of the former Tustin MCAS to the South Orange County Community College District was completed. The district began planning and development of the Advanced Technology & Education Park (ATEP). In February, 2007, a Request for Proposals was developed and sent to eight firms. Four of those were interviewed and in March, 2007, a committee recommended that gkkworks provide Master Architect services.

The contract has expired and there is a need for these services to continue.

STATUS

Staff worked with gkkworks to identify the needs to bridge the ATEP development from the Phase 3A concept through programming up to design. These efforts will dovetail and be incorporated into the 2011 Education and Facilities Master Plan gkkworks is currently working with the colleges and the district to develop.

Staff recommends continued use of gkkworks to perform Master Architect services for ATEP equal to \$132,820.

Funds for these services are available in the ATEP Development budget which is \$1,392,519.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Master Architect Services agreement, EXHIBIT A, with gkkworks for ATEP equal to \$132,820.

MASTER ARCHITECTURAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this 28th day of February in the year 2011_ between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and gkkworks 2355 Main Street, Irvine, CA 92614 hereinafter referred to as "MASTER ARCHITECT";

WHEREAS, DISTRICT desires to obtain Master Architectural services for various components of improvement at the ATEP Campus, hereinafter referred to as "PROJECT"; and

WHEREAS, MASTER 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 - MASTER ARCHITECT'S SERVICES AND RESPONSIBILITIES

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

2. The MASTER 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 MASTER ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT.

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

ARTICLE II - SCOPE OF MASTER ARCHITECT'S SERVICES

1. The MASTER ARCHITECT's services consist of those described in Article II and further delineated in Exhibit A and C, and to the extent deemed necessary shall include civil, structural, mechanical, electrical, and landscape engineering services, and cost estimating

services. All consultants provided under approved PROJECT work shall be paid by Master Architect. Master Architect shall submit, for approval by DISTRICT names of consultants for each professional element of service of the Project. MASTER ARCHITECT shall be responsible for the performance of its consultants as if would be if it has rendered these services itself.

2. The MASTER ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The MASTER ARCHITECT shall designate David Hunt, as Principal in Charge, and Matt Greiner as Project Manager. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the Project. Additionally, the MASTER ARCHITECT must furnish the name of all other key people in MASTER 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 MASTER 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 MASTER ARCHITECT and are subject to all conditions previously stated in this paragraph.

3. The MASTER ARCHITECT shall ascertain the DISTRICT's needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to performing any work for the PROJECT.

4. The MASTER ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall include alternative approaches to design and construction of the PROJECT.

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

6. The MASTER ARCHITECT shall assist the DISTRICT in fulfilling the requirements of the authorities and funding agencies whose interests bear on the design, cost and construction of the PROJECT.

7. The MASTER ARCHITECT shall abide by the regulations imposed by authorities having jurisdiction over the PROJECT.

8. The MASTER ARCHITECT shall cooperate with other professionals the DISTRICT may employ for related work.

9. The MASTER ARCHITECT shall consult with authorized employees, agents and representatives of the DISTRICT relative to the design and construction of the PROJECT.

10. The programming and planning efforts will aid in providing a vision for ATEP and for college and district objectives

11. The MASTER ARCHITECT shall work with the district and the colleges using a collaborative process in keeping with the shared governance approach. The CONSULTANT will develop consensus and incorporate the ideas from steering committees, administration, faculty, staff, and students into the master plan.

12. The CONSULTANT shall prepare a series of alternatives to meet both the short and long term education and facilities master planning needs for ATEP. Alternatives will include the consideration of building versus open space needs and new construction options; each in terms of providing the most efficient means to meet master planning principals and campus organization.

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

14. The CONSULTANT will provide ATEP information on the "SharePoint" site as a depository for all meeting minutes, presentations and associated documents.

15. The CONSULTANT shall document existing infrastructure; pedestrian and vehicular circulation, utilities including capacity relative to proposed improvements, and energy consumption with recommendations for improvement as is appropriate to the master plan considerations.

16. The CONSULTANT shall utilize their experience and relationships with the State Chancellor's office to ensure that all master planning recommendations are in accordance with current Sate Chancellor requirements.

17. The MASTER 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 MASTER ARCHITECT'S SERVICES

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

2. MASTER ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the MASTER ARCHITECT's control. MASTER 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 MASTER 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 MASTER 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 for meetings during the construction administration portion of this agreement that exceed the number defined in Exhibit A, Construction Administration Phase. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- i. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.
- j. Providing services of consultants for other than those listed Article II of this agreement.
- k. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted Master Architectural practice.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the MASTER 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 MASTER ARCHITECT.

3. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT.

4. The DISTRICT shall give prompt written notice to the MASTER 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 MASTER ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

ARTICLE V - COST OF CONSTRUCTION

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 MASTER ARCHITECT.

1. Construction cost does not include the compensation of the MASTER ARCHITECT and MASTER ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.

2. The MASTER ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the MASTER ARCHITECT's best judgment as a professional familiar with the construction industry.

ARTICLE VI – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

The drawings, specifications and other documents prepared by the MASTER 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. MASTER ARCHITECT grants to DISTRICT the right to

reuse all or part of the fore mentioned documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. The DISTRICT is not bound by this AGREEMENT to employ the services of MASTER ARCHITECT in the event such documents are reused. MASTER ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the MASTER ARCHITECT pursuant to this AGREEMENT.

The MASTER ARCHITECT shall perform the work under this agreement using BIM software and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon submittal to the Division of the State Master Architect and upon completion of the As-built requirement. If work is terminated prior to DSA submittal, 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 MASTER 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 MASTER ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the MASTER ARCHITECT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the MASTER ARCHITECT's services.

3. If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the MASTER ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and MASTER 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 MASTER ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the MASTER ARCHITECT.

5. In the event the DISTRICT fails to make timely payment, the MASTER 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 MASTER 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 MASTER ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

6. The MASTER ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the MASTER ARCHITECT. The DISTRICT shall pay the MASTER 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 MASTER ARCHITECT, MASTER ARCHITECT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The MASTER ARCHITECT is liable for all damages suffered by the DISTRICT due to MASTER ARCHITECT's failure to perform as provided in the AGREEMENT.

ARTICLE VIII - COMPENSATION TO THE MASTER ARCHITECT

The DISTRICT shall compensate the MASTER ARCHITECT as follows:

1. For MASTER ARCHITECT services, as described in Article II and Exhibit A and "C", compensation shall be computed as identified in Exhibit "C" for a not to exceed contract amount of \$122,820 with an allowance for reimbursables of \$10,000 for a total not to exceed contract amount of \$132,820.

2. Compensation is based on the agreed upon fixed fee for each of line items #1, #2 and #3 as identified in Exhibit C. Progress payments for MASTER ARCHITECT services shall be made for work completed on a monthly basis and relative to the breakdown found in Exhibit "C". MASTER ARCHITECT shall notify DISTRICT if any of the items #1, #2 or #3 is reaching 85% expended with outstanding work anticipated to exceed the remaining amount.

2. This compensation shall be compensation in full for all services performed by the MASTER ARCHITECT under the terms of this AGREEMENT, except where additional

compensation is agreed upon between the MASTER ARCHITECT and DISTRICT in writing as provided for as additional services.

3. Payments for MASTER ARCHITECT services shall be made monthly. 100% payment will be made upon DISTRICT acceptance of each phase.

4. Invoices shall be on a form and in the format approved by the DISTRICT and shall include subtotals for the items numbered 1, 2 & 3 in Exhibit "C" and shall include the approved purchase order number on the invoice. Payments are due and payable upon receipt of the MASTER 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 MASTER ARCHITECT's services is exceeded or extended through no fault of the MASTER 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 MASTER ARCHITECT and MASTER 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 Master Architect and Master 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. MASTER ARCHITECT's normal travel expense and meals are excluded.

c. Expense of reproductions, except those needed for the use of the MASTER ARCHITECT and his or her consultants or identified specifically as a deliverable, postage and

handling of Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT's prior written approval.

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

e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of MASTER 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 Master Architect, the Master 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 MASTER ARCHITECT for such services.

ARTICLE IX – INDEMNITY AND INSURANCE

1. To the fullest extent permitted by law, MASTER 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 MASTER ARCHITECT's employees or his/her subcontractor's employees arising out of MASTER ARCHITECT's work under this AGREEMENT; and

1. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to MASTER ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of MASTER ARCHITECT's consultants, employees or agents in the performance of their obligations as stated in this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto.

Said indemnity is intended to apply during the period of this AGREEMENT of MASTER ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. MASTER 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 MASTER ARCHITECT and DISTRICT from claims which may arise out of or result from MASTER 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 MASTER ARCHITECT subcontracts or assigns any portion of

his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.

d. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of MASTER ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. MASTER ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, MASTER ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event MASTER 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 MASTER ARCHITECT, and in such event MASTER ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

ARTICLE X - MISCELLANEOUS

1. The MASTER ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, MASTER ARCHITECT and others during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The MASTER 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. MASTER ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. MASTER 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. MASTER 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. MASTER 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 MASTER ARCHITECT's employees.

3. Unless otherwise provided in this AGREEMENT, the MASTER ARCHITECT and MASTER 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 MASTER 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 MASTER 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 MASTER ARCHITECT shall assign this AGREEMENT without the written consent of the other.

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

8. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

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

DISTRICT

MASTER ARCHITECT

SOCCCD - Facilities Planning

gkkworks

28000 Marguerite Pkwy.

2355 Main St.

Mission Viejo, CA 92692

Irvine, CA 92614

10. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and MASTER 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 MASTER ARCHITECT.

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

DISTRICT

MASTER ARCHITECT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

gkkworks

(Signature)

(Signature)

David Bugay, Ph.D.

(Printed name)

(Printed name)

Acting Vice Chancellor

(Title)

(Title)

(Date)

(Date)

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF MASTER ARCHITECT

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

A. BASIC SERVICES

MASTER ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over essential buildings and coordinate with and implement the requirements of the regulatory agencies, i.e.: DSA Structural Safety, State Fire Marshal, etc.
2. Contract for or employ at MASTER ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: Master Architects; mechanical, electrical, structural, civil engineers, landscape Master Architects licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the MASTER ARCHITECT under terms of this Agreement.
3. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.
4. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project.
5. Chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants, MASTER ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings. MASTER ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.

6. Review subsoil data, chemical, mechanical and other data logs of borings, etc., furnished to MASTER ARCHITECT pursuant to this Agreement and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary.

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

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

9. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

10. Identify at a program level, grading and drainage needs in relationship to latest code requirements with a site plan using architectural information showing drainage considerations. The services described in this Subparagraph shall be provided by a professional civil engineer who is to subcontract with the MASTER ARCHITECT.

11. MASTER ARCHITECT to document the proposed location of utility lines , telephone, water and sewage, etc., from the building, through the limits of the DISTRICT on-site property and to the point of connection. MASTER ARCHITECT to verify the capacity of all existing project utilities.

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

13. MASTER ARCHITECT is not responsible for:
- a. Ground contamination or hazardous material analysis
 - b. Any asbestos testing, design or abatement
 - c. Environmental impact report
 - d. Historical significance report
 - e. Soils investigation
 - f. Geotechnical hazard report
 - g. Topographic survey

14. 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 MASTER ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by MASTER ARCHITECT'S failure to perform any of the services furnished under this Agreement.

B. DESIGN SERVICES - TASK I

PROJECT INITIATION

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

1. Within the first week following the need for a program review, 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 MASTER ARCHITECT'S sub-consultants, and DISTRICT staff.

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

b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.

c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.

d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

e. Review documentation of the project kick-off meeting prepared by the MASTER ARCHITECT and comment prior to distribution.

DEVELOPMENT OF MASTER ARCHITECTURAL PROGRAM

1. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.

2. Complete information check list identifying critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; heating, ventilating and air conditioning requirements; natural gas availability and requirements; and domestic and fire water service requirements.

3. Conduct architectural program meeting with the DISTRICT selected project committee.

4. Develop probable construction cost for the Project; probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT.

Probable costs prepared by the MASTER 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 MASTER ARCHITECT'S proposed cost format must be submitted to the DISTRICT for review and approval.
- e. MASTER 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. Mechanical, electrical, civil, landscaping and estimating sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

SITE PLANNING

Prepare a Site Plan configuration for the proposed facility. The development of this Site Plan should incorporate or be based upon completion of the following tasks:

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, MASTER ARCHITECT shall design the foundation of the Project in accordance with recommendations of the DISTRICT'S soil consultant as provided by the DISTRICT. MASTER ARCHITECT must notify the DISTRICT in time to prepare this soil report for MASTER ARCHITECT'S use.

2. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.

3. Review proposed plans and confer as necessary with the local jurisdiction to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.

4. Develop three options for a Site Plan showing in detail the elements of the proposed facility and its supporting elements of site development, including the appropriate accommodations of projected parking, resolution of access and on-site circulation, and existing or proposed commitments of land to other uses.

MEETINGS

During the Master Architectural Programming Design Phase it is anticipated that approximately one (1) meeting per week, not to exceed three meetings, will be convened between the DISTRICT and the MASTER ARCHITECT. These meeting will not exceed one day in duration and will be held on the PROJECT's campus location. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the scope of services of the MASTER ARCHITECT.

DELIVERABLES

1. MASTER ARCHITECT shall provide to the DISTRICT the following quantities of materials resulting from the work of the Project:

3 copies of Program Report. (Include a comparison between developed program and FPP program if applicable, include narrative explaining any deviations).

3 copies of Site Plan

3 copies of Project Probable Cost

1 copy of Information Checklist

2. MASTER ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of Task I work.

PROJECT CESSATION PROVISIONS

Upon completion and review of the functional and architectural program and master site planning, no further work shall be done unless and until the DISTRICT has approved Task I as complete and has given a written Notice of proceed to MASTER ARCHITECT for Task II.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

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

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

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

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

<u>Master Architectural Services</u>	<u>Fee Per Hour</u>
Principal in Charge	\$195.00
Principal	\$175.00
Senior Project Architect	\$165.00
Senior Project Designer	\$150.00
Estimator	\$140.00
Project Designer	\$140.00
Project Architect	\$140.00

Project Manager	\$140.00
Designer	\$120.00
Job Captain	\$120.00
Architectural Staff	\$100.00
Administrative	\$75.00

Exhibit "C"

Work Scope Description

In addition to meeting the scope described in Article I and II:

Item #1

- Attend meetings on an on call basis

Item #2

- Provide planners/programmers to facilitate planning and programming meeting with district user groups to develop a space program for the first building of phase 3A
- Provide designers to meet with district user groups and to develop conceptual plans for the first building of phase 3A.
- Provide estimator to prepare construction cost estimates to determine the costs for the first building of phase 3A.
- Perform pre-design investigations to establish appropriate guidelines around which and within which the PROJECT is to be designed,. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
- Complete information check list identifying critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements' sanitary and storm sewer service requirements' electrical power service and requirements' heating, ventilating and air conditioning requirements' natural gas availability and requirements; and domestic and fire water service requirements
- Conduct architectural program meetings with the DISTRICT selected PROJECT committees to resolve the following:
 - Analysis of PROJECT goals and objectives
 - Analysis of building space use
 - Define programmatic requirements
 - Develop concept design including site, building, and room adjacencies
- Develop probable construction cost for the PROJECT based on the architectural programs as approved by the DISTRICT.

Item #3

- Develop ATEP Facilities Master Plan for inclusion in the 2011 SOCCCD Education and Facilities Master plan
- Provide necessary staff to prepare site plans and massing studies

- Develop a master plan based on the requirements of the Conveyance Agreement, the pending Development Agreement, SOCCCD Education Master Plan and direction from the Board of trustees and DISTRICT representatives.
- Develop three planning options and conceptual land use that identify the location of the new facilities.
- Develop a plan for phasing and implementation.
- Document stakeholders recommendations and suggestions.
- Address traffic issues pertaining to automobiles, student access, walkways, and flow patterns.
- Identify phasing, priorities and cost estimates for new construction, reconstruction/renovation projects.
- Compile information and recommendations as required to be incorporated into the 2011 Education and Facilities Master Plan including:
 - Existing site conditions
 - Site analysis and surrounding context for existing land ownership and two future potential options
 - Vision, Mission, Goals and Strategic Objective
 - Process
 - Planning Criteria
 - Existing building inventory diagrams and narrative
 - Campus objectives and project priorities including but not limited to diagrams, graphs and narrative for:
 - Determination of “Best Use” options
 - Development tenets
 - Recommended uses
 - Sustainability
 - Education and Commercial Partnerships
 - New Market tax credits
 - Project priorities
 - Phasing matrix
 - Master site plan including diagrams and narrative for:
 - Campus organization
 - Building, parking and open space
 - Vehicular and pedestrian circulation
 - Utilities
 - Cost Summary

	Totals
Item #1- As Needed Services	
"Tuesday Morning" meetings	\$ 7,200
"Tuesday Afternoon" meetings	\$ 7,200
Cost Estimating	\$ 1,500
	<hr/>
	\$ 15,900
Item #2 – Programming First Building	
Faculty/Admin Site Meetings	\$ 9,360
Site Investigation	\$ 3,300
Programming and Planning	\$ 32,260
City of Tustin Coordination	\$ 2,500
Cost Estimate	\$ 2,500
	<hr/>
	\$ 49,920
Item #3	
Master Plan	
Locate first building, three options	\$ 11,000
Identify alternate future build out potentials	\$ 16,300
Site Circulation Studies	\$ 16,300
Coordination efforts for EFMP incorporation	\$ 13,400
	<hr/>
	\$ 57,000
Reimbursables	\$ 10,000
Total	\$ 132,820

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Reimbursement to Trustees for Mileage to and from
Required Board Meetings

ACTION: Approval

BACKGROUND

The Orange County Department of Education requires that all mileage claimed by Trustees for attending board meetings be approved/ratified by the Board of Trustees.

STATUS

The reimbursement claims indicated on Exhibit A are individual Trustees' mileage claims for the period July 1 to December 31, 2010.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the Trustees' claims for reimbursement for mileage to and from board meetings as indicated.

**REIMBURSEMENT CLAIM FOR TRUSTEES' USE OF PERSONAL
AUTOMOBILES**

Reimbursement claims for mileage for the period July 1 to December 31, 2010 are:

**July 1, 2010 to
December 31, 2010**

Trustee Fuentes	\$49.62
Trustee Jay	\$50.05
Trustee Lang	\$106.82
Trustee Milchiker	\$31.01
Trustee Padberg	\$90.44
Trustee Prendergast	\$17.63
Trustee Wagner	\$99.00
Trustee Williams	\$13.58
Student Trustee Shieh	\$27.74

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Claim Against the District: Dumarc Corporation
ACTION: Approval

BACKGROUND

Dumarc Corporation has alleged that design flaws were identified during the construction of the IVC Police Station but the project went forward.

STATUS

On January 24, 2011, Dumarc Corporation and The Hudson Firm filed a claim against South Orange County Community College District for damages.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees reject the claim of Dumarc Corporation dated January 24, 2011 and refer it to the District's insurance administrator for processing.

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

Journal Number	Account	Description	From	To
BR11-00299	01-4200-0-000-8-400-043-0956	BOOKS/MAGAZINE & PERIODICALS	1,000.00	.00
	01-4212-0-000-8-400-043-0956	SOFTWARE (UNDER \$200)	3,000.00	.00
	01-4300-0-000-8-400-043-0956	INSTR SUPPLIES & MATERIALS	13,639.00	.00
	01-4600-0-000-8-400-043-0956	NON-INSTR SUPPLIES & MATERIALS	7,000.00	.00
	01-5650-0-000-8-400-043-0956	EQUIPMENT REPAIR	5,000.00	.00
	01-5651-0-000-8-400-043-0956	MAINT AGREEMNT	8,975.00	.00
	01-6410-0-000-8-400-043-0956	NEW EQUIPMENT	9,486.00	.00
	01-6412-0-000-8-400-043-0956	SOFTWARE	2,000.00	.00
	01-4300-0-000-8-400-019-0901	INSTR SUPPLIES & MATERIALS	.00	1,504.00
	01-6410-0-000-8-400-019-0901	NEW EQUIPMENT	.00	444.00
	01-6412-0-000-8-400-019-0901	SOFTWARE	.00	1,462.00
	01-5812-0-000-8-400-043-0956	CONTRACT SVCS SOFTWARE LICENSI	.00	1,100.00
	01-4999-0-000-8-016-099-6625	SUPP & MAT HOLDING	.00	15,000.00
	01-5999-0-000-8-016-099-6625	OPR EXP SRVS HOLDING	.00	15,000.00
	01-6999-0-000-8-016-099-6625	CAPITAL OUTLAY HOLDING	.00	15,590.00
			50,100.00	50,100.00
BR11-00301	01-6410-2-090-1-054-033-1205	NEW EQUIPMENT	12,000.00	.00
	01-4300-2-090-1-054-033-1205	INSTR SUPPLIES & MATERIALS	.00	12,000.00
			12,000.00	12,000.00
BR11-00303	01-6411-0-000-1-040-061-0799	NEW EQUIP TECHNOLOGY	10,000.00	.00
	01-5811-0-000-1-040-061-0799	CONTRACT SERVICES	.00	10,000.00
			10,000.00	10,000.00
BR11-00304	01-5999-0-000-4-024-000-6620	OPR EXP SRVS HOLDING	12,000.00	.00
	01-1413-0-000-4-073-074-6310	HR NCLSRM FAC PT	.00	12,000.00
			12,000.00	12,000.00
BR11-00306	01-3999-0-000-4-025-000-6720	BENEFITS HOLDING	17,754.00	.00
	01-6410-0-000-4-021-080-6599	NEW EQUIPMENT	464.00	.00
	01-6410-0-000-4-021-080-6510	NEW EQUIPMENT	.00	18,218.00
			18,218.00	18,218.00
BR11-00311	01-2151-2-289-1-054-033-1230	RG TECH SAL	4,184.00	.00
	01-2342-2-289-1-054-033-1230	NON-INSTR CLASS, OT	199.00	.00
	01-2483-2-289-1-054-033-1230	HR INSTR STRM SAL	360.00	.00
	01-3320-2-289-1-054-033-1230	OASDI NINST CLSSF	1,228.00	.00
	01-3360-2-289-1-054-033-1230	MEDIC NINST EMPLOY	272.00	.00
	01-3420-2-289-1-054-033-1230	BENS NINST CLSSF	2,205.00	.00
	01-3620-2-289-1-054-033-1230	WCOMP NON-INSTRUCTIONAL	332.00	.00
	01-4600-2-289-1-054-033-1230	NON-INSTR SUPPLIES & MATERIALS	449.00	.00
	01-6410-2-289-1-054-033-1230	NEW EQUIPMENT	468.00	.00
	01-1313-2-289-1-054-033-1230	HR CLSSRM FAC PT	.00	4,000.00
	01-2453-2-289-1-054-033-1230	INSTR CL HOURLY	.00	4,934.00
	01-3220-2-289-1-054-033-1230	PERS NON-INSTR STAFF	.00	400.00
	01-3310-2-289-1-054-033-1230	OASDI INSTR CLSSF	.00	228.00
	01-3350-2-289-1-054-033-1230	MEDIC INSTR EMPLOY	.00	53.00
	01-3510-2-289-1-054-033-1230	UNEMP INSTR STAFF	.00	11.00
	01-3520-2-289-1-054-033-1230	UNEMP NINST STAFF	.00	6.00
	01-3610-2-289-1-054-033-1230	WCOMP INSTRUCTIONAL	.00	65.00
			9,697.00	9,697.00

Journal Number	Account	Description	From	To
BR11-00312	01-5811-1-024-1-051-101-4930	CONTRACT SERVICES	10,287.00	.00
	01-2483-1-024-1-051-075-6420	HR INSTR STRM SAL	488.00	.00
	01-3310-1-024-1-051-101-4930	OASDI INSTR CLSSF	.00	579.00
	01-3350-1-024-1-051-101-4930	MEDIC INSTR EMPLY	.00	135.00
	01-3510-1-024-1-051-101-4930	UNEMP INSTR STAFF	.00	67.00
	01-3610-1-024-1-051-101-4930	WCOMP INSTRUCTIONAL	.00	162.00
	01-2453-1-024-1-051-101-4930	INSTR CL HOURLY	.00	9,344.00
	01-2383-1-024-1-051-075-6420	HR SHORTERM SAL	.00	488.00
			<u>10,775.00</u>	<u>10,775.00</u>
BR11-00319	01-5830-0-000-1-038-091-6710	ADVERTISING	6,200.00	.00
	01-4600-0-000-1-038-091-6710	NON-INSTR SUPPLIES & MATERIALS	.00	6,200.00
			<u>6,200.00</u>	<u>6,200.00</u>
BR11-00326	01-2483-1-006-1-054-033-1230	HR INSTR STRM SAL	5,379.00	.00
	01-3320-1-006-1-054-033-1230	OASDI NINST CLSSF	788.00	.00
	01-3360-1-006-1-054-033-1230	MEDIC NINST EMPLY	71.00	.00
	01-3520-1-006-1-054-033-1230	UNEMP NINST STAFF	35.00	.00
	01-3620-1-006-1-054-033-1230	WCOMP NON-INSTRUCTIONAL	84.00	.00
	01-1415-1-006-1-054-033-1230	HR NCLSRM FAC STI	.00	1,750.00
	01-2141-1-006-1-054-033-1230	RG CLERIC SAL	.00	3,464.00
	01-3120-1-006-1-054-033-1230	STRS NON-INSTR STAFF	.00	165.00
	01-3210-1-006-1-054-033-1230	PERS INSTR STAFF	.00	115.00
	01-3220-1-006-1-054-033-1230	PERS NON-INSTR STAFF	.00	371.00
	01-3310-1-006-1-054-033-1230	OASDI INSTR CLSSF	.00	302.00
	01-3350-1-006-1-054-033-1230	MEDIC INSTR EMPLY	.00	71.00
	01-3510-1-006-1-054-033-1230	UNEMP INSTR STAFF	.00	35.00
	01-3610-1-006-1-054-033-1230	WCOMP INSTRUCTIONAL	.00	84.00
			<u>6,357.00</u>	<u>6,357.00</u>
BR11-00328	01-2383-2-040-1-026-083-6460	HR SHORTERM SAL	14,000.00	.00
	01-6410-2-040-1-026-083-6460	NEW EQUIPMENT	.00	14,000.00
			<u>14,000.00</u>	<u>14,000.00</u>
BR11-00330	01-5999-2-050-4-034-089-6950	OPR EXP SRVS HOLDING	28,600.00	.00
	01-6410-2-050-4-034-089-6950	NEW EQUIPMENT	.00	28,600.00
			<u>28,600.00</u>	<u>28,600.00</u>
BR11-00332	01-5999-1-023-4-035-077-6430	OPR EXP SRVS HOLDING	4,610.00	.00
	01-2141-1-023-4-035-077-6430	RG CLERIC SAL	825.00	.00
	01-4600-1-023-4-035-077-6430	NON-INSTR SUPPLIES & MATERIALS	.00	500.00
	01-7600-1-023-4-035-077-6430	OTHER PAYMENTS TO STUDENTS	.00	4,110.00
	01-7600-1-023-4-035-077-6430	OTHER PAYMENTS TO STUDENTS	.00	825.00
			<u>5,435.00</u>	<u>5,435.00</u>
BR11-00337	01-6410-0-000-7-013-000-6610	NEW EQUIPMENT	5,000.00	.00
	01-5721-0-000-7-013-000-6610	LEGAL FEES	20,000.00	.00
	01-5811-0-000-7-013-000-6610	CONTRACT SERVICES	.00	25,000.00
			<u>25,000.00</u>	<u>25,000.00</u>
BR11-00340	01-1313-1-090-1-054-033-1205	HR CLSSRM FAC PT	9,000.00	.00
	01-6410-1-090-1-054-033-1205	NEW EQUIPMENT	.00	4,500.00
	01-4300-1-090-1-054-033-1205	INSTR SUPPLIES & MATERIALS	.00	4,500.00
			<u>9,000.00</u>	<u>9,000.00</u>

Journal Number	Account	Description	From	To
BR11-00341	95-2141-1-007-1-036-000-6450	RG CLERIC SAL	5,315.00	.00
	95-3420-1-007-1-036-000-6450	BENS NINST CLSSF	5,314.00	.00
	95-5999-D-M01-1-036-000-6450	OPR EXP SRVS HOLDING	.00	1,740.00
	95-5811-D-M37-1-036-000-6450	CONTRACT SERVICES	.00	1,250.00
	95-5271-D-M37-1-036-000-6450	DISTRICT EVENTS	.00	1,400.00
	95-6410-D-M37-1-036-000-6450	NEW EQUIPMENT	.00	2,016.00
	95-4600-D-M37-1-036-000-6450	NON-INSTR SUPPLIES & MATERIALS	.00	4,223.00
			<u>10,629.00</u>	<u>10,629.00</u>
BR11-00342	01-2483-0-000-1-051-075-4930	HR INSTR STRM SAL	7,500.00	.00
	01-2483-0-000-1-051-075-0835	HR INSTR STRM SAL	608.00	.00
	01-2483-0-000-1-051-075-0835	HR INSTR STRM SAL	142.00	.00
	01-2483-0-000-1-051-075-0835	HR INSTR STRM SAL	71.00	.00
	01-2483-0-000-1-051-075-0835	HR INSTR STRM SAL	170.00	.00
	01-2453-1-024-1-051-101-4930	INSTR CL HOURLY	9,520.00	.00
	01-2383-1-024-1-051-075-6420	HR SHORTERM SAL	536.00	.00
	01-2383-1-024-1-051-075-6420	HR SHORTERM SAL	126.00	.00
	01-2383-1-024-1-051-075-6420	HR SHORTERM SAL	62.00	.00
	01-2383-1-024-1-051-075-6420	HR SHORTERM SAL	150.00	.00
	01-2483-0-000-1-051-075-4930	HR INSTR STRM SAL	844.00	.00
	01-2483-0-000-1-051-075-4930	HR INSTR STRM SAL	489.00	.00
	01-2483-0-000-1-051-075-4930	HR INSTR STRM SAL	114.00	.00
	01-2483-0-000-1-051-075-4930	HR INSTR STRM SAL	57.00	.00
	01-2483-0-000-1-051-075-4930	HR INSTR STRM SAL	137.00	.00
	01-2483-0-000-1-051-075-0835	HR INSTR STRM SAL	.00	7,500.00
	01-3310-0-000-1-051-075-0835	OASDI INSTR CLSSF	.00	608.00
	01-3350-0-000-1-051-075-0835	MEDIC INSTR EMPLOY	.00	142.00
	01-3510-0-000-1-051-075-0835	UNEMP INSTR STAFF	.00	71.00
	01-3610-0-000-1-051-075-0835	WCOMP INSTRUCTIONAL	.00	170.00
	01-2383-1-024-1-051-075-6420	HR SHORTERM SAL	.00	9,520.00
	01-3320-1-024-1-051-075-6420	OASDI NINST CLSSF	.00	536.00
	01-3360-1-024-1-051-075-6420	MEDIC NINST EMPLOY	.00	126.00
	01-3520-1-024-1-051-075-6420	UNEMP NINST STAFF	.00	62.00
	01-3620-1-024-1-051-075-6420	WCOMP NON-INSTRUCTIONAL	.00	150.00
	01-3210-0-000-1-051-075-4930	PERS INSTR STAFF	.00	844.00
	01-3310-0-000-1-051-075-4930	OASDI INSTR CLSSF	.00	489.00
	01-3350-0-000-1-051-075-4930	MEDIC INSTR EMPLOY	.00	114.00
	01-3510-0-000-1-051-075-4930	UNEMP INSTR STAFF	.00	57.00
	01-3610-0-000-1-051-075-4930	WCOMP INSTRUCTIONAL	.00	137.00
			<u>20,526.00</u>	<u>20,526.00</u>
BR11-00350	01-5810-0-000-7-012-000-6610	CONTRACT PRINTING	7,500.00	.00
	01-4200-0-000-7-012-000-6610	BOOKS/MAGAZINE & PERIODICALS	.00	3,500.00
	01-5811-0-000-7-012-000-6610	CONTRACT SERVICES	.00	2,000.00
	01-4600-0-000-7-012-000-6610	NON-INSTR SUPPLIES & MATERIALS	.00	2,000.00
			<u>7,500.00</u>	<u>7,500.00</u>
BR11-00351	01-3420-2-090-1-054-033-1205	BENS NINST CLSSF	9,000.00	.00
	01-1313-2-090-1-054-033-1205	HR CLSSRM FAC PT	.00	9,000.00
			<u>9,000.00</u>	<u>9,000.00</u>
BR11-00352	01-6410-0-000-1-057-006-6960	NEW EQUIPMENT	1,646.00	.00
	01-6410-0-000-1-057-049-0835	NEW EQUIPMENT	3,938.00	.00
	01-4300-0-000-1-057-049-0835	INSTR SUPPLIES & MATERIALS	2,278.00	.00
	01-5811-0-000-1-057-006-6960	CONTRACT SERVICES	.00	3,114.00
	01-6410-0-000-1-057-000-4900	NEW EQUIPMENT	.00	1,088.00
	01-4600-0-000-1-057-006-6960	NON-INSTR SUPPLIES & MATERIALS	.00	1,482.00
	01-4300-0-000-1-057-006-6960	INSTR SUPPLIES & MATERIALS	.00	2,178.00
			<u>7,862.00</u>	<u>7,862.00</u>

Journal Number	Account	Description	From	To
BR11-00353	01-4580-1-243-4-080-093-6340	DUPL CHBACKS	2,550.00	.00
	01-5270-1-243-4-080-093-6340	CONFERENCE	10,000.00	.00
	01-5810-1-243-4-080-093-6340	CONTRACT PRINTING	.00	2,550.00
	01-5810-1-243-4-080-093-6340	CONTRACT PRINTING	.00	10,000.00
			12,550.00	12,550.00
BR11-00354	01-1999-0-000-4-025-000-6720	ACADEMIC HOLDING	13,000.00	.00
	01-2151-0-000-4-024-100-6890	RG TECH SAL	.00	13,000.00
			13,000.00	13,000.00
BR11-00363	01-1211-1-207-1-053-000-4930	RG NCLSRM FAC SAL	11,700.00	.00
	01-1415-1-207-1-053-024-4930	HR NCLSRM FAC STI	.00	3,500.00
	01-1415-1-207-1-053-025-4930	HR NCLSRM FAC STI	.00	7,000.00
	01-3120-1-207-1-053-024-4930	STRS NON-INSTR STAFF	.00	300.00
	01-3120-1-207-1-053-025-4930	STRS NON-INSTR STAFF	.00	300.00
	01-3360-1-207-1-053-024-4930	MEDIC NINST EMPLOY	.00	100.00
	01-3360-1-207-1-053-025-4930	MEDIC NINST EMPLOY	.00	100.00
	01-3520-1-207-1-053-024-4930	UNEMP NINST STAFF	.00	100.00
	01-3520-1-207-1-053-025-4930	UNEMP NINST STAFF	.00	100.00
	01-3620-1-207-1-053-024-4930	WCOMP NON-INSTRUCTIONAL	.00	100.00
	01-3620-1-207-1-053-025-4930	WCOMP NON-INSTRUCTIONAL	.00	100.00
			11,700.00	11,700.00
BR11-00364	01-6410-0-000-1-050-000-6011	NEW EQUIPMENT	10,355.00	.00
	01-2383-0-000-1-050-000-6011	HR SHORTTERM SAL	.00	10,355.00
			10,355.00	10,355.00
BR11-00365	01-6410-0-608-8-016-000-6625	NEW EQUIPMENT	305,000.00	.00
	01-4212-0-608-8-016-000-0956	SOFTWARE (UNDER \$200)	.00	1,800.00
	01-5811-0-608-8-016-000-0956	CONTRACT SERVICES	.00	5,000.00
	01-6410-0-608-8-016-000-0956	NEW EQUIPMENT	.00	297,900.00
	01-6412-0-608-8-016-000-0956	SOFTWARE	.00	300.00
			305,000.00	305,000.00
BR11-00373	01-5153-0-000-7-015-000-6780	CONSULTANT	84,000.00	.00
	01-6412-0-000-7-015-000-6780	SOFTWARE	11,500.00	.00
	01-5651-0-000-7-015-000-6780	MAINT AGREEMNT	.00	95,500.00
			95,500.00	95,500.00
BR11-00374	40-6412-0-401-7-015-000-6780	SOFTWARE	60,577.00	.00
	40-5811-0-401-7-015-000-6780	CONTRACT SERVICES	.00	56,000.00
	40-6410-0-401-7-015-000-6780	NEW EQUIPMENT	.00	4,577.00
			60,577.00	60,577.00
BR11-00388	01-2141-2-090-1-054-033-1205	RG CLERIC SAL	2,509.00	.00
	01-3110-2-090-1-054-033-1205	STRS INSTR STAFF	2,810.00	.00
	01-3220-2-090-1-054-033-1205	PERS NON-INSTR STAFF	749.00	.00
	01-5173-2-090-1-054-033-1205	LECTURER/GUEST SPEAKER	250.00	.00
	01-5270-2-090-1-054-033-1205	CONFERENCE	644.00	.00
	01-5812-2-090-1-054-033-1205	CONTRACT SVCS SOFTWARE LICENSI	56.00	.00
	01-5830-2-090-1-054-033-1205	ADVERTISING	56.00	.00
	01-5999-2-090-1-054-033-1205	OPR EXP SRVS HOLDING	894.00	.00
	01-1316-2-090-1-054-033-1205	HR CLSSRM FAC SUB	.00	138.00
	01-1313-2-090-1-054-033-1208	HR CLSSRM FAC PT	.00	1,165.00
	01-4300-2-090-1-054-033-1205	INSTR SUPPLIES & MATERIALS	.00	1,659.00
	01-6410-2-090-1-054-033-1205	NEW EQUIPMENT	.00	5,006.00
			7,968.00	7,968.00

Journal Number	Account	Description	From	To
BR11-00389	01-3420-1-021-1-026-000-6460	BENS NINST CLSSF	5,086.00	.00
	01-1413-1-021-1-026-000-6460	HR NCLSRM FAC PT	.00	5,086.00
			<u>5,086.00</u>	<u>5,086.00</u>
BR11-00390	01-1313-1-090-1-054-033-1205	HR CLSSRM FAC PT	22,000.00	.00
	01-4300-1-090-1-054-033-1205	INSTR SUPPLIES & MATERIALS	.00	12,000.00
	01-4600-1-090-1-054-033-1205	NON-INSTR SUPPLIES & MATERIALS	.00	2,000.00
	01-6410-1-090-1-054-033-1205	NEW EQUIPMENT	.00	8,000.00
			<u>22,000.00</u>	<u>22,000.00</u>
BR11-00404	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING	20,000.00	.00
	01-1415-0-000-4-020-000-6750	HR NCLSRM FAC STI	.00	257.00
	01-3120-0-000-4-020-000-6750	STRS NON-INSTR STAFF	.00	21.00
	01-3360-0-000-4-020-000-6750	MEDIC NINST EMPLY	.00	4.00
	01-3520-0-000-4-020-000-6750	UNEMP NINST STAFF	.00	2.00
	01-3620-0-000-4-020-000-6750	WCOMP NON-INSTRUCTIONAL	.00	4.00
	01-5999-0-000-4-025-000-6720	OPR EXP SRVS HOLDING	.00	19,712.00
			<u>20,000.00</u>	<u>20,000.00</u>
			<u>836,635.00</u>	<u>836,635.00</u>

Recommended for Ratification

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

Saddleback College

Journal Number	BR11-00295	BR11-00338	BR11-00375
	BR11-00298	BR11-00339	BR11-00376
	BR11-00305	BR11-00343	BR11-00377
	BR11-00307	BR11-00344	BR11-00378
	BR11-00308	BR11-00345	BR11-00379
	BR11-00309	BR11-00346	BR11-00380
	BR11-00310	BR11-00347	BR11-00381
	BR11-00313	BR11-00348	BR11-00382
	BR11-00314	BR11-00355	BR11-00384
	BR11-00315	BR11-00356	BR11-00385
	BR11-00317	BR11-00359	BR11-00386
	BR11-00318	BR11-00360	BR11-00387
	BR11-00320	BR11-00361	BR11-00396
	BR11-00321	BR11-00362	BR11-00397
	BR11-00322	BR11-00366	BR11-00398
	BR11-00323	BR11-00367	BR11-00399
	BR11-00324	BR11-00369	BR11-00400
	BR11-00325	BR11-00371	BR11-00401
	BR11-00327	BR11-00372	BR11-00403

Irvine Valley College

Journal Number	BR11-00296	BR11-00333	BR11-00391
	BR11-00297	BR11-00334	BR11-00392
	BR11-00300	BR11-00335	BR11-00393
	BR11-00302	BR11-00336	BR11-00394
	BR11-00316	BR11-00357	BR11-00395
	BR11-00329	BR11-00358	BR11-00402
	BR11-00331	BR11-00368	

District

Journal Number	BR11-00349	BR11-00383
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 11-03 to Amend 2010-11 Restricted General Fund

ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58199.5 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2010-11 Adopted Budget.

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

Child Development Training Consortium at Irvine Valley College	\$375
Perkins Title II Tech-Prep at Irvine Valley College	\$3,485
College Work Study at Irvine Valley College	\$18,540
DSP&S Allocation for Irvine Valley College	(\$14,788)
Basic Skills 2010/11 Allocation for Irvine Valley College	\$90,000
CTE Work-based Learning Linkages for Irvine Valley College	(\$5,135)
New Media, Multimedia & Entertainment at Irvine Valley College	\$2,500
CACT Op-Tec at ATEP/Irvine Valley College	<u>\$15,000</u>
 Total Increase to the General Fund	 <u>\$109,977</u>
 Total Budget Amendment	 <u>\$109,977</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-03 to amend the 2010-11 Adopted Budget as indicated in Exhibits A & B.

Item Submitted By: *David Bugay, Ph.D., Acting Vice Chancellor, Business Services*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 11-03

February 28, 2011

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$56,517.00 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8120	Federal Revenue	\$18,540
01	8170	Federal Revenue	\$3,485
01	8199	Federal Revenue	\$15,000
01	8623	State Revenue	-\$14,788
01	8629	State Revenue	\$90,000
01	8690	State Revenue	-\$2,635
12	8890	Local Revenue	\$375
			<hr/>
			\$109,977

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$91,894
01	2000	Classified Salaries	\$30,949
01	3000	Fringe Benefits	-\$9,052
01	4000	Books & Supplies	\$930
01	5000	Other Operating Expenses & Services	-\$5,119
12	7000	Other Outgo	\$375
			<hr/>
			\$109,977

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 11-03

February 28, 2011

BUDGET AMENDMENT EXPENDITURE DETAIL

Child Development Training Consortium at Irvine Valley College

INCOME

12-	8890-	1-001-4-079-053-1305	Child Development Training Consortium at IVC	<u>375</u>
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EXPENDITURE

12-	7600-	1-001-4-079-053-1305	Other Payments to Students	<u>375</u>
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Perkins Title II Tech-Prep at Irvine Valley College

INCOME

01-	8170-	1-002-4-080-093-6011	Perkins Title II Tech-Prep at Irvine Valley	<u>3,485</u>
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EXPENDITURE

01-	2131-	1-002-4-080-093-6011	Reg Classified Mgmt Non-instruct Contract	1,176
01-	3220-	1-002-4-080-093-6011	PERS Non-instructional Staff	260
01-	3320-	1-002-4-080-093-6011	OASDI Non-instructional Staff	155
01-	3360-	1-002-4-080-093-6011	Medicare Non-instructional Staff	36
01-	3520-	1-002-4-080-093-6011	Unemployment Non-instructional Staff	18
01-	3620-	1-002-4-080-093-6011	Workers Comp Non-instructional Staff	43
01-	4600-	1-002-4-080-093-6011	Non-instructional Supplies & Materials	680
01-	5811-	1-002-4-080-093-6011	Contract Services	<u>1,117</u>
				<u>3,485</u>

College Work Study at Irvine Valley College

INCOME

01-	8120-	1-004-4-026-083-6460	College Work Study at Irvine Valley College	<u>18,540</u>
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EXPENDITURE

01-	2383-	1-004-4-026-083-6460	Temp Short-term Staff Non-instruct Hourly	<u>18,540</u>
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DSP&S Allocation for Irvine Valley College

INCOME

01-	8623-	1-024-4-035-075-6420	DSP&S Allocation for Irvine Valley College	<u>-14,788</u>
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EXPENDITURE

01-	3220-	1-024-4-035-075-6420	PERS Non-instructional Staff	-1,100
01-	3320-	1-024-4-035-075-6420	OASDI Non-instructional Staff	-1,000
01-	3420-	1-024-4-035-075-6420	Health & Welfare Classified Non-instruct Staff	-10,487
01-	5999-	1-024-4-035-075-6420	Unallocated	<u>-2,201</u>
				<u>-14,788</u>

Basic Skills 2010/11 Allocation for Irvine Valley College

INCOME

01-	8629-	1-218-4-000-000-0000	Basic Skills 2010/11 Allocation for Irvine Valley	<u>90,000</u>
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EXPENDITURE

01-	1415-	1-218-4-022-000-4930	Temp Non-Classroom Faculty Stipends	<u>90,000</u>
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CTE Work-based Learning Linkages at Irvine Valley College

INCOME

01-	8690-	1-243-4-080-093-6340	CTE Work-based Learning Linkages at IVC	<u>-5,135</u>
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EXPENDITURE

01-	5811-	1-243-4-080-093-6340	Contract Services	-4,510
01-	5891-	1-243-4-080-093-6340	Indirect Charges	<u>-625</u>
				<u>-5,135</u>

New Media, Multimedia & Entertainment at Irvine Valley College

INCOME

01-	8690-	1-252-4-080-093-0614	New Media, Multimedia & Entertainment at IVC	<u>2,500</u>
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EXPENDITURE

01-	1415-	1-252-4-080-093-0614	Temp Non-Classroom Faculty Stipends	1,894
01-	3120-	1-252-4-080-093-0614	STRS Non-instructional Staff	<u>606</u>
				<u>2,500</u>

CACT Op-Tec at ATEP/Irvine Valley College

INCOME

01-	8199-	1-322-4-080-093-6011	CACT Op-Tec at ATEP/Irvine Valley College	<u>15,000</u>
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EXPENDITURES

01-	2141-	1-322-4-080-093-6011	Reg Clerical Staff Non-instructional Contract	4,638
01-	2483-	1-322-4-080-093-6011	Temp Short-term Staff Instructional Hourly	6,595
01-	3120-	1-322-4-080-093-6011	STRS Non-instructional Staff	2,417
01-	4600-	1-322-4-080-093-6011	Non-instructional Supplies & Materials	250
01-	5810-	1-322-4-080-093-6011	Contracted Printing	<u>1,100</u>
				<u>15,000</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 11-03

February 28, 2011

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on February 28, 2011.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 1st day of March, 2011.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Gifts to the District and Foundations
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
February 28, 2011

IRVINE VALLEY COLLEGE

Gift	Donated By:
Instrument Repair Cost	Dr. Lea Steffens 302 E. Riverdale avenue Orange, California 92865
Music Scores, CD's, Concert, Food, Drinks, and miscellaneous other items	Dr. Stephen Rochford 213 Sonoma Aisle Irvine, California 92618
21 Brass Quintets	Mark Petersen 25670 Cross Creek Drive #B Yorba Linda, California 92887
Dell Computer, Keyboard and 17" Princeton Flat Screen	Al Tello 17261 Chestnut Irvine, California 92612
Books (3)	Jerry Rudman 6025 Camino Correr Anaheim, California 92807
Music Books (66)	Christ and Lori Jean 209 Orchard Avenue Fullerton, California 92833
Books	Marie Connors 1 Schubert Court Irvine, California 92617
Murach's C# 2009	Samir Bhargava 2600 Cypress Point Tustin, California 92782
CDs and VHS Tapes	Mark Petersen 25670 Cross Creek Drive #B Yorba Linda, California 92887
Personal Training and Fitness Services-Gift Card	Dennis Gordon 1947 Port Laurent Place Newport Beach, California 92660
Personal Training & Fitness Use	Earlene Munder 2184 Poppy Drive Tustin, California 92780
1-Men's Flannel Shirt, 2-Placemats, 2-Boxed Wrist Watches, 3-Piece Frying Pan Set, Wooden Wall Plaque	Suzanne Hammel 490 Diamond Street Laguna Beach, California 92651

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: January/February 2011 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: Subaward agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$76,700 for equipment, supplies and maintenance projects. During January/February 2011, 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**

eNamix Consultant Agreement to provide quality assurance services for I.T. projects.	\$70,000.00
Department of Justice Billing Account Application Agreement to research and confirm all information provided by Irvine Valley College Police Department.	Less than \$50,000.00
Quest Consulting and Training Corp. Contract Services Agreement to provide training using the ETP funds administered by Irvine Valley College.	\$45,000.00
Goodwill Industries of Orange County (DPI) Consultant Agreement to provide interpreter services at Irvine Valley College & Saddleback College.	\$25,000.00
Yang Staehlin & Associates Consultant Agreement to assist the district in developing options for the ATEP educational center status.	\$15,950.00
Novogradac & Company Agreement to provide professional services regarding New Markets Tax Credits in connection with ATEP.	\$12,000.00

Keppler Agreement to provide classroom lecture with questions and answers at Saddleback College.	\$7,500.00
Supinger Strategies Consultant Agreement Amendment to extend the current contract an additional 4 months for state level legislative and budgetary matters.	\$6,600.00
Marbella Country Club Catering Confirmation Agreement for event for the district.	\$4,500.00
Gregorio Luke Memorandum of Understanding for presentation on Mexico Art & History at Irvine Valley College.	\$2,000.00
The Fun Company Event Agreement to provide equipment for an event at Irvine Valley College.	\$1,930.00
StorAmerica Storage Rental Agreement for District I.T. department.	\$848.76
James Event Productions Service Agreement to provide equipment for event at Irvine Valley College.	\$762.13
CASA Recovery/Ohana Palms Affiliation Agreement to provide clinical-internship experiences for the students at Saddleback College.	\$0.00
Pacific Palms Recovery Affiliation Agreement to provide clinical-internship experiences for the students at Saddleback College.	\$0.00
Wings of Hope Sober Living Affiliation Agreement to provide clinical-internship experiences for the students at Saddleback College.	\$0.00
eNamix Services Agreement Addendum to assign a new contact for billing services.	\$0.00
Orange County Detox, Inc. Affiliation Agreement to provide clinical-internship experiences for the 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 P11-02977 through P11-03411 amounting to \$2,615,342.59 are submitted to the Board of Trustees for approval. Confirming requisitions dated December 15, 2010 through February 1, 2011 totaling \$273,862.28 are also submitted.

RECOMMENDATION

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

Includes p11-02977 - P11-03411

PO Number	Vendor Name	Site	Description	Account Amount
P11-02977	WELLS FARGO #3317 (DISTRICT)		For student awards in K. Street's Physio Classes	379.62
P11-02978	DAKTRONICS		New equip.-softball scoreboard	15,146.13
P11-02979	DYNATRONICS		New equipment-athletic trainers equipment	4,176.06
P11-02980	QUALITY OFFICE FURNISHINGS		GENERAL FUND OFFICE FURNITURE ACCOUNT/KEYBOARDS	448.88
P11-02981	DORINGER MANUFACTURING COMPANY		Cold Saw	5,383.13
P11-02982	JOHN PERRY		Contract Services	1,700.00
P11-02983	NU AGE DEVELOPMENT, INC.		REMOVE BRICK AT BOTTOM DROP OF SOFFITS/WOOD SIDING	43,415.00
P11-02984	PARAMOUNT PAINTING		PAINTING OF EXTERIOR OF A - 100, 200, 300 & 400	29,200.00
P11-02985	CASHIER, DEPT OF PESTICIDE REGULATION		SCOTT COWLEY PEST/QAC FEE	60.00
P11-02986	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE		BUSINESS REPLY PERMITS	770.00
P11-02987	KYLE SEITZ		Contract Services	560.00
P11-02988	JESSIE ANDERSON		Contract Services	230.00
P11-02989	POSTMASTER		Postage for Roquemore's H.S.Parent Lettter	230.36
P11-02990	KELE ASSOCIATES		HAVC CONTROL SUPPLIES	5,877.64
P11-02991	ALFAX FURNITURE		Drafting/printmaking tables	4,693.60
P11-02992	POCKET NURSE ENTERPRISES, INC.		SUPPLIES FOR MEDICAL ASSISTING	91.66
P11-02993	POCKET NURSE ENTERPRISES, INC.		SUPPLIES FOR MEDICAL ASSISTING	789.47
P11-02994	CDW-G COMPUTER CENTERS		ReplacementHarddrives for District Services	1,141.88
P11-02995	WELLS FARGO #3317		Books	102.73
P11-02996	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	DVD's For Channel 39	53.40
P11-02997	BARKSHIRE LASER LEVELING, INC.		LASER LEVEL SOFTBALL/PRACTICE & BASEBALL FIELD	3,000.00
P11-02998	COASTLINE ROP		grant activities	2,200.00
P11-02999	WOLFRAM RESEARCH		Math/Physics software	192.06
P11-03000	DANA WHARF SPORTFISHING		Boat charter for at-sea lab Sp2011	2,400.00
P11-03001	CARQUEST AUTO PARTS		CART TIRE PARTS	112.06
P11-03002	TUSTIN AWARDS, INC.		Name Badges	110.38
P11-03003	COPWARE		COPWARE	56.88
P11-03004	BARNES & NOBLE ATTN: Nicole Kunst		Instructional Supplies	350.64
P11-03005	DANIEL J. POTHEN		Consultant agreement	2,200.00
P11-03006	HERTZ EQUIPMENT RENTAL		ELECTRIC SCISSOR LIFT	10,097.00
P11-03007	DICK BLICK COMPANY		Photography class supplies	748.20
P11-03008	ALL SIGNS AMERICA		Contract Printing/Foam Core Displays (ATCHMT)	1,320.23
P11-03009	COMPUTERLAND OF SILICON VALLEY		SOFTWARE FOR THE CTE GRANT	191.01

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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PO Number	Vendor Name	Site	Description	Account Amount
P11-03010	MILLENNIUM BUSINESS SERVICES	.	Business Cards: Peebles (Atchmnt)	43.50
P11-03011	DEMCO INC.	.	Purchase instructional supplies.	119.96
P11-03012	GOLF VENTURES WEST	.	GROUPS EQUIPMENT	41,325.00
P11-03013	WELLS FARGO #3317	.	Books for Biology Students	1,101.01
P11-03014	ALLSTEEL, INC. % CORPORATE BUSINESS INTERIORS	.	Desk Part Replacement for Grace Garcia	1,190.16
P11-03015	APPLE COMPUTER, INC.	.	MAC LAPTOP SUPPLIES	283.84
P11-03016	ALLSTEEL, INC. % CORPORATE BUSINESS INTERIORS	.	Lateral File and Overhead Cabinet	737.28
P11-03017	SEHI PROCOMP COMPUTER PRODUCTS	.	replacement toner cartridges	1,188.69
P11-03018	AAA ELECTRIC MOTOR SALES	.	BLANKET PURCHASE ORDER FOR PARTS	500.00
P11-03019	FISHER SCIENTIFIC	.	CHEMISTRY GLASSWARE/SM208	2,397.25
P11-03020	BendPak/Ranger	.	FMO SUPPLIES	587.80
P11-03021	SMARDAN SUPPLY - EL MONTE	.	PLUMBING SUPPLIES	373.03
P11-03022	MARK IV COMMUNICATIONS, INC.*	.	Remove old wiring in A126 Conference Room	1,177.41
P11-03023	ALENA STRICKLAND	.	Foster Parent Co-trainer	525.00
P11-03024	POSTMASTER	.	MAIL PERMIT #209	185.00
P11-03025	BARNES & NOBLE ATTN: Nicole Kunst	.	Books for Biology Students	504.60
P11-03026	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	.	AGRMT FOR ATEP DEMO.	.00
P11-03027	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY	.	CHEMISTRY GLASSWARE/SM208	846.86
P11-03028	KI P.O. BOX 8100	.	Lab stools for Electronics	174.78
P11-03029	FAST TRAX BOBCAT SERVICES	.	Parking Lot 9 Water System Repair	2,500.00
P11-03030	PORTLAND COMMUNITY COLLEGE AM 126	.	PAYMENT FOR NSF SUBAWARD / DUE 0702912	13,668.86
P11-03031	ALLSTEEL, INC. % CORPORATE BUSINESS INTERIORS	.	for Haas facility	178.52
P11-03032	KE DESIGNS	.	Professional Association Development	20,000.00
P11-03033	McKESSON GENERAL MEDICAL CORP	.	SUPPLIES FOR MEDICAL ASSISTING	1,388.56
P11-03034	JANINE C. CIRRITO	.	Professional Association Development	20,000.00
P11-03035	POLIO SURVIVORS ASSOCIATION	.	Guest Speaker	100.00
P11-03036	CDW-G COMPUTER CENTERS	.	Cables for photography classes	64.59
P11-03037	K-LOG COMPANY	.	Non-instructional Equipment - Reading Lab.	484.20
P11-03038	UNITED INTERIORS	.	Monitor Arms	375.36
P11-03039	DELL MARKETING	.	COMPUTERS FOR OFFICE STAFF	2,665.99
P11-03040	ORIENTAL TRADING COMPANY, INC.	.	supplies for grants	344.32
P11-03041	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	Cameras for student use	24,244.73
P11-03042	HPL MECHANICAL CONTRACTOR, INC.	.	UPGRADE SYSTEM FOR WORKING AT PAC LANDSCAPING	219.25
P11-03043	COMPUTERLAND OF SILICON VALLEY	.	SOFTWARE LICENSE / ONLINE SERVICES	65.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-03044	DR. RIBA'S HEALTH CLUB, INC. HOPE CLINIC		Workshop presenter	250.00
P11-03045	HARRY SNOWDEN		reimbursement for supplies	100.00
P11-03046	DIEMMY TRAN		Workshop Presenter	240.00
P11-03047	STABILIZER SOLUTIONS, INC.		SOFTBALL MIX	1,203.80
P11-03048	CUSTOMINK, LLC		PAC Uniforms	547.12
P11-03049	CUMMINS-ALLISON CORP.		Currency Counter	2,381.62
P11-03050	F. J. ZAM COMPANY		SEAL WINDOWS AT ATEP	.00
P11-03051	SANDRA WOOD		Contract Services	300.00
P11-03052	DICK'S SPORTING GOODS LAGUNA HILLS STORE		SB Team 2011 supplies	1,198.34
P11-03053	CDW-G COMPUTER CENTERS		Instructional Supplies for CIDDE	394.81
P11-03054	SEHI PROCOMP COMPUTER PRODUCTS		Printer	1,707.16
P11-03055	DELL MARKETING		TONER FOR CENTER PRINTER	290.30
P11-03056	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student Supplies	61.99
P11-03057	SEHI PROCOMP COMPUTER PRODUCTS		Library printer per Jenny Langrell request	260.56
P11-03058	SEHI PROCOMP COMPUTER PRODUCTS		Imaging Unit for Michael O'Meara's Printer	221.99
P11-03059	UNITED INTERIORS		Monitor arms	372.19
P11-03060	KEN'S SPORTING GOODS		Soccer pennies for PE class	184.65
P11-03061	SEHI PROCOMP COMPUTER PRODUCTS		Publications Supplies	1,167.84
P11-03062	THE TAPE COMPANY		Media Supplies	2,289.67
P11-03063	GUARDIAN POWER PROTECTION SVCS		Installation Liebert Series UPS System	10,273.01
P11-03064	LASER SOURCE		Supplies for Laser Color Printers	1,555.13
P11-03065	CENTER FOR PHLEBOTOMY EDUCATION, INC.		SUPPLIES FOR PHLEB. PROGRAM	379.90
P11-03066	FISHER SCIENTIFIC		SUPPLIES FOR PHLEB. CLASS-PROF. PATEL	3,786.76
P11-03067	THERMO FISHER SCIENTIFIC NESLAB, INC.		Non-Instructional Supplies	147.74
P11-03068	TROXELL COMMUNICATIONS, INC.		RELOCATION OF A/V EQUIP	2,103.23
P11-03069	WORLDPOINT ECC, INC.		SUPPLIES FOR CPR COURSE	143.45
P11-03070	THOMAS F. BLAKE COMPUTER SERVICES & SOFTWARE		Software for geology classes	578.94
P11-03071	BLACKBOARD INC.		Blackboard Mobile Central & Learn	97,120.00
P11-03072	SchoolOutfitters.com		CLASSROOM FURNITURE	1,780.30
P11-03073	BISHOP COMPANY		GROUNDS SUPPLIES/EQUIP	10,640.22
P11-03074	ACADEMIC SENATE FOR CALIF. COMMUNITY COLLEGES		Membership Dues 2010-2011	1,925.48
P11-03075	DELL MARKETING		monitor	263.07
P11-03076	SKS, INC. HALVOLUME		MOTOR AND GROUNDS FLEET FLUID	1,509.80
P11-03077	JACK-X-CHANGE		AUTOMOTIVE EQUIPMENT	898.13
P11-03078	RACO INDUSTRIES, INC.		printer paper & ribbons	254.38

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PO Number	Vendor Name	Site	Description	Account Amount
P11-03079	RICHARD THE THREAD EMPIRE TAPE COMPANY		Student Supplies	626.50
P11-03080	PETE'S ROAD SERVICE FULLERTON	SC WAREHOUSE	FORKLIFT TIRES	363.77
P11-03081	KEN'S SPORTING GOODS		Baseball Team Supplies	2,502.40
P11-03082	FISHER SCIENTIFIC		EQUIP. FOR CLINICAL CHEM CLASS	1,719.20
P11-03083	SEW TRUE SUPPLY		Student Supplies	313.18
P11-03084	MEDCO SUPPLY COMPANY		PE Instructional supplies	306.44
P11-03085	ALLEN DISPLAY		Display racks in PAC	899.46
P11-03086	UNITED INTERIORS		Chairs for Fiscal/Veterans Offices	1,742.74
P11-03087	TRICIA TINER		Presenter	120.00
P11-03088	SO. ORANGE CO. COMM. COL.DIST		Return of Title IV Funds	96.00
P11-03089	INTENT DIGITAL LLC		Platinum Support Agreement	3,500.00
P11-03090	B & H PHOTO		Photography supplies	653.37
P11-03091	ORANGE COUNTY REGISTER		ADVERTISING - BID 2000	.00
P11-03092	MSC INDUSTRIAL SUPPLY CO.		TOOLS/FINE ARTS	2,186.90
P11-03093	INDUSTRIAL METAL SUPPLY CO.		Saw Package Installation Supplies	1,500.00
P11-03094	ROYAL PLYWOOD CO., LLC		Saw Package Installation Supplies	1,000.00
P11-03095	SUPERCIRCUITS, INC.		VIDEO ACCESSORIES	195.73
P11-03096	DELL MARKETING		VIDEO CARD FOR SOFTWARE UPGRADE	122.33
P11-03097	MUSIC DISPATCH		Music for jazz classes	161.73
P11-03098	AARDVARK CLAY AND SUPPLIES		Ceramics class supplies	237.08
P11-03099	AARDVARK CLAY AND SUPPLIES		Ceramics supplies	2,146.18
P11-03100	D3 SPORTS, INC.		BASEBALL HATS FOR BASEBALL TEAM	1,879.20
P11-03101	AQUATECH SCIENTIFIC INSTRUMENTS LLC		BAROGRAPH	382.25
P11-03102	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for Webmaster and Director	100.05
P11-03103	CDW-G COMPUTER CENTERS		Cordless Key board & mouse	50.54
P11-03104	PARKER & COVERT LLP		Professional Services	15,000.00
P11-03105	ROSALBA CERVANTES		PRIDE Monitor	210.00
P11-03106	TOOL DEPOT		TOOLS/FINE ARTS	1,581.23
P11-03107	INSIGHT MEDIA		DVDS FOR MLT PROGRAM	1,835.63
P11-03108	MILLENNIUM BUSINESS SERVICES		Business Cards	100.05
P11-03109	EmbroidMe Irvine		WOMEN'S GOLF STATE CHAMPION SWEATSHIRTS	197.54
P11-03110	A & A JEWELRY SUPPLY		Jewelry making drills	100.70
P11-03111	RIO GRANDE ALBUQUERQUE		Jewelry making supplies	787.27
P11-03112	ASICS AMERICA CORPORATION		WOMEN'S BADMINTON GEAR	2,779.03
P11-03113	OXFORD UNIVERSITY PRESS ORDER DEPT.		Library Ebook hosting fees per Ana Maria Cobos	35.00
P11-03114	SESAC, INC.		SESAC District Music License	2,756.74
P11-03115	KATHRYN MC MILLER, RHIA KMC CONSULTING		Consultant agreement	2,200.00
P11-03116	MEDCO SUPPLY COMPANY		ATHLETIC TRAINING SUPPLIES	1,495.61
P11-03117	LIBRARY ADVANTAGE		Purchase instructional supplies	282.75

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PO Number	Vendor Name	Site	Description	Account Amount
P11-03118	ADORAMA CAMERA		Photography paper	1,989.42
P11-03119	GRAYBAR ELECTRIC CO.		ELECTRICAL SUPPLIES	1,251.92
P11-03120	PEARSON EDUCATION ESL		VIDEO SKILL LIB FOR PHLB	406.70
P11-03121	ADORAMA CAMERA		Student Supplies	187.83
P11-03122	AMERICAN RED CROSS ORANGE COUNTY CHAPTER		PE Instructional Supplies	86.89
P11-03123	FITNESS WHOLESALE, INC.		PE Instructional Supplies/Yoga	806.68
P11-03124	KATHRYN MC MILLER, RHIA KMC CONSULTING		Consultant Agreement	350.00
P11-03125	DICK'S SPORTING GOODS		SUNGLASSES FOR BASEBALL (PROTECTION FROM SUN)	456.72
P11-03126	SO. ORANGE CO. COMM. COL.DIST		2010-2011 CARE Grants to Eligible students	2,000.00
P11-03127	HITT MARKING DEVICES, INC.		Replacement of Office Date Stamp	167.04
P11-03128	JOSEPH HUSZTI		GUEST SPEAKER PROFESSOR JOSEPH HUSZTI	100.00
P11-03129	DR. AARON BARTH		GUEST SPEAKER - DR. AARON BARTH	100.00
P11-03130	JACQUELINE HAHN		GUEST SPEAKER - PROFESSOR JACQUELINE HAHN	100.00
P11-03131	SKS, INC. PETROLEUM DISTRIBUTORS		OIL SUPPLIES	1,000.00
P11-03132	DICK BLICK COMPANY		Art Supplies	474.69
P11-03133	AARDVARK CLAY AND SUPPLIES		Ceramics Supplies	1,402.88
P11-03134	DANIEL SMITH, INC.		Printmaking Supplies	570.29
P11-03135	ARMSTRONG TOOL & SUPPLY CO.		Jewelry Making Supplies	833.32
P11-03136	RONNIE RODRIGUEZ		PRIDE Panelist	100.00
P11-03137	PB AMERICAS, INC.		CONSULTANT AGRMT.	6,580.00
P11-03138	WEST-LITE SUPPLY CO.		ELECTRICAL SUPPLIES	229.25
P11-03139	GLAXO SMITH KLINE (GSK)		Immunizations	1,510.00
P11-03140	WELLS FARGO #3317 (DISTRICT)		Fee-Based - calculator replacements	314.48
P11-03141	B & H PHOTO		Photograph mounting supplies	326.70
P11-03142	UNITED RENTALS		LIFT RENTALS	4,031.05
P11-03143	DICK BLICK COMPANY		Student Supplies	128.71
P11-03144	DICK BLICK COMPANY		Watercolor pads	54.91
P11-03145	WELLS FARGO #3317		Wireless mouse - classroom instruction	22.55
P11-03146	ALAN'S LAWNMOWER & GARDEN		Grounds Equipment	319.17
P11-03147	MICRO CENTER		for computer repairs and upgrades	2,000.00
P11-03148	CLARK SECURITY PRODUCTS		LOCKS/KEYED ALIKE	86.26
P11-03149	GRAPHIC CHEMICAL & INK CO.		Ink For Printmaking	199.50
P11-03150	DICK BLICK COMPANY		Interior Design Supplies	239.92
P11-03151	MAQUINSAL SEWING MACHINE CO.		Fashion Supplies	141.45
P11-03152	LOEX CLEARINGHOUSE FOR LIBRARY INSTRUCTION (LOEX)		Inst. membership per April Cunningham	72.00
P11-03153	MARK IV COMMUNICATIONS, INC.		DATA LINE INSTALLATIONS	14,985.90
P11-03154	MISSION REGIONAL HOSPITAL NURSING DEPARTMENT		Facility Rental	281.16

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PO Number	Vendor Name	Site	Description	Account Amount
P11-03155	PATRICE MUNDAY		PRIDE Panelist	50.00
P11-03156	NASCO WEST INDUSTRIES, INC.		Culinary Supplies	44.11
P11-03157	T. J. PRENDERGAST		T.J. Prendergast Internet 2010/2011	350.00
P11-03158	W. W. GRAINGER		Automotive Supplies	72.35
P11-03159	FOSTER CARE AUXILIARY OF OC		Trainer	960.00
P11-03160	LAGUNA CLAY CO.		ART SUPPLIES	902.63
P11-03161	RICHARD THE THREAD EMPIRE TAPE COMPANY		Student Supplies	521.31
P11-03162	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for Kathy Werle	50.03
P11-03163	PRO CHEMICAL & DYE		Fashion Supplies	522.88
P11-03164	McLOGAN SUPPLY CO., INC.		Graphic Supplies	2,515.15
P11-03165	UNITED SITE SERVICES OF CALIFORNIA, INC.		PORTABLE POTTIES	760.20
P11-03166	NANCY BRACKEN		Cash Advance	500.00
P11-03167	RON ELLISON		Cash Advance	500.00
P11-03168	SYSTEMS SOURCE, INC.		REPLACE CHAIRS IN LIBRARY	17,753.44
P11-03169	UNISOURCE WORLDWIDE		Paper Order	.00
P11-03170	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Promotional tote bags	2,510.09
P11-03171	LAB SAFETY SUPPLY INC.		Art Supplies	531.41
P11-03172	ASCAP		ASCAP Music License Fees	8,089.23
P11-03173	CPP, INC. DAVIES BLACK PUBLISHING		Skillsone- Online Assessments	4,925.00
P11-03174	REBECCA D. KESSIN		Sound technician services for Comedy & Magic event	300.00
P11-03175	SIGMA-ALDRICH CHEMICAL CO.		CHEMICALS FOR ORGANIC CHEMISTRY	157.41
P11-03176	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	Replacements for items stolen from Vill 5-17	7,860.45
P11-03177	SO. ORANGE CO. COMM. COL.DIST		Return of Title IV Funds	58.00
P11-03178	CORE SOFTWARE CORP		Annual Maint for Core Run Time Libraries	10,000.00
P11-03179	AACRAO DISTRIBUTION CENTER		AACRAO publications for Arleen Elseroad	166.25
P11-03180	KIRK		Paper Order	.00
P11-03181	DISPENSING SOLUTIONS, INC.		Prescription Medication	310.48
P11-03182	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		LEARNING MATERIALS FOR SC CDC	3,026.27
P11-03183	MEDIX CORPORATION		SUPPLIES FOR COAG/HEM CLASS	314.38
P11-03184	VERNIER SOFTWARE		30 LabPros	6,947.94
P11-03185	GOVCONNECTION		Keyboard for Elizabeth Cipres	97.74
P11-03186	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for Sokha Song	43.50
P11-03187	MONSTER WORLDWIDE, INC.		Recruitment/Advertising for SOCCCD	10,250.00
P11-03188	AQUARIUM OF THE PACIFIC		MS20 aquarium field trip	500.00
P11-03189	UC REGENTS UCSD		Blanket PO for self guided tour	600.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-03190	UC REGENTS UCSD		Blanket PO for self guided tour for Bio19	300.00
P11-03191	DATALINK CORPORATION		Software Engineering/Programming Consultant - SIS	54,080.00
P11-03192	DICK'S SPORTING GOODS		BASEBALL BATS FOR TEAM	1,740.00
P11-03193	CONSOLIDATED ELECTRICAL DIST.		ELECTRICAL SUPPLIES	3,438.81
P11-03194	ANAHEIM FENCE COMPANY		CHAIN LINK FENCES	8,835.00
P11-03195	CPP, INC. DAVIES BLACK PUBLISHING		Strong Int, MBTI Form M, w/ discount	.00
P11-03196	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC		ATI TESTING MATERIALS	8,880.00
P11-03197	MISSION VIEJO GLASS		PE-600 MIRROR	380.00
P11-03198	MODERN POSTCARD		Printing for Art Gallery	146.65
P11-03199	SMART LEVELS MEDIA		guest artist postcards - spring 2011	600.00
P11-03200	CPP, INC. DAVIES BLACK PUBLISHING		CPP Skillsone Site Renewal Fee	195.00
P11-03201	MAIN GRAPHICS		Chancellor Announcemnt - Gary Poertner	2,343.00
P11-03202	ELIZABETH SHAKER		For a grant-funded conference on Oct. 25,-27, 2010	110.00
P11-03203	THE BLIND FACTORY		REPAIR MOTORIZED SHADE IN SSC-212	975.00
P11-03204	FACILITIES PLANNING & PROGRAM SERVICES, INC		SURVEY SERVICES	.00
P11-03205	GRAYBAR ELECTRIC CO.		ELECTRICAL SUPPLIES	2,084.95
P11-03206	TODD ROBINSON	IVC Life Sci	DSA inspection & consultant serv.	10,200.00
P11-03207	KLEIN EDUCATIONAL SYSTEMS		STUDENT LEARNING SYSTEM FOR ELECTRICITY	46,183.81
P11-03208	SOUTHWEST MATERIAL HANDLING, INC.		PERSONNEL LIFT	17,671.88
P11-03209	NIKON INSTRUMENTS, INC. %LABSCO		MICROSCOPES (COMPETITIVE EQUIP)	14,940.42
P11-03210	ALPHA CERAMIC SUPPLY		Ceramics Supplies	85.37
P11-03211	BRAND ATHLETICS		WOMEN'S BADMINTON GEAR	2,649.51
P11-03212	PEP BOYS		Ozzy Juice for Art Department	836.48
P11-03213	DICK BLICK COMPANY		Art Supplies	694.08
P11-03214	THREAD ART		Student Supplies	107.59
P11-03215	ATLANTA THREAD & SUPPLY CO.		Student Supplies	445.39
P11-03216	SEHI PROCOMP COMPUTER PRODUCTS		PRINTER FOR OFFICE	300.21
P11-03217	DELL MARKETING L.P. C/O DELL USA L.P.		COMPUTER FOR PROGRAM	1,297.83
P11-03218	SPECTRUM LABORATORY PRODUCTS		CHEMISTRY SUPPLIES/GLASSWARE/STUDEN TS	1,559.63
P11-03219	SPECTRUM INDUSTRIES, INC.		ADA computer lab desk	1,652.05
P11-03220	MEDIA EDUCATION FOUNDATION		Purchase DVD for Lewis Long (Humanities)	170.90

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PO Number	Vendor Name	Site	Description	Account Amount
P11-03221	McMASTER CARR SUPPLY COMPANY		Chair Hardware for Classrooms	39.53
P11-03222	VENDINI, INC. CORPORATE HEADQUARTERS		Ticket printer	1,371.31
P11-03223	VWR INTERNATIONAL, INC.		MICROBIOLOGY SUPPLIES	52.35
P11-03224	FILMAKERS LIBRARY, INC.		DVD/ANTHROPOLOGY-ATTACHMENT	335.81
P11-03225	WELLS FARGO #3317		Request Star Wheels for Students	1,234.58
P11-03226	BRAND ATHLETICS		Men's tennis uniform supplies	1,301.78
P11-03227	BRAND ATHLETICS		Men's & Women's all Sports Uniform Supplies 2011	2,453.81
P11-03228	ULINE, INC.		SHRINK WRAP	166.58
P11-03229	UNITED SITE SERVICES OF CALIFORNIA, INC.		TRASH BOXES	581.25
P11-03230	OC FAMILY		Advertisement	425.00
P11-03231	FISHER SCIENTIFIC		MICROBIOLOGY MEDIA	17.06
P11-03232	HOME DEPOT MISSION VIEJO STORE #614		Electronics and Electricity Supplies	500.00
P11-03233	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS		Ricoh Maint. Agreement	1,103.87
P11-03234	STEVEN P. ARMSTRONG LEE ARMSTRONG CO., INC.		SSC-140A FLOOR	350.00
P11-03235	PARKER & COVERT LLP		Professional Services	702.00
P11-03236	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES/GLASSWARE	118.24
P11-03237	COMPUSA RETAIL, INC. COMPUSA B2B	Bldg W/Com Arts	Flash drives for student projects	1,200.56
P11-03238	SPORTS FACILITIES GROUP, INC.		New equip-softball scoreboard installation	3,500.00
P11-03239	ORANGE COUNTY REGISTER		ADVERTISING	15,000.00
P11-03240	DICK'S SPORTING GOODS		PULLOVER SWEATSHIRTS ADDED FOR BASEBALL TEAM	402.27
P11-03241	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards	100.05
P11-03242	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		BIOLOGY SUPPLIES	300.35
P11-03243	WALTERS WHOLESALE ELECTRIC		ELECTRICAL PART	108.49
P11-03244	CHEF WORKS, INC.		Jacket and hat for instructor	73.80
P11-03245	SEHI PROCOMP COMPUTER PRODUCTS		Office supplies	517.47
P11-03246	NEUDESIC, LLC		SIS Enhancements & Data Warehouse	970,000.00
P11-03247	NEUDESIC, LLC		SIS System Audits & SIS Emergency Support	200,000.00
P11-03248	AARDVARK CLAY AND SUPPLIES		ART SUPPLIES	162.69
P11-03249	McKESSON GENERAL MEDICAL CORP		MEDICAL SUPPLIES	297.80
P11-03250	ESTHER GALLARDO		Workshop Presenter	120.00
P11-03251	KEN'S SPORTING GOODS		Soccer balls for PE class	232.15
P11-03252	HIGH POWER MEDIA LTD.		Subscription renewal	140.00

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Includes p11-02977 - P11-03411

PO Number	Vendor Name	Site	Description	Account Amount
P11-03253	HOME DEPOT MISSION VIEJO STORE #614		Blanket PO	.00
P11-03254	CYNOSURE NEW MEDIA, INC.		Online Orientation and Advisement Changes	500.00
P11-03255	FISHER SCIENTIFIC		BIOLOGY SUPPLIES	668.49
P11-03256	AMTECH ELEVATOR SERVICES		HS ELEVATOR	468.50
P11-03257	LEGION MANUFACTURING		EQUIPMENT FOR HAAS LAB	911.75
P11-03258	SCIAC CSU SAN MARCOS		Annual SCIAC Membership Dues for 2010-2011	75.00
P11-03259	FISHER SCIENTIFIC		SUPPLIES FOR HEMATOLOGY CLASS	4,917.12
P11-03260	IMAGE PRINTING SOLUTIONS CATHY ARONSON		PARKING CONTRACT PRINTING	5,805.08
P11-03261	BALLENGER MOTORSPORTS, INC.		AUTOMOTIVE SUPPLIES	346.68
P11-03262	THE BLIND FACTORY		A100/A101 AND 208 - PRES OFFICE PROJECT	595.00
P11-03263	BEACH PAVING, INC.		RAMP OF LOT 8 AND REMOVE BOLLARDS	950.00
P11-03264	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		LIBRARY MOLD TESTING	750.00
P11-03265	WARD'S NATURAL SCIENCE		ANTHROPOLOGY SUPPLIES	438.50
P11-03266	MONSTERSLAYER, INC.		ART SUPPLIES	399.83
P11-03267	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SVC.		Pay for standing order	30.00
P11-03268	WAXIE SANITARY SUPPLY		CUSTODIAL SUPPLIES	506.64
P11-03269	ANDERSEN'S DOOR SERVICE, INC.		CAFETERIA FIRE DOOR ROLL UP MECHANISM REPLACEMENT	3,565.52
P11-03270	DELL MARKETING		Dell Tower 1920W Uninterruptible Power Supply	570.93
P11-03271	SMITH SYSTEMS		Replacement Tables to finish TAS room 108	809.05
P11-03272	BOB PARRETT CONSTRUCTION		INTERIOR & EXTERIOR REPAIR AT CC-6	1,557.00
P11-03273	EBERHARD EQUIPMENT		TRACTOR PARTS	177.80
P11-03274	IRVINE PIPE & SUPPLY		PLUMBING SUPPLIES	156.88
P11-03275	CAL PRO SPORTS		PITCHING MACHINE BALLS FOR BASEBALL TEAM	346.14
P11-03276	NEWPORT COMPUTER SOLUTIONS, INC		Annual Platespin Renewal	943.41
P11-03277	HORIZON		FMO SUPPLIES	1,875.72
P11-03278	J. HARMON CONSTRUCTION INC.		HS MECHANICAL CHILLED WATER	2,350.00
P11-03279	SKORA ELECTRIC ROBERT J SKORA		AGB CONFERENCE WORK	4,290.00
P11-03280	RIO GRANDE ALBUQUERQUE		ART SUPPLIES	666.82
P11-03281	WAUSAU TILE, INC.		ACCESSIBLE CONCRETE TABLE	312.56
P11-03282	CDW-G COMPUTER CENTERS		Publication Supplies	215.32
P11-03283	HL CORPORATION		BADMINTON SHUTTLECOCKS	581.87
P11-03284	AMERICAN GRIP, INC.	Bldg W/Com Arts	Grip equipment	241.02
P11-03285	JAMES L. RYNNING		Cash Advance	500.00

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Includes p11-02977 - P11-03411

PO Number	Vendor Name	Site	Description	Account Amount
P11-03286	ORKIN EXTERMINATING, INC. ACURID		CDC CEILING CLEAN OUT	3,000.00
P11-03287	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	HDTV Studio cameras	81,030.59
P11-03288	BOB PARRETT CONSTRUCTION		CHANCELLOR'S CONFERENCE ABATEMENT & REPAIR	19,695.00
P11-03289	LIGHTBULBDIRECT.COM		REPLACEMENT BULB - ART DEPT	93.78
P11-03290	ORANGE COUNTY REGISTER		ADVERTISING - Trustee Vacancy	1,711.50
P11-03291	AMERICAN PORTABLE STORAGE		TABLE STORAGE UNIT	5,691.19
P11-03292	INSIGHT MEDIA		Purchase DVDs for Instructor Donna King.	1,699.45
P11-03293	SHELF MASTER, INC.		PLASTIC STORAGE BIN	140.86
P11-03294	ADVANTAGE MARKETING ADM GROUP INC.		Job Fair Promotional Goods	4,790.31
P11-03295	B & H PHOTO		Supplies needed for printing	587.25
P11-03296	MOORE MEDICAL		OTC meds	187.87
P11-03297	NATIONAL STUDENT CLEARINGHOUSE		StudentTracker Annual Renewal	1,827.70
P11-03298	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for Frank Meldau	43.50
P11-03299	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT		SVUSD Payment for Fall 2010 Mentors	3,532.80
P11-03300	JOSEPH JAY MENDOZA		PRIDE Monitor	35.00
P11-03301	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		LIBRARY MOLD REMEDICATION/TESTING	2,375.00
P11-03302	DHK PLUMBING & PIPING, INC.		EMERGENCY GAS LINE REPAIR	3,593.70
P11-03303	STABILIZER SOLUTIONS, INC.		SOFTBALL FIELD MIX	1,203.80
P11-03304	JERRY FRANKLIN DANVILLE COMMUNITY COLLEGE		NVC REIMBURSEMENT - DANVILLE CC/JERRY FRANKLIN	800.00
P11-03305	MC ATEE, CRAIG		NVC REIMBURSEMENT - NCATC/CRAIG MCATEE	800.00
P11-03306	CSI ELECTRICAL CONTRACTORS, INC		RETROFIT LIGHTING AT VILLAGE MODULARS	67,670.00
P11-03307	MISSION VIEJO GLASS		BROKEN BGS TEMPER WINDOW	10,365.00
P11-03308	UNITED INTERIORS		3 workstations	12,565.43
P11-03309	AK CONSTRUCTORS INC.		REMODEL OF A 116, 117 & 119-A100 PROJECT	11,770.00
P11-03310	PROGRESSIVE BUSINESS AUDIO CONFERENCES		Webinar fee	199.00
P11-03311	SALLY BEAUTY SUPPLY		Blanket Purchase Order	500.00
P11-03312	DR. JEFFERY MIO		GUEST SPEAKER - Dr. Jeffery Mio	100.00
P11-03313	DABCO, INC.		LOT 5 CHILLED WATER VALVE	8,400.00
P11-03314	TERRY R. O'NEILL dba THE O'NEILL CO.		Guest Speaker - Terry O'Neill	100.00
P11-03315	UNITED SITE SERVICES OF CALIFORNIA, INC.		Portable restroom for the IVC Baseball field	900.00
P11-03316	PERFORMANCE RACING INDUSTRY MAGAZINE		Subscription renewal	30.00
P11-03317	4 IMPRINT		Purchasing Customized Post-it Notes	464.62
P11-03318	BRAVO SIGN & DESIGN		SIGNS FOR VET MEMORIAL	5,672.06
P11-03319	WRIGHT LINE		DISPATCHER DESK	10,074.40
P11-03320	ADVANTAGE MAILING, INC.		IVC Parents Letter	1,001.05

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Includes p11-02977 - P11-03411

PO Number	Vendor Name	Site	Description	Account Amount
P11-03321	AMERICAN RED CROSS ORANGE COUNTY CHAPTER		Blanket PO/American Red Cross RTE/CPR Cards	745.00
P11-03322	NOVOGRADAC & COMPANY, LLC		ATEP PROJECT - NEW MARKET TAX CREDITS	15,000.00
P11-03323	AIR		Fees for Nicole Ortega AIR Membership 2010-2011	125.00
P11-03324	JANUS CORPORATION		LIBRARY MOLD REPAIRS	12,910.00
P11-03325	YONG CHEN		GUEST SPEAKER - YONG CHEN	100.00
P11-03326	LILIANA LEOPARDI		GUEST SPEAKER - Liliana Leopardi	100.00
P11-03327	ELIZABETH R. JARVO		GUEST SPEAKER - Elizabeth Jarvo	100.00
P11-03328	ENAMIX, INC.		QA Consulting Services for Sherpa, MySite, etc	70,000.00
P11-03329	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.		Pre-employment Psychological Evaluation	260.00
P11-03330	MAEDA, EVAN		Contract Services	440.00
P11-03331	EDWARD EIEN		Contract Services	310.00
P11-03332	JANE L. COLLIER		Consultant	1,080.00
P11-03333	AMTECH RELIABLE ELEVATOR CO.		SM ELEVATOR PIT CLEAN UP	1,000.00
P11-03334	GoEngineer		SolidWorks Student Version Disks	411.50
P11-03335	THOMPSON ENAMEL		ART SUPPLIES	421.24
P11-03336	KOFFLER SALES COMPANY		MICROBIOLOGY SUPPLIES	244.88
P11-03337	WORLDPOINT ECC, INC.		SUPPLIES FOR ACLS COURSE	300.05
P11-03338	WESTERN GRAPHICS PLUS, INC.		Contract Printing for Jan. 26 Conference	2,412.95
P11-03339	GREEN MOUNTAIN TECHNOLOGIES		HORTICULTURE EQUIPMENT	11,931.31
P11-03340	MILLENNIUM BUSINESS SERVICES Marty Cohn		BUSINESS CARDS	109.25
P11-03341	CHRISTINE PITCHESS dba MAKING CONNECTIONS		Design CareerCafe graphics/collateral items	5,000.00
P11-03342	W. W. GRAINGER		FLOOR MAT	393.91
P11-03343	ULINE, INC.	SC WAREHOUSE	WAREHOUSE SUPPLIES	.00
P11-03344	ROYAL TRUCK BODY		TRUCK PARTS	467.81
P11-03345	CAL-LIFT, INC.		MISUBISHI FORK LIFT REPAIR PARTS	577.84
P11-03346	BATS UNLIMITED		Softbal Team Supplies	464.13
P11-03347	WESTERN REGIONAL HONORS COUNCIL % ANNE SCOTT, NAU HONORS PROG		Western Regional Honors Council Dues - 2011	75.00
P11-03348	DELL MARKETING L.P. C/O DELL USA L.P.		Laptops for IT Staff	3,892.31
P11-03349	DICK BLICK COMPANY		Student Art Supplies	117.56
P11-03350	HOME DEPOT MISSION VIEJO STORE #614		Student Material Fees	300.00
P11-03351	LEE ARMSTRONG CO., INC.		SM BLDG - VARIOUS ROOMS	6,490.00
P11-03352	CAROLINA BIOLOGICAL SUPPLY		MICROBIOLOGY SLIDES	538.91
P11-03353	CACCRAO CHRISTOPHER WILSON		2010-2011 CACCRAO Institutional Membership Dues	200.00
P11-03354	KELLY GRIMES		Consultant	2,160.00

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Includes p11-02977 - P11-03411

PO Number	Vendor Name	Site	Description	Account Amount
P11-03355	ASSOCIATED COLLEGIATE PRESS REGISTRATION	.	Associated Collegiate Press Annual Membership Dues	139.00
P11-03356	LUIS MAURICIO VASQUEZ		CPR/ 1st Aid Instructor	3,300.00
P11-03357	JESSICA I. CALVILLO		Workshop Panelist	35.00
P11-03358	ACCUVANT INC.		PAN Support & Threat Prevention Support Renewal	83,579.40
P11-03359	BRAND ATHLETICS		Men's Golf Team Uniform Supplies 2011	2,122.71
P11-03360	VICTORY CUSTOM ATHLETIC		Baseball uniform supplies - embroidery services	475.00
P11-03361	BANNERSANDSIGNS.NET		New door plate for faculty	20.78
P11-03362	BAKER & TAYLOR BOOKS	.	Purchase books.	4,000.00
P11-03363	SUPERCIRCUITS, INC.		Security camera	273.11
P11-03364	NEWPORT COMPUTER SOLUTIONS, INC		vRangerPro Back-up System Renewal	3,075.45
P11-03365	DELL MARKETING		LAPTOP FOR ASST DEAN/DIRECTOR OF NURSING	517.38
P11-03366	PRINTECH		Pocket Folders	2,458.67
P11-03367	MILLENNIUM BUSINESS SERVICES MARTIN SETH COHN		Business card for the IVC Athletic Trainer	50.03
P11-03368	ARBOR SCIENTIFIC		PHYSICS SUPPLIES	98.87
P11-03369	GUNTHER'S ATHLETIC SERVICE		New equipment for football department	690.00
P11-03370	DRS. FOSTER & SMITH		Aquatic Supplies	41.59
P11-03371	MOUSER ELECTRONICS INC.		Electronics Supplies	.00
P11-03372	SOLARWINDS.NET, INC.		Virtual & Server Profiler Software	1,596.00
P11-03373	COLE-PARMER INSTRUMENT		Biology Student Glassware	463.47
P11-03374	MARIBEL NAVA		Co-trainer	105.00
P11-03375	LOVING GUIDANCE		CD-TEN PRINCIPLES OF POSITIVE DISCIPLINE	4,700.00
P11-03376	CAMBRIDGE EDUCATIONAL A FILMS MEDIA GROUP COMPANY		DVD FOR INSTRUCTIONAL USE	94.95
P11-03377	TOMARK SPORTS EQUIPMENT		BASEBALL FIELD PAINT	163.46
P11-03378	BRAVO SIGN & DESIGN		PARKING/SMOKING SIGNS	1,892.88
P11-03379	A-1 FENCE COMPANY		GROUPS YARD FENCES	1,929.00
P11-03380	UNIV. OF CAL. PRESS		Employee Relations Pocket Guide	21.38
P11-03381	SEHI PROCOMP COMPUTER PRODUCTS	IVC Warehouse	Computer Hardware	31.40
P11-03382	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business Cards	100.05
P11-03383	HAITBRINK ASPHALT PAVING, INC.		R&R BASEBALL FIELD & BGS PARKING AREA	3,600.00
P11-03384	CRYSTAL SHOMPH	.	Contract Services	520.00
P11-03385	NAVIGATORS PRINT & DESIGN INC		Printing of A&R letterhead	539.38
P11-03386	MC PEEK'S DODGE OF ANAHEIM	.	DODGE CHARGER	28,599.13
P11-03387	ACME LIFTING PRODUCTS, INC		AUTOMOTIVE SUPPLIES	395.84
P11-03388	KEN PATTON		NVC MEETING 2011 FOR GRANT 0702912	5,000.00
P11-03389	MSC INDUSTRIAL SUPPLY CO.		RAPIDTECH NONINSTR SUPPL	142.88

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Includes p11-02977 - P11-03411

PO Number	Vendor Name	Site	Description	Account Amount
P11-03390	SMASHING SPORTS		BADMINTON SHUTTLECOCKS FOR PRACTICE	845.63
P11-03391	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER		EMBROIDERY FOR MEN'S VOLLEYBALL	1,528.64
P11-03392	PROAIR CONSTRUCTION SVCS. INC.		GROUPS A/C WORK	18,970.00
P11-03393	AMERICAN ACADEMY OF PROFESSIONAL CODERS (AAPC)		AAPC MEMBERSHIP	125.00
P11-03394	ALL ELECTRONICS CORP.		Electronics Supplies	.00
P11-03395	KEN'S SPORTING GOODS		Women's Track & Field Uniform Supplies	225.75
P11-03396	HOME DEPOT MISSION VIEJO STORE #614		Art supplies	300.00
P11-03397	SIMS-ORANGE WELDING SUPPLY		Gas and supplies for Art Department	300.00
P11-03398	CONSUMERS PIPE - FONTANA		EMERGENCY REPAIR HS CHILLED WATER PIPES	149.43
P11-03399	MARKETLAB, INC.		SUPPLIES FOR SKILLS LAB	924.40
P11-03400	VERNIER SOFTWARE		Stainless Steel Temperature Probes	934.61
P11-03401	SMART LEVELS MEDIA		Extra spring PA brochures	1,303.91
P11-03402	COMMUNITY COLLEGE LEAGUE OF CA		2011 Trustee Handbook	87.00
P11-03403	KAPLAN EARLY LEARNING COMPANY		Materials for CDC Toddler Program	80.25
P11-03404	SILVER STATE COACH, INC.		8th Grade Job Shadow CTE related	2,403.75
P11-03405	WATER VISIONS, INC. DBA PSI		PARTS FOR PRESSURE WASHER	.00
P11-03406	WELLS FARGO #3317		Instructional books for Geology	.00
P11-03407	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		SSC-212 SKYLIGHT REPAIR	6,300.00
P11-03408	FLAG SYSTEMS, INC.		Sound techs and equip for Redbone 4/30/11	2,450.00
P11-03409	MICHELE DUGAN		Workshop Presenter	1,080.00
P11-03410	FANTASY DESIGNS		TENNIS EMBROIDERY	228.38
P11-03411	COMPUSA RETAIL, INC. COMPUSA B2B		SEAGATE HARD DRIVES	885.14
			Total	435
				2,615,342.59

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	410	1,084,575.70
12	Child Development Fund	4	3,821.82
40	Capital Outlay Fund	21	1,526,945.07
Total		435	2,615,342.59

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Includes p11-02977 - P11-03411

PO Number	Vendor Name	Site	Description	Account Amount
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<p style="text-align: center;">PO Changes</p> <hr/> <table> <tr> <td></td> <td><u>New PO Amount</u></td> <td><u>Change Amount</u></td> </tr> <tr> <td colspan="3">Total PO Changes</td> </tr> </table>		<u>New PO Amount</u>	<u>Change Amount</u>	Total PO Changes		
	<u>New PO Amount</u>	<u>Change Amount</u>				
Total PO Changes						

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Includes 12/15/2010 - 02/01/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ11-03558	JEAN GAUDREAU	NVC REIMBURSEMENT - JEAN GAUDREAU	150.00
RQ11-03563	TAO YANG CAL POLY SAN LUIS OBISPO - IME	NVC REIMBRUSEMENT - TAO YANG	150.00
RQ11-03755	CARL DEKKER	NVC REIMBURSEMENT - CARL DEKKER	800.00
RQ11-03873	AMY L. STINSON	Reimbursement for field trip purchases	117.28
RQ11-04076	GLENN ROQUEMORE	Conference for Glenn Roquemore	1,190.00
RQ11-04152	BARBARA HUGGINS	REIMBURSEMENT FOR CONFERENCE	1,509.29
RQ11-04261	BAKER & TAYLOR	Library books per Ana Maria Cobos request	58.93
RQ11-04282	JOHN OZUROVICH	CONFERENCE FOR JOHN OZUROVICH	2,150.80
RQ11-04286	NEWBEGINNINGS, INC.	INT'L STUDENT OFFICE ORIENTATION	309.00
RQ11-04317	KEN PATTON	AMERIMOLD 2011	4,403.19
RQ11-04319	EDWARD TACKETT	* AMERIMOLD 2011 - 4/13 conference	2,003.19
RQ11-04338	GLENN ROQUEMORE	Travel for Glenn Roquemore	830.00
RQ11-04360	EDUCATIONAL MUSIC SERVICE	Music ordered and received	48.85
RQ11-04376	PETE'S ROAD SERVICE FULLERTON	* TO REPAIR A TIRE ON A BIO. TRAILER	164.81
RQ11-04381	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	CCCCO Funds	96,069.00
RQ11-04382	ADVANTAGE MAILING, INC.	Postage Payment	5,874.80
RQ11-04390	JAN DUQUETTE	Expense reimbursement for office supplies	141.36
RQ11-04396	LAGUNA GRAPHIC ARTS, INC.	Note/Tranmittal Pads for Gary Poertner	304.50
RQ11-04405	TERESA CAMACHO	Reimbursement to Teresa Camacho	6.83
RQ11-04407	WELLS FARGO #1598	reserveamerica.com geology reservations	195.00
RQ11-04411	WELLS FARGO #1598	REPAIR 997 MOWER TIRE - EBERHARD VENDOR	621.48
RQ11-04418	COAST FITNESS REPAIR SHOP	Fitness Equipment For Repairs. Strength PE 102	376.87
RQ11-04422	GLENN ROQUEMORE	Conference for Glenn Roquemore WDI 2011	570.00
RQ11-04423	WELLS FARGO #3317 (DISTRICT)	allstarshop.com	129.85
RQ11-04424	WELLS FARGO #3317 (DISTRICT)	The Apple Store.com	99.00
RQ11-04433	ELLE DUBOIS	CIWEA Conference	753.12
RQ11-04439	CLAIRE CESAREO-SILVA	Conference Reimbursement for Claire Cesareo-Silva	395.00
RQ11-04440	WELLS FARGO #1598	WASC seminar-Michelle Scharf-travel reimb.	1,070.00
RQ11-04441	WELLS FARGO #1598	Travel reimbursement for Robert Melendez	1,070.00
RQ11-04444	TERESA FLUEGEMAN	Reimbursement for TF - BOT photos	23.96
RQ11-04454	SUN-PAC	Storage Unit Rental	441.55
RQ11-04461	LARRY RADDEN	Reimbursement	13.97
RQ11-04462	JOSE MAGANA THE BLACK BOOK DEPOT	Binders ordered and received	163.97
RQ11-04466	KENT MADOLE	Conference Attendance	800.00
RQ11-04468	ANTHONY G. CAPPUCCILLI	Conference Attendance	554.00
RQ11-04470	JAN FRITSEN	Printing Ventura Workpacket - Royalties	150.00
RQ11-04471	DONALD MINEO	Reimb for CDA CCCCCO San Diego Nov 18 & 19th, 2010	239.59
RQ11-04473	TONI LAKOW	Job Fair 2011 - Los Angeles - Lakow	297.50
RQ11-04474	TONI LAKOW	Job Fair 2011 - San Francisco - Lakow	825.74
RQ11-04475	JAKE MUNNS	Job Fair 2011 - Los Angeles - Munns	297.50
RQ11-04477	JAKE MUNNS	Job Fair 2011 - San Francisco - Munns	825.74
RQ11-04478	FRANCES MILLER	Job Fair 2011 - Los Angeles - Miller	297.50
RQ11-04479	FRANCES MILLER	Job Fair 2011 San Francisco - Miller	825.74

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Listing

Includes 12/15/2010 - 02/01/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ11-04480	LISA ROMAIN	Reimb for CDA San Diego Nov 18 &19, 10	201.29
RQ11-04486	GARY SABELLA	Expense Reimbursement - W's Golf supplies	671.49
RQ11-04492	TOM BURROWS	Perishable Items Purchased for Bioly	16.77
RQ11-04495	W. MIKE DALE LAB TECHNICIAN	Reimbursement	95.00
RQ11-04497	DAVIT S. KHACHATRYAN	Reimbursement for items purchased at post office	89.09
RQ11-04499	RUSSELL HAMILTON	CCLC Legistrative Conference attendance Jan 22-24	1,395.24
RQ11-04500	MCCLUSKEY CO., INC.	* Repair for Microfiche Machine	335.00
RQ11-04502	MARCIA MILCHIKER	2011 CCLC Effective Trusteeship Conf	1,318.77
RQ11-04503	GREGORY DICKINSON	Reimburse G. Dickinson for Astro Field Trip	178.13
RQ11-04507	EARL PAGAL	PARMA Conf. Registration for Earl Pagal	120.00
RQ11-04510	EILEEN MARY O'BRIEN	Reimb for CDA San Diego Nov 18 &19, 2010	334.86
RQ11-04511	NEWBEGINNINGS, INC.	In-Service - Welcome Back Breakfasts	1,729.13
RQ11-04512	GREGORY RAMIREZ	Reimb for CDA San Diego Nov 18 &19, 2010	115.83
RQ11-04513	JULIE PRESTON-SMITH	Reimb for CDA San Diego Nov 18 &19, 2010	504.39
RQ11-04514	NANCY M. DAVIS	Reimb for CDA San Diego Nov 18 &19, 2010	36.88
RQ11-04515	BROOK FELLOWS OLIVER	Reimb for CDA San Diego Nov 18 &19, 2010	376.36
RQ11-04517	VICTORIA ROTHMAN	Reimb for CDA San Diego Nov 18 &19, 2010	332.40
RQ11-04518	RJ COACHING AND CONSULTING	Reimb for CDA San Diego Nov 18 &19, 2010	249.46
RQ11-04521	RITA M. JONES JANET HUANG	Reimb for CDA San Diego Nov 18 &19, 2010	305.08
RQ11-04522	SUSAN M. COLEMAN DBA EDUCATION 4 WORK	Reimb for CDA San Diego Nov 18 &19, 2010	187.26
RQ11-04523	MARCIA MILCHIKER	2011 CCLC Leg Conference - Marcia Milchiker	430.00
RQ11-04524	ANTHONY MICHAELIDES	Reimb for CDA San Diego Nov 18 &19, 2010	359.68
RQ11-04534	ROCKY CIFONE	Conference Registrations: AACCC (1/25 - 1/29/11)	690.00
RQ11-04535	ROCKY CIFONE	Conference Registrations: LAOCRC (4/13 - 4/15/11)	100.00
RQ11-04537	TRACY DALY	Conference Registration: ACCCA (2/23 - 2/25/11)	395.00
RQ11-04543	BAKER & TAYLOR	Library DVD's per Elizabeth Horan request	26.90
RQ11-04546	GARY POERTNER	2011 CCLC Legislative - Gary Poertner	1,152.80
RQ11-04549	LAURA ABRAMS	Reimbursement for Postage	96.80
RQ11-04552	TERESA FLUEGEMAN	2011 CCLC Leg Conf - Tere Fluegeman	1,191.64
RQ11-04556	BAKER & TAYLOR	Library books per Ana Maria Cobos Request	147.78
RQ11-04557	ROBERT COSGROVE	Conference for Bob Cosgrove	450.00
RQ11-04563	LAGUNA GRAPHIC ARTS, INC.	Fast Facts Brochures - 2011	489.38
RQ11-04566	CHEFS' TOYS	Dept. Suplies	78.29
RQ11-04567	NORMS REFRIGERATION	ICE MACHINE REPAIR	303.56
RQ11-04569	JEFFREY HSU	Reimbursement	43.05
RQ11-04570	ANDREW CRAVEN	REIMBURSEMENT	24.75
RQ11-04571	JEFFREY W. HSU	Conference	180.00
RQ11-04579	ELIZABETH CIPRES	REIMBURSE: Elizabeth Cipres for postage	6.48
RQ11-04581	EDUCATIONAL MUSIC SERVICE	Music ordered and received	186.85
RQ11-04583	DONNA DICKENS	Reimbursement to Faculty	130.00
RQ11-04590	JENNIFER GLEIZER	REIMBURSEMENT FOR SUPPLIES	8.99
RQ11-04591	ASSOCIATED STUDENT BODY SADDLEBACK COLLEGE	Circle of Change Adviser Hotel	226.24
RQ11-04594	MIROSLAVA MANCHIK	Reimbursement/Office Supplies	73.44
RQ11-04596	DA CAPO MUSIC	Music ordered and received	116.98

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Listing

Includes 12/15/2010 - 02/01/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ11-04598	U.S. POSTAL SERVICE ATTENTION: BULK MAIL	Additional bulk mail fee for Spring PA brochure	5.48
RQ11-04610	TAMS-WITMARK MUSIC LIBRARY	Score	118.75
RQ11-04612	RICHARD GROSCOST	CONF FOR GROSCOST	1,252.05
RQ11-04614	IKEGAMI ELECTRONICS (USA) INC.	Service Repair on Cameras in Board Room	1,576.23
RQ11-04620	CLIFFORD MEYER %AUTO TECH	Reimbursement	156.00
RQ11-04621	S & B FOODS CATERING DIVISION	Chancellor's Opening Session-Spring 2011	537.99
RQ11-04622	WILLIAM (BEAU) ARBUTHNOT	Conference	657.10
RQ11-04624	MARIA MILLER	reimbursement for purchase of signage	92.44
RQ11-04629	KEN PATTON	REIMBURSEMENT ASTM F42 COMMITTEE MEETING	1,549.71
RQ11-04631	GARY BARNAK	ASTM F42 COMMITTEE MEETING	547.56
RQ11-04648	WILLIAM (BEAU) ARBUTHNOT	* CONFERENCE 4/19	775.00
RQ11-04649	TOM BURROWS	Reimbursement for Purchase of Grocery Items	17.54
RQ11-04654	DR. ROBERT BRAMUCCI	Travel expenses	895.00
RQ11-04655	ELIZABETH CIPRES	ACCCA BOD Meeting:REIMBURSEMENT FOR LIZ CIPRES	199.72
RQ11-04656	JIM GASTON	Reimbursement for Educause 2010	700.00
RQ11-04659	JIM GASTON	Reimbursement for Bb Mobile Summit 2010	633.14
RQ11-04671	JAMS, INC.	JAMS Arbitration Practice	2,500.00
RQ11-04677	INTEGRA SERVICES INTERNATIONAL INC.	* RAPIDTECH EQUIPMENT REPAIR	1,211.25
RQ11-04681	MARK IV COMMUNICATIONS, INC.	ADD DATA LINES A116, 117, 119 & 126-A100 PROJECT	6,140.78
RQ11-04682	BRANDYE D'LENA	travel	464.40
RQ11-04683	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	Senior Day T-Shirts	12,984.75
RQ11-04684	FRANCHISE TAX BOARD	Nonresident Withholding Payment	445.00
RQ11-04688	TOD A. BURNETT	CCLC Conf. Jan. 23 - 24, 2011	2,185.00
RQ11-04690	TRACY DALY	Conference Registrations: AACC (1/25 - 1/29/11)	415.00
RQ11-04691	TRACY DALY	Conference Registration: LAOCRC (4/13 - 4/15/11)	100.00
RQ11-04692	TONY SIDOTI	CONFERENCE REGISTRATION (A. Sidoti)	140.00
RQ11-04694	BRANDYE D'LENA	conf. travel	464.40
RQ11-04699	GWEN PLANO	Reimbursement to Dr. Gwen Plano	27.48
RQ11-04704	JEFFREY W. HSU	* Conference	270.00
RQ11-04705	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	ATI TEAS TESTS	679.69
RQ11-04707	NEWBEGINNINGS, INC.	Special Board Meeting - 1/13/11	303.51
RQ11-04708	NEWBEGINNINGS, INC.	High School Counselor Conference	739.50
RQ11-04711	RALPH ANDERSEN & ASSOCIATES	Technical Assistance - October/November 2010	10,165.00
RQ11-04715	COAST FITNESS REPAIR SHOP	* Life Fitness Center Equipment Repair	1,074.57
RQ11-04716	SOUTH COAST FAMILY MEDI-CENTER, INC.	Health Screening/New Hire/IVC Police Dispatcher	235.00
RQ11-04720	TOD A. BURNETT	ACCCA Conf. in Long Beach, CA 2/23-25, 2011	645.00
RQ11-04729	MARYAM AFSHARI	Conference attendance for Maryam Afshari	657.44
RQ11-04736	ROCKY CIFONE	Conference Registration: ACCCA (2/23 - 2/25/11)	395.00
RQ11-04738	MAIN GRAPHICS	Job Opportunity Brochures	1,007.76
RQ11-04742	CQ PRESS	Pay for standing order for book	186.80

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Listing

Includes 12/15/2010 - 02/01/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ11-04749	WELLS FARGO #3317 (DISTRICT)	Chronicle of Higher Education	82.50
RQ11-04757	S & B FOODS	Refreshments for Paralegal Advisory Forum	183.79
RQ11-04761	SUN-PAC	Storage Unit Rental	105.00
RQ11-04763	JENNIFER MC CUE	*Conference for Jennie McCue	2,065.00
RQ11-04765	DAVID D. GATEWOOD	Conference for David Gatewood	820.00
RQ11-04771	WELLS FARGO #1598	IACP-MEMBERSHIP FOR GLEN	120.00
RQ11-04775	ESTER GRAHAM	* Seminar Registration for Ettie Graham	112.00
RQ11-04784	GLENN ROQUEMORE	Travel for Glenn Roquemore	345.00
RQ11-04785	GRETCHEN BENDER	Conf. for Gretchen Bender - ACCCA Feb. 23-25, 2011	1,111.94
RQ11-04791	WELLS FARGO #4198	Toner Purchase for Microfiche Machine--TonerMax	137.01
RQ11-04810	KARIMA FELDTHUS	ACCCA Conference Expenses for Karima Feldthus	445.00
RQ11-04815	PATRIC TAYLOR	Reimbursement	184.75
RQ11-04816	BRICO ELECTRIC	Emergency Electrical	1,560.00
RQ11-04823	DJ ORTHOPEDICS, LLC	Athletic Training Safety Supplies	86.03
RQ11-04824	WELLS FARGO #3317 (DISTRICT)	Job Fair Flyers	1,093.54
RQ11-04825	DJ ORTHOPEDICS, LLC	Athletic Training Safety Supplies	138.81
RQ11-04827	MELDAU, FRANK M.	Frank Meldau to attend 2011 CLCC Eff Trustee Wkshp	722.40
RQ11-04832	JULIE ANDERSON	Shelf Liners	11.40
RQ11-04833	NEWBEGINNINGS, INC.	CTE Collaborative Advisory Meetings	40.00
RQ11-04837	KEITH SHACKLEFORD	CCCAA 2011 Conference for Keith Shackelford	1,223.00
RQ11-04847	SYLVIE GROTE	Conference Reimbursement	325.00
RQ11-04849	JACK APPLEMAN	Conference Reimbursement	70.00
RQ11-04851	DANIEL LUZKO	Conference Reimbursement	650.00
RQ11-04852	GARY RYBOLD	Conference Reimbursement	639.40
RQ11-04853	WELLS FARGO #1598	REPAIR TRACTOR TIRES - PETE'S ROAD SERVICE	415.82
RQ11-04855	JANICE PARK	Conference Reimbursement	325.00
RQ11-04859	RANDY W. PEEBLES	REIMB. CONFERENCE FOR RANDY PEEBLES	350.00
RQ11-04860	BRENDA BORRON	Conference Reimbursement	75.00
RQ11-04862	SHU-YUNG CHEN	Conference Reimbursement	34.00
RQ11-04864	LAN D. PHAM	Conference Reimbursement	45.41
RQ11-04865	BENJAMIN VARGAS	Conference Reimbursement	45.41
RQ11-04867	KEVIN O'CONNOR	Conference Reimbursement- Kevin O' Connor	780.01
RQ11-04869	AMY WHEELER	Conference for Amy Wheeler	2,065.00
RQ11-04870	WELLS FARGO #1598	Credit card purchase for Electronics--expressPCB	65.31
RQ11-04873	MICHAEL O'MEARA	Reimbursement for Michael O'Meara	4.61
RQ11-04874	FRANK PANGBORN	Conference Reimbursement	113.00
RQ11-04875	FRANK PANGBORN	Conference Reimbursement	94.99
RQ11-04877	BAKER & TAYLOR	Library book per Ana Maria Cobos request	59.56
RQ11-04892	WELLS FARGO #2078	EVENT REGISTRATION - GROUP	285.00
RQ11-04896	GWEN PLANO	REIMBURSEMENT ACCCA Conference	900.00
RQ11-04903	COACH AMERICA	* Bus for El field trip - JAN 27	880.00
RQ11-04907	SO. ORANGE CO. COMM. COL.DIST	Repayment of Cal Grant B	388.00
RQ11-04911	NLNAC, INC. DIRECTOR FOR ACCOUNTING	NLNAC SITE VISIT REIMBURSEMENT FEE	381.24
RQ11-04912	ORANGE COUNTY REGISTER	To cover balance due on cancelled subscription	32.56
RQ11-04916	THOMAS L. SMITH	Inst supplies purchased	45.64

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Includes 12/15/2010 - 02/01/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ11-04917	YOLANDA GOULDSMITH	Reimbursement for Conference	15.00
RQ11-04919	THOMAS L. SMITH	Reimbursement for purchases	35.24
RQ11-04930	WELLS FARGO #4198	AIR HANDLER PART-MOTION INDUSTRIES	250.00
RQ11-04931	S & B FOODS	Lunch for Instructional Council Mtg on 2/4/11	391.50
RQ11-04940	GUY, GEORGINA	Georgina Guy Training	619.00
RQ11-04941	CHEFS' TOYS	Repairs to 2 Kitchenaid mixers	221.94
RQ11-04943	PATRIC TAYLOR	Reimbursement	47.23
RQ11-04944	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	IT SERVER RM UPGRADES	355.00
RQ11-04946	CLIFFORD MEYER %AUTO TECH	Reimbursement	57.40
RQ11-04947	THOMAS L. SMITH	RAPIDTECH NONINSTR SUPPL	21.74
RQ11-04949	CLIFFORD MEYER %AUTO TECH	Reimbursement	80.81
RQ11-04950	WELLS FARGO #3317 (DISTRICT)	appFigures.com/Fileitup Media	59.88
RQ11-04954	KAREN KOBZEFF	Karen Kobzeff	635.84
RQ11-04960	DR. CRAIG JUSTICE	Reimbursement ACCCA 2011 Conf. - Dr. Craig Justice	1,015.00
RQ11-04961	ALBERT MOLINA	Conference Travel for Al Molina	648.16
RQ11-04962	SARA GONZALES-TAPIA	Conference Travel for Sara Gonzales-Tapia	747.29
RQ11-04964	LORI WOOD	Conference Travel for Lori Wood	647.81
RQ11-04966	SANDY LLANAS	Conference Travel for Sandy Llanas	669.30
RQ11-04967	SUSANNE C. DUARTE	Conference Travel for Susie Duarte	648.82
RQ11-04968	MARTA MUNOZ	Conference Travel for Marta Munoz	674.00
RQ11-04971	SO. ORANGE CO. COMM. COL.DIST	Repay ACG Program	93.00
RQ11-04973	JEANISE BARTIROMO	Employee Enrollment Fee Reimbursement Request	78.00
RQ11-04974	GLENN ROQUEMORE	Glenn Roquemore OCBC Annual Dinner	220.00
RQ11-04976	SANDY JEFFRIES	* Conference 3/4 for Sandy Jeffries	1,725.00
RQ11-04978	TOM DORMAN	RAPIDTECH NONINSTR SUPPL	28.23
RQ11-04981	WELLS FARGO #3317 (DISTRICT)	Job Fair Flyers (additional for SF)	576.38
RQ11-04988	LASER SOURCE	Service and parts for printer	276.41
RQ11-04994	PAUL MC LEOD	American Scholastic Press Assoc. Contest fees	50.00
RQ11-04996	TOM BURROWS	Reimbursement for Grocery Items used in lab	19.20
RQ11-05009	MARK KRUHMIN	Reimburse Mark Kruhmin for dept. purchase	8.41
RQ11-05011	TAMS-WITMARK MUSIC LIBRARY	Royalty Rentals	194.75
RQ11-05012	WELLS FARGO #4198	PrecisionRoller.com XeroxReplacementFuserAssembly	297.98
RQ11-05015	WELLS FARGO #1606	Pizza for Parent/Children Lunch--Papa John's	350.00
RQ11-05020	MAIN GRAPHICS	SOCCCD- 2011 Fast Facts	460.89
RQ11-05033	A-1 AWARDS	BOT Meeting- Plastic Signage	45.68
RQ11-05035	VICKIE HAY	*Conference for Vickie Hay	644.87
RQ11-05037	WELLS FARGO #1598	Outreach Flyers	641.63
RQ11-05038	A-1 AWARDS	Leadership Recep. - Awards/Thank yous	195.75
RQ11-05043	STATE BOARD OF EQUALIZATION	Use Tax for CY2010	42,560.00
RQ11-05057	GWEN PLANO	Reimbursement to Dr. Gwen Plano	242.70
RQ11-05076	WELLS FARGO #4198	Tablecloths	300.00
RQ11-05079	DAVID BUGAY	Conference for David Bugay	1,001.57
RQ11-05080	JOHN W. EDWARDS	REIMBURSEMENT FOR SUPPLIES	42.35
RQ11-05087	MKH ELECTRONICS	Repair service/ Ath.ultrasound machine	175.00
RQ11-05104	DA CAPO MUSIC	Music ordered and received	165.40

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Listing

Total	217	<u>273,862.28</u>
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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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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	212	264,396.50
12	Child Development Fund	1	350.00
40	Capital Outlay Fund	2	6,495.78
68	Self-Insurance Fund	2	2,620.00
Total		217	<u>273,862.28</u>

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

BACKGROUND

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

STATUS

Checks No. 099016 through 100083, processed through the Orange County Department of Education, totaling \$7,399,262.48; and Checks No. 010030 through 010051, processed through Saddleback College Community Education, totaling \$42,883.95; and Checks No. 008793 through 008804, processed through Irvine Valley College Community Education, totaling \$85,188.39 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 12/15/2010 through 02/01/2011

Check Number	Check Date	Pay to the Order of	Check Amount
099016	12/15/2010	FOREST LAKE EDUCATION MANAGEMENT	34,338.68
099017	12/15/2010	GALE SUPPLY COMPANY	1,137.42
099018	12/15/2010	GALLS INC. %GALLS RETAIL CA LOCK BOX	56.48
099019	12/15/2010	gkkworks	792.50
099020	12/15/2010	GLAXOSMITHKLINE PHARMACEUTICAL	1,812.00
099021	12/15/2010	GOVCONNECTION	81.43
099022	12/15/2010	GOVERNET % BIBBY SERVICES	9,630.00
099023	12/15/2010	GRACE TRAINING SUPPLY	712.15
		Unpaid Sales Tax	45.94
		Expensed Amount	758.09
099024	12/15/2010	W. W. GRAINGER	702.95
099025	12/15/2010	DIANA GRAY	877.50
099026	12/15/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	900.00
099027	12/15/2010	HEAT TRANSFER SOLUTIONS	1,250.00
099028	12/15/2010	HIGHER ONE INC.	523.20
099029	12/15/2010	HITT MARKING DEVICES, INC.	65.79
099030	12/15/2010	IRVINE RANCH WATER DIST.	7,883.49
099031	12/15/2010	HALO/LEE WAYNE CORPORATION	5,426.62
099032	12/15/2010	MODERN POSTCARD	248.54
099033	12/15/2010	MOORE MEDICAL, LLC	101.67
099034	12/15/2010	NORTHERN SAFETY COMPANY	1,026.82
		Unpaid Sales Tax	75.44
		Expensed Amount	1,102.26
099035	12/15/2010	OC REGISTER	368.00
099036	12/15/2010	AAA ACCESS SMOG	235.00
099037	12/15/2010	AACRAO MEMBERSHIP	99.00
		Unpaid Sales Tax	7.88
		Expensed Amount	106.88
099038	12/15/2010	ABC ICE HOUSE	65.25
099039	12/15/2010	AIR SOURCE INDUSTRIES, INC.	116.61
099040	12/15/2010	AXXIS ADVERTISING	99.00
		Unpaid Sales Tax	8.66
		Expensed Amount	107.66
099041	12/15/2010	B & P SERVICES, INC.	2,180.00
099042	12/15/2010	BAKER & TAYLOR	152.84
099043	12/15/2010	SONYA BANGSTON	72.59
099044	12/15/2010	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	151.68
099045	12/15/2010	DENISE BLAIR	630.00
099046	12/15/2010	BLICK ART MATERIALS	533.69
099047	12/15/2010	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	49,814.94
099048	12/15/2010	NANCY BRACKEN	1,885.44
099049	12/15/2010	BRAND ATHLETICS	363.96
099050	12/15/2010	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.	500.00
099051	12/15/2010	TOD A. BURNETT	43.43
099052	12/15/2010	C & H DISTRIBUTORS, INC.	272.10
099053	12/15/2010	CALIFORNIA ARBORIST CONSTRUCTION CO.	3,200.00
099054	12/15/2010	CALIFORNIA STAGE/LIGHTING, INC	13,096.43
099055	12/15/2010	CAPISTRANO SEWING MACHINE CO	348.00
099056	12/15/2010	CINTAS DOCUMENT MANAGEMENT	28.12
099057	12/15/2010	CINTAS DOCUMENT MANAGEMENT	28.12
099058	12/15/2010	CINTAS DOCUMENT MANAGEMENT	28.12

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 12/15/2010 through 02/01/2011

Check Number	Check Date	Pay to the Order of	Check Amount
099059	12/15/2010	CINTAS DOCUMENT MANAGEMENT	128.60
099060	12/15/2010	CINTAS DOCUMENT MANAGEMENT	128.60
099061	12/15/2010	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	465.00
099062	12/15/2010	COMPUTERLAND	3,300.00
099063	12/15/2010	CONTINENTAL CHEM/SANITARY SUP.	5,880.33
099064	12/15/2010	JENNIFER COTO	65.95
099065	12/15/2010	COX COMMUNICATIONS	4,268.84
099066	12/15/2010	CULLIGAN	47.70
099067	12/15/2010	DANA POINT FUEL DOCK	37.62
099068	12/15/2010	DATAMAX O'NEIL	724.14
099069	12/15/2010	JOHN DEERE LANDSCAPES, INC.	66.77
099070	12/15/2010	BEN DOLAN	184.88
099071	12/15/2010	SPARKLETTS	1,853.76
099072	12/15/2010	SPARKLETTS	585.46
099073	12/15/2010	ECONOMIC ALTERNATIVES, INC.	347.91
099074	12/15/2010	EDUCATION FOR SUCCESSFUL PARENTING	840.00
099075	12/15/2010	EDUCATIONAL MUSIC SERVICE	324.11
099076	12/15/2010	ENTERPRISE RENT-A-CAR	1,365.79
099077	12/15/2010	ESSENCE ENTERTAINMENT	1,265.00
099078	12/15/2010	EWING IRRIGATION PRODUCTS	324.23
099079	12/15/2010	FISHER SCIENTIFIC	1,622.27
099080	12/15/2010	LISA FITCHNER	50.00
099081	12/15/2010	FREEWAY AUTO SUPPLY	76.99
099082	12/15/2010	FULLERTON CIVIC LIGHT OPERA CO	336.50
099083	12/15/2010	OFFICEMAX CONTRACT INC.	17,969.14
099084	12/15/2010	BCH WATERWORKS	135.00
099085	12/15/2010	DAIRY DEPOT	44.60
099086	12/15/2010	DEPT OF INDUSTRIAL RELATIONS SELF-INSURANCE PLANS	15,402.55
099087	12/15/2010	OFFICEMAX CONTRACT INC.	7.82
099088	12/15/2010	GIZIEL LEFTWICH	75.00
099089	12/15/2010	JACK HARTIN PHOTOGRAPHY	700.00
099090	12/15/2010	ROBBIN HATTEN	150.00
099091	12/15/2010	RORY HOLLIDAY	700.00
099092	12/15/2010	HYDRO-SCAPE PRODUCTS, INC.	1,211.91
099093	12/15/2010	JACKSTIN JACKSON KELLY	11,450.00
099094	12/15/2010	RJ COACHING AND CONSULTING RITA M. JONES	16,288.91
099095	12/15/2010	MATTHEW KNELMAN	250.00
099096	12/15/2010	LAWNMOWERS ETC., LLC	13.04
099097	12/15/2010	LOOMIS, FARGO & COMPANY	546.83
099098	12/15/2010	MACIAS, GINI & COMPANY LLP	15,658.35
099099	12/15/2010	TIMOTHY MURPHY	502.50
099100	12/15/2010	NAT'L ATHLETIC TRAINERS ASSN	390.00
099101	12/15/2010	NEUDESIC, LLC	5,428.00
099102	12/15/2010	SISC III COBRA ADMINISTRATION	875.83
099103	12/16/2010	ACCCA	395.00
099104	12/16/2010	MARYAM AFSHARI	156.06
099105	12/16/2010	JOANN ALFORD	86.93
099106	12/16/2010	CALIFORNIA PLACEMENT ASSN % MAGGI DUNSMORE, COOP EDU DEPT	25.00
099107	12/16/2010	CHILD DEVELOPMENT TRAINING CONSORTIUM (CDTC)	520.00
099108	12/16/2010	ROBERT COSGROVE	111.86
099109	12/16/2010	KARIMA FELDHUS	206.58
099110	12/16/2010	JOSETE NELSON	260.64
099111	12/16/2010	THOMAS O'LEARY	670.78

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 12/15/2010 through 02/01/2011

Check Number	Check Date	Pay to the Order of	Check Amount
099112	12/16/2010	PARISA SOLTANI	417.93
099113	12/16/2010	KIMBERLY STANKOVICH	11.15
099114	12/16/2010	FAWN TANRIVERDI	500.06
099115	12/16/2010	THE WESTIN HOTEL LONG BEACH	388.92
099116	12/16/2010	POSTMASTER	230.36
099117	12/17/2010	AdvanceTek	8,000.00
099118	12/17/2010	CALIFORNIA ARBORIST CONSTRUCTION CO.	15,502.50
099119	12/17/2010	CATALYST CONSULTING	8,910.00
099120	12/17/2010	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	350.00
099121	12/17/2010	DVV ASSOCIATES, INC.	7,875.00
099122	12/17/2010	gkkworks	18,735.96
099123	12/17/2010	JACKSON, DE MARCO, TIDUS, & PE	39,997.95
099124	12/17/2010	MC KENNA LONG & ALDRIDGE, LLP	4,772.71
099125	12/17/2010	NEUDESIC, LLC	55,520.00
099126	12/17/2010	PUBLIC ECONOMICS, INC.	9,245.18
099127	12/17/2010	R2A ARCHITECTURE	19,007.19
099128	12/17/2010	RED STONE, INC	6,192.00
099129	12/17/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	1,186.09
099130	12/17/2010	XEROX CORP.	176.84
099131	12/17/2010	AT&T	223.54
099132	12/17/2010	SOUTHERN CALIFORNIA EDISON CO.	114.45
099133	12/17/2010	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,391.35
099134	12/17/2010	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
099135	12/17/2010	PENGUIN GROUP (USA) ATTN: LAUREN DESIMONE 5TH FLR	447.28
099136	12/17/2010	PYRAMID SCHOOL PRODUCTS	185.45
Unpaid Sales Tax			16.23
Expensed Amount			201.68
099137	12/17/2010	PYRO-COMM SYSTEMS	240.00
099138	12/17/2010	QUICK CAPTION	1,430.00
099139	12/17/2010	RIS PAPER COMPANY, INC.	3,065.88
099140	12/17/2010	HM RECEIVABLES CO LLC	683.55
099141	12/17/2010	SAFEWAY INC/PAVILIONS	633.44
099142	12/17/2010	SUNBURST VISUAL MEDIA	67.43
099143	12/17/2010	SchoolOutfitters.com	1,559.94
Unpaid Sales Tax			136.49
Expensed Amount			1,696.43
099144	12/17/2010	SECURITAS SECURITY SVCS, USA	183.84
099145	12/17/2010	SEHI PROCOMP COMPUTER PRODUCTS	632.47
099146	12/17/2010	SIEMENS WATER TECHNOLOGIES	79.05
099147	12/17/2010	SOCIETY OF AMERICAN ARCHIVISTS	453.45
Unpaid Sales Tax			37.27
Expensed Amount			490.72
099148	12/17/2010	SPECTRUM CHEMICAL MFG. CORP.	947.14
099149	12/17/2010	TECHNICAL INSTRUMENTS	245.44
099150	12/17/2010	TOMARK SPORTS, INC.	1,327.31
099151	12/17/2010	TURSI'S SOCCER SUPPLY, INC.	799.56
099152	12/17/2010	UNISOURCE WORLDWIDE INC.	455.79
099153	12/17/2010	W A X I E	256.79
099154	12/17/2010	WITT COMPANY	1,282.05
099155	12/17/2010	YALE CHASE MATERIALS HANDLING	300.54
099156	12/20/2010	DAVID E. ANDERSON, JR.	94.30

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Check Number	Check Date	Pay to the Order of	Check Amount
099157	12/20/2010	NANCY BRACKEN	286.20
099158	12/20/2010	LAURA DILL	22.82
099159	12/20/2010	GUY, GEORGINA	73.85
099160	12/20/2010	RUBEN GUZMAN	229.50
099161	12/20/2010	JOHN HILTON	29.50
099162	12/20/2010	DENICE INCIONG	18.00
099163	12/20/2010	INDUSTRIAL HYGIENE MGMT., INC.	5,406.00
099164	12/20/2010	FHEG IVC BOOKSTORE STORE NO 895 M.A.709	46,971.30
099165	12/20/2010	NICOLE LOFTUS	42.70
099166	12/20/2010	LORI MANGELS	121.50
099167	12/20/2010	JULIE MARTINEZ	38.40
099168	12/20/2010	NICOLE RICE STUDENT OUTREACH DEPT.	31.67
099169	12/20/2010	GLENN ROQUEMORE	30.70
099170	12/20/2010	SOKHA SONG	25.28
099171	12/20/2010	JOYCE SPEAKMAN	27.00
099172	12/20/2010	SOUTHERN CALIFORNIA EDISON CO.	1,522.21
099173	12/20/2010	SOUTHERN CALIFORNIA EDISON CO.	8,427.15
099174	12/20/2010	SOUTHERN CALIFORNIA EDISON CO.	14,082.95
099175	12/20/2010	VERIZON	148.04
099176	12/20/2010	XEROX CORP.	592.87
099177	12/20/2010	JOHN PERRY	1,700.00
099178	12/20/2010	DIONNE PETITPAS	250.00
099179	12/20/2010	POSTMASTER	770.00
099180	12/20/2010	POSTMASTER	185.00
099181	12/20/2010	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	7,600.00
099182	12/21/2010	PAR, INC.	1,792.80
Unpaid Sales Tax			145.25
Expensed Amount			1,938.05
099183	12/21/2010	QUEST DIAGNOSTICS	2,154.75
099184	12/21/2010	QUICK CAPTION	1,320.00
099185	12/21/2010	REALVOLLEYBALL.COM	1,190.24
099186	12/21/2010	S & B FOODS CATERING DIVISION	1,000.00
099187	12/21/2010	S & B FOODS CATERING DIVISION	76.13
099188	12/21/2010	S & B FOODS CATERING DIVISION	823.67
099189	12/21/2010	SAFEWAY INC/PAVILIONS	61.45
099190	12/21/2010	JARED SCOTT	270.00
099191	12/21/2010	SECURE LIVE SCAN	15.00
099192	12/21/2010	SEHI PROCOMP COMPUTER PRODUCTS	460.54
099193	12/21/2010	KYLE SEITZ	560.00
099194	12/21/2010	SEPULVEDA BUILDING MATERIALS	692.86
099195	12/21/2010	SHELF MASTER, INC.	172.62
099196	12/21/2010	SHRED-IT CAMPO ENTERPRISES, INC.	244.00
099197	12/21/2010	SIMS-ORANGE WELDING SUPPLY	174.28
099198	12/21/2010	SIXTEN, INC. dba SIXTEN & ASSOC.	3,471.50
099199	12/21/2010	SMART LEVELS MEDIA	5,517.95
099200	12/21/2010	SOUTHLAND INSTRUMENTS, INC.	418.00
099201	12/21/2010	STAR MAINTENANCE SUPPLY	369.75
099202	12/21/2010	ALENA STRICKLAND	595.00
099203	12/21/2010	TOMARK SPORTS, INC.	630.08
099204	12/21/2010	TRI-AD	977.00
099205	12/21/2010	TUSTIN AWARDS, INC.	110.38
099206	12/21/2010	U.S. DATA TRUST CORPORATION	5,000.00
099207	12/21/2010	UNISOURCE WORLDWIDE INC.	27,110.53
099208	12/21/2010	UNITED INTERIORS	14,494.96

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Check Number	Check Date	Pay to the Order of	Check Amount
099209	12/21/2010	U S SHOP TOOLS	3,261.82
099210	12/21/2010	VWR INTERNATIONAL, INC.	312.16
099211	12/21/2010	WARD'S NATURAL SCIENCE	5,346.96
099212	12/21/2010	W A X I E	1,587.04
099213	12/21/2010	TED WEATHERFORD	265.39
099214	12/21/2010	ELIZABETH WEISS	44.27
099215	12/21/2010	LISA R. WELLER	300.00
099216	12/21/2010	WESTERN EXTERMINATOR COMPANY	895.00
099217	12/21/2010	ANGELICA R. ZIKOOR	120.00
099218	12/21/2010	AT&T	55.83
099219	12/21/2010	AT&T	9.94
099220	12/21/2010	DATALINK CORPORATION	19,656.00
099221	12/21/2010	DELL MARKETING L.P. C/O DELL USA L.P.	1,333.00
099222	01/03/2011	MICHELLE ANSTADT	48,750.00
099223	01/03/2011	SESSIONS & KIMBALL, LLP ATTN: PETER WILLIAM TAYLOR	26,250.00
099224	01/03/2011	AAA ACCESS SMOG	100.00
099225	01/03/2011	ACUSHNET COMPANY	908.87
099226	01/03/2011	ADDONICS ONLINE STORE	940.04
099227	01/03/2011	ADVANTA ENERGY	800.00
099228	01/03/2011	ADVANTAGE MAILING, INC.	5,874.80
099229	01/03/2011	AFFILIATED COMPUTER SERVICES	175.75
099230	01/03/2011	AK CONSTRUCTORS INC.	585.00
099231	01/03/2011	ALISO VIEJO CONFERENCE CENTER	560.04
099232	01/03/2011	ALLIED STORAGE CONTAINERS, INC.	5,188.64
099233	01/03/2011	ApexCCTV	158.63
Unpaid Sales Tax			12.91
Expensed Amount			171.54
099234	01/03/2011	APPLE COMPUTER INC.	2,564.68
099235	01/03/2011	AUCA LOS ANGELES	118.16
099236	01/03/2011	ARROWHEAD DRINKING WATER	18.75
099237	01/03/2011	BAKER & TAYLOR	1,640.10
Unpaid Sales Tax			1.05
Expensed Amount			1,641.15
099238	01/03/2011	BLICK ART MATERIALS	5.89
099239	01/03/2011	STATE OF CALIFORNIA/PARKS AND RECREATION	475.00
099240	01/03/2011	CAROLINA BIOLOGICAL SUPPLY	854.63
099241	01/03/2011	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	96,069.00
099242	01/03/2011	CDW GOVERNMENT, INC.	4,060.48
099243	01/03/2011	CENTURION TECHNOLOGIES, INC.	5,351.10
099244	01/03/2011	CHEFS' TOYS	2,000.00
099245	01/03/2011	COACH AMERICA	7,324.58
099246	01/03/2011	COAST FITNESS REPAIR SHOP	471.87
099247	01/03/2011	SUSAN M. COLEMAN DBA EDUCATION 4 WORK	10,000.00
099248	01/03/2011	JANE L. COLLIER	180.00
099249	01/03/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	75,173.00
099250	01/03/2011	COMPUTERLAND	7,627.75
099251	01/03/2011	COMPUTROLS, INC.	7,375.00
099252	01/03/2011	CONSOLIDATED ELECTRICAL DIST.	431.86
099253	01/03/2011	CSS/RANCHO JANITORIAL SUPPLIES	599.27
099254	01/03/2011	CULLIGAN	2.75
099255	01/03/2011	D & S SALES	4,725.22
099256	01/03/2011	DANA POINT YACHT MAINTENANCE	31.90

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Check Number	Check Date	Pay to the Order of	Check Amount
099257	01/03/2011	MARIE DE LA PALME	30.40
099258	01/03/2011	JOHN DEERE LANDSCAPES, INC.	306.32
099259	01/03/2011	DELL MARKETING L.P. C/O DELL USA L.P.	50.10
099260	01/03/2011	DirecTV	203.66
099261	01/03/2011	DIVERSIFIED BUSINESS SERVICES	376.73
099262	01/03/2011	DOWNTOWN FORD SALES	27,839.75
099263	01/03/2011	DUNN-EDWARDS CORPORATION	343.54
099264	01/03/2011	JAN DUQUETTE	141.36
099265	01/03/2011	EDUCATIONAL MUSIC SERVICE	48.85
099266	01/03/2011	ESSENCE ENTERTAINMENT	176.00
099267	01/03/2011	CITY OF LAGUNA NIGUEL	3,900.00
099268	01/03/2011	AT & T MOBILITY	29.85
099269	01/03/2011	AT & T MOBILITY	18.03
099270	01/03/2011	AT&T	56.67
099271	01/03/2011	AT&T	344.77
099272	01/03/2011	AT&T	27.17
099273	01/03/2011	AT&T	57.84
099274	01/03/2011	AT&T	57.84
099275	01/03/2011	AT&T	57.84
099276	01/03/2011	AT&T	11.27
099277	01/03/2011	AT&T	32.97
099278	01/03/2011	AT&T	545.41
099279	01/03/2011	AT&T	443.84
099280	01/03/2011	AT&T	1,281.45
099281	01/03/2011	AT&T	11.29
099282	01/03/2011	SOUTHERN CALIFORNIA GAS CO.	4,489.85
099283	01/03/2011	SOUTHERN CALIFORNIA GAS CO.	5,454.72
099284	01/03/2011	SOUTHERN CALIFORNIA GAS CO.	37.15
099285	01/03/2011	VERIZON WIRELESS	310.58
099286	01/03/2011	SAFEWAY INC/PAVILIONS	397.74
099287	01/03/2011	US FOODS	1,223.24
099288	01/03/2011	XEROX CORP.	233.88
099289	01/03/2011	RPM CONSULTANT GROUP	2,370.00
099290	01/03/2011	SO. ORANGE CO. COMM. COL. DIST	160.00
099291	01/03/2011	SOUTH COAST FAMILY PRACTICE	400.50
099292	01/03/2011	JOHN G ALEVIZOS DO DBA TUSTIN IRVINE MED GRP	290.75
099293	01/04/2011	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
099294	01/04/2011	DR. RIBA'S HEALTH CLUB, INC. HOPE CLINIC	250.00
099295	01/04/2011	PACIFIC CLIPPINGS	59.00
099296	01/04/2011	LILIANN PEREZ-STROUD	180.00
099297	01/04/2011	PHOENIX GROUP	1,215.42
099298	01/04/2011	PITNEY BOWES PRESORT SERVICES	667.48
099299	01/04/2011	DANIEL J. POTHEN	2,200.00
099300	01/04/2011	LARRY RADDEN	13.97
099301	01/04/2011	REALVOLLEYBALL.COM	6,115.64
099302	01/04/2011	GARY SABELLA	462.72
099303	01/04/2011	GARY SABELLA	208.77
099304	01/04/2011	SIEMENS WATER TECHNOLOGIES	79.05
099305	01/04/2011	HARRY SNOWDEN	22.04
099306	01/04/2011	SPECTRUM CHEMICAL MFG. CORP.	73.81
099307	01/04/2011	STAR MAINTENANCE SUPPLY	304.50
099308	01/04/2011	STRATA INFORMATION GROUP	12,430.00
099309	01/04/2011	SUN-PAC	441.55
099310	01/04/2011	DIEMMY TRAN	120.00
099311	01/04/2011	UNITED RENTALS	460.34

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Check Number	Check Date	Pay to the Order of	Check Amount
099312	01/04/2011	USI	24.07
099313	01/04/2011	WEST COAST LIGHTS & SIRENS, INC.	1,676.25
099314	01/04/2011	WARD'S NATURAL SCIENCE	3,715.46
099315	01/04/2011	JOHN WILLIAMS	281.94
099316	01/04/2011	SANDRA WOOD	300.00
099317	01/04/2011	A. M. LEONARD, INC.	591.85
Unpaid Sales Tax			51.79
Expensed Amount			643.64
099318	01/04/2011	AMBER HEALY	50.00
099319	01/04/2011	DAVID D. GATEWOOD	89.07
099320	01/04/2011	GALE SUPPLY COMPANY	13,536.65
099321	01/04/2011	GORM, INC.	8,041.94
099322	01/04/2011	GRACE TRAINING SUPPLY	15,934.40
Unpaid Sales Tax			1,325.19
Expensed Amount			17,259.59
099323	01/04/2011	HAMPTON TEDDER ELECTRIC CO.	3,605.52
099324	01/04/2011	HILLYARD FLOOR CARE SUPPLY HILLYARD/LOS ANGELES	2,430.51
099325	01/04/2011	HORIZON	6,532.69
099326	01/04/2011	INGARDIA BROTHERS PRODUCE, INC.	182.05
099327	01/04/2011	INTELLIGENT COMPUTER SOLUTIONS	3,725.14
099328	01/04/2011	IRVINE RANCH WATER DIST.	6,360.00
099329	01/04/2011	JAMES MOUNTS AND MORE JAMES DEMONGIN	336.93
099330	01/04/2011	JAMES PUBLISHING, INC.	58.29
099331	01/04/2011	JANE HORLINGS	154.05
099332	01/04/2011	JENNIFER MC CUE	105.72
099333	01/04/2011	JOHNSTONE SUPPLY	796.11
099334	01/04/2011	JON LUNDGREN	350.00
099335	01/04/2011	K 5600 LIGHTING, INC.	441.53
099336	01/04/2011	K-LOG COMPANY	6,774.30
Unpaid Sales Tax			592.75
Expensed Amount			7,367.05
099337	01/04/2011	KUSUNOKI, GARY I.	150.00
099338	01/04/2011	LABOR LAW CENTER, INC.	42.04
099339	01/04/2011	LAGUNA BALLET, INC.	13,740.00
099340	01/04/2011	LASER SOURCE	384.71
099341	01/04/2011	LEGION WEST PAPER	882.43
099342	01/04/2011	LINKS SIGN LANGUAGE INTERPRETING SERVICES	3,658.50
099343	01/04/2011	LIQUID AMBER DESIGNS, INC.	10,417.46
099344	01/04/2011	MARCIVE, INC.	366.08
099345	01/04/2011	MARIE HOFFMAN	112.96
099346	01/04/2011	MARK IV COMMUNICATIONS, INC.	1,177.41
099347	01/04/2011	MARSHALL MATERIALS	883.41
099348	01/04/2011	MC KESSON MEDICAL SURGICAL	1,708.31
099349	01/04/2011	McMASTER CARR SUPPLY CO.	222.16
099350	01/04/2011	MONIKA CONNOLLY	13.50
099351	01/04/2011	MORITAKA KINA	120.00
099352	01/04/2011	RAND McNALLY & CO.	34.38
099353	01/04/2011	THE MAGELLAN GROUP	14,500.00
099354	01/04/2011	W. W. GRAINGER	168.17
099355	01/04/2011	MC KESSON MEDICAL SURGICAL	165.52
099356	01/05/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER	70.68
099357	01/05/2011	FINANCE CORP. VERIZON	66.43

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099358	01/05/2011	DONALD MINEO	45.51
099359	01/05/2011	HALEY NGUYEN	63.69
099360	01/05/2011	IMPEX TECHNOLOGIES, INC.	2,250.00
099361	01/05/2011	JOSEPH JAY MENDOZA	210.00
099362	01/05/2011	LIQUID AMBER DESIGNS, INC.	1,578.58
099363	01/05/2011	MEDICAL EDUCATION TECHNOLOGIES, INC.	9,230.81
099364	01/05/2011	MICHAEL O'MEARA	9.35
099365	01/05/2011	MICRO CENTER A/R	250.07
099366	01/05/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	193.59
099367	01/05/2011	MISSION VIEJO FLORIST	451.31
099368	01/05/2011	MITY-LITE, INC.	676.00
099369	01/05/2011	MS ABRASIVE CLEANING EQUIPMENT	399.75
099370	01/05/2011	MYERS TIRE SUPPLY	661.43
099371	01/05/2011	NETOP	1,879.20
099372	01/05/2011	NEWBEGINNINGS, INC. CATERING DIVISION	1,778.88
099373	01/05/2011	NORTH STATE ENVIRONMENTAL	99.08
099374	01/05/2011	OC/LB CONSORTIUM DR. CHARLENE	150.00
		FOBI/NURSING DEPT	
099375	01/05/2011	OCB REPROGRAPHICS, INC.	154.43
099376	01/05/2011	OCLC, INC. DEPT #34299	537.09
099377	01/05/2011	ONESOURCE DISTRIBUTORS, LLC	77.54
099378	01/05/2011	ORANGE CO. FARM SUPPLY	878.10
099379	01/05/2011	ORANGE CO. SPECTATOR SERVICES DARRELL TIFF, OWNER	580.00
099380	01/05/2011	ACCCA	125.00
099381	01/05/2011	AMERICAN EXPRESS TRAVEL RELATED	2,615.60
		SERVICES CO INC	
099382	01/05/2011	AMY WHEELER	540.26
099383	01/05/2011	BRANDEE CRAIG	276.76
099384	01/05/2011	CARMENMARA HERNANDEZ-BRAVO	1,000.00
099385	01/05/2011	CIWEA ATTN: SALLY CARDENAS	75.00
099386	01/05/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	280.00
099387	01/05/2011	DAVID D. GATEWOOD	62.50
099388	01/05/2011	DR. ROBERT BRAMUCCI	318.84
099389	01/05/2011	FOUNTAINGROVE INN	225.72
099390	01/05/2011	JENNIFER MC CUE	644.26
099391	01/05/2011	JOYCE BARTLOMAIN	120.50
099392	01/05/2011	JUAN AVALOS	574.19
099393	01/05/2011	LYNDELLE STONICK-GARRINGER	225.00
099394	01/05/2011	MARJAN WARDAKI	364.40
099395	01/05/2011	RANDY HARDICK	261.89
099396	01/05/2011	RANDY W. PEEBLES	17.58
099397	01/05/2011	ROGER OWENS	15.00
099398	01/05/2011	TONY LIPOLD	153.00
099399	01/05/2011	VALERIA BARRAGAN	112.16
099400	01/05/2011	WELLS FARGO #1606	4,041.00
099401	01/05/2011	WELLS FARGO #4198	1,187.46
		Unpaid Sales Tax	4.19
		Expensed Amount	1,191.65
099402	01/05/2011	WELLS FARGO #1606	5,444.00
099403	01/06/2011	HUF COR AIRWALL	1,906.00
099404	01/06/2011	IRVINE RANCH WATER DIST.	265.75
099405	01/06/2011	JOHNSTONE SUPPLY	14.25
099406	01/06/2011	JOSE ORRANTIA	430.42

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Check Number	Check Date	Pay to the Order of	Check Amount
099407	01/06/2011	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	665.28
099408	01/06/2011	MARNIE MELENDEZ	10.02
099409	01/06/2011	OC REGISTER COMMERCIAL BILLING	3,184.55
099410	01/06/2011	OC Treasurer-Tax Collector	13,894.50
099411	01/06/2011	A. RIFKIN COMPANY	134.60
099412	01/06/2011	DIEMMY TRAN	120.00
099413	01/06/2011	GUISELLE SCOTT	630.00
099414	01/06/2011	JIM PHANEUF	140.97
099415	01/06/2011	LISA ROMAIN	201.29
099416	01/06/2011	MICHAEL E. WILSON	13,668.00
099417	01/06/2011	PARKER & COVERT LLP	4,919.56
099418	01/06/2011	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	464.00
099419	01/06/2011	POCKET NURSE ENTERPRISES, INC.	136.25
		Unpaid Sales Tax	9.95
		Expensed Amount	146.20
099420	01/06/2011	POSITIVE PROMOTIONS INC.	872.42
		Unpaid Sales Tax	76.34
		Expensed Amount	948.76
099421	01/06/2011	PSI-PAYPHONE STATIONS INNOVAT.	1,105.00
099422	01/06/2011	RIS PAPER COMPANY, INC.	3,065.88
099423	01/06/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	4.70
099424	01/06/2011	SCANTRON CORPORATION	435.96
099425	01/06/2011	SEHI PROCOMP COMPUTER PRODUCTS	875.31
099426	01/06/2011	SIGMA ALDRICH CHEMICAL CO.	28.06
099427	01/06/2011	SO. ORANGE CO. COMM. COL.DIST	96.00
099428	01/06/2011	SPECTRUM CHEMICAL MFG. CORP.	17.52
099429	01/06/2011	STAR MAINTENANCE SUPPLY	1,090.76
099430	01/06/2011	TECHNI-TOOL	957.10
099431	01/06/2011	TUSTIN LOCK & SAFE	119.56
099432	01/06/2011	UNISOURCE WORLDWIDE INC.	46,850.04
099433	01/06/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	280.49
099434	01/06/2011	USI	128.92
099435	01/06/2011	VWR INTERNATIONAL, INC.	35.57
099436	01/06/2011	WARD'S NATURAL SCIENCE	340.61
099437	01/06/2011	WARE DISPOSAL CO., INC.	2,872.26
099438	01/06/2011	WEST-LITE SUPPLY CO.	180.53
099439	01/06/2011	AdvanceTek	11,500.00
099440	01/06/2011	AMERICAN GEOTECHNICAL, INC.	5,787.50
099441	01/06/2011	BOB PARRETT CONSTRUCTION	90,508.55
099442	01/06/2011	CATALYST CONSULTING	7,020.00
099443	01/06/2011	CDW GOVERNMENT, INC.	3,512.22
099444	01/06/2011	DATALINK CORPORATION	20,176.00
099445	01/06/2011	DLS BUILDERS, INC.	38,923.52
099446	01/06/2011	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	6,830.45
099447	01/06/2011	ESCAPE TECHNOLOGY, INC.	250.00
099448	01/06/2011	FAST TRAX BOBCAT SERVICES	2,500.00
099449	01/06/2011	HPL MECHANICAL CONTRACTOR, INC.	219.25
099450	01/06/2011	JOYCE INSPECTION & TESTING	5,184.00
099451	01/06/2011	MC CARTHY BUILDING COMPANIES	64,802.00
099452	01/06/2011	NIMBLE CONSULTING	18,500.00
099453	01/06/2011	PB AMERICAS, INC.	3,440.39
099454	01/06/2011	R2A ARCHITECTURE	6,126.06
099455	01/06/2011	RGP PLANNING & DEVELOPMENT SERVICES	593.74
099456	01/06/2011	RJT COMPUQUEST	10,780.00
099457	01/06/2011	U.S. DEMOLITION, INC.	659,092.05

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Check Number	Check Date	Pay to the Order of	Check Amount
099458	01/06/2011	XEROX CORP.	685.38
099459	01/06/2011	ZEISER KLING CONSULTANTS, INC.	860.00
099460	01/06/2011	WELLS FARGO #2078	3,263.91
099462	01/06/2011	WELLS FARGO BANK #1598	3,862.33
099463	01/07/2011	WELLS FARGO BANK #3317	5,046.25
Unpaid Sales Tax			302.14
Expensed Amount			5,348.39
099464	01/10/2011	XEROX CORP.	19,183.48
099465	01/10/2011	CHEVRON AND TEXACO BUSINESS CARD SERVICES	317.65
099466	01/10/2011	LIZHI ZHAO NEW SHANGHAI CIRCUS	3,952.50
099467	01/10/2011	PIPS C/O KEENAN & ASSOCIATES	162,543.00
099468	01/10/2011	AT&T	60.45
099469	01/10/2011	AT&T	22.32
099470	01/10/2011	AT&T	35.10
099471	01/10/2011	SAN DIEGO GAS & ELECTRIC	59,444.09
099472	01/10/2011	SAN DIEGO GAS & ELECTRIC	915.31
099473	01/10/2011	SOUTHERN CALIFORNIA EDISON CO.	1,789.74
099474	01/10/2011	SOUTHERN CALIFORNIA EDISON CO.	221.58
099475	01/11/2011	VWR INTERNATIONAL, INC.	222.94
099476	01/11/2011	Z CORPORATION	2,675.00
099477	01/11/2011	FRANCHISE TAX BOARD	445.00
099478	01/11/2011	LARRY BURBRIDGE, D.O., FACEP	2,880.00
099479	01/11/2011	1000BULBS.COM	41.43
Unpaid Sales Tax			2.76
Expensed Amount			44.19
099480	01/11/2011	A TO Z CIRCUIT BREAKERS	761.25
099481	01/11/2011	ACADEMIC SENATE FOR COMMUNITY COLLEGES	1,925.48
099482	01/11/2011	ADI	334.93
099483	01/11/2011	AFFILIATED COMPUTER SERVICES	175.75
099484	01/11/2011	AMERICAN CHEMICAL & SANITARY SUPPLY	238.62
099485	01/11/2011	AMERICAN MEDICAL ASSOCIATION	135.83
099486	01/11/2011	AMTECH ELEVATOR SERVICES	1,800.55
099487	01/11/2011	ANDREW CRAVEN	24.75
099488	01/11/2011	APPLE COMPUTER INC.	31.54
099489	01/11/2011	ARROWHEAD DRINKING WATER	43.49
099490	01/11/2011	ART SUPPLY WAREHOUSE	284.86
099491	01/11/2011	ASW EXPRESS	40.74
Unpaid Sales Tax			3.56
Expensed Amount			44.30
099492	01/11/2011	ATKINSON, ANDELSON, LOYA, RUUD	23,306.32
099493	01/11/2011	AUCA LOS ANGELES	75.14
099494	01/11/2011	B & P SERVICES, INC.	2,980.00
099495	01/11/2011	BAKER & TAYLOR	231.45
Unpaid Sales Tax			2.16
Expensed Amount			233.61
099496	01/11/2011	BARNES & NOBLE	855.24
099497	01/11/2011	BESAFE TECHNOLOGIES, INC.	738.15
099498	01/11/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	190.92
099499	01/11/2011	BP ENERGY COMPANY BANK OF AMERICA, %	29,068.57
099500	01/11/2011	REMITTANCE BURMINCO	999.82
099501	01/11/2011	CAMPUS-VOTE/VOTE-NOW JAMES CLAIBORNE	761.00
099502	01/11/2011	CAROLINA BIOLOGICAL SUPPLY	356.13

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Check Number	Check Date	Pay to the Order of	Check Amount
099503	01/11/2011	CARQUEST AUTO PARTS	112.06
099504	01/11/2011	CASHIER, DEPT OF PESTICIDE REGULATION	60.00
099505	01/11/2011	CDW GOVERNMENT, INC.	531.51
099506	01/11/2011	CHEFS' TOYS	78.29
099507	01/11/2011	COACH AMERICA	923.00
099508	01/11/2011	COMPUTERLAND	593.82
099509	01/11/2011	CONCIERGE CLEANERS	115.49
099510	01/11/2011	CONSOLIDATED ELECTRICAL DIST.	1,381.13
099511	01/11/2011	COPWARE	56.88
099512	01/11/2011	CUMMINS-ALLISON CORP.	2,381.62
099513	01/11/2011	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	76.00
099514	01/11/2011	EDUCATION 4 WORK SUSAN M. COLEMAN	187.26
099515	01/11/2011	GARY BARNAK	6,160.00
099516	01/11/2011	JESSICA K. ANDERSON	230.00
099517	01/11/2011	KANAKO BENZ	66.23
099518	01/11/2011	KRISTEN BUSH	1,540.00
099519	01/11/2011	LAURA ABRAMS	96.80
099520	01/11/2011	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.	500.00
099521	01/11/2011	ROSALBA CERVANTES	210.00
099522	01/11/2011	TERESA CAMACHO	6.83
099523	01/11/2011	THOMAS F. BLAKE COMPUTER SERVICES & SOFTWARE	578.94
099524	01/11/2011	TOM BURROWS	16.77
099525	01/11/2011	HOME DEPOT CREDIT SERVICES	6,824.93
099526	01/11/2011	NATIONAL SPORTS APPAREL, LLC	146.81
099527	01/11/2011	OCE-IMAGISTICS	106.58
099528	01/11/2011	ORKIN EXTERMINATING	1,636.50
099529	01/11/2011	PROTECTED INSURANCE PROGRAM FOR SCHOOLS	145,609.00
099530	01/11/2011	ROTH CARNEY KNUDSEN LLP RICHARD D. ROTH, ESQ.	1,694.00
099531	01/11/2011	ORKIN EXTERMINATING	187.20
099532	01/11/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,600.00
099533	01/11/2011	JAMS, INC.	2,500.00
099534	01/12/2011	PETCO ANIMAL SUPPLIES	256.43
099535	01/12/2011	XEROX CORP.	103.68
099536	01/12/2011	AT&T	228.69
099537	01/12/2011	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,259.31
099538	01/12/2011	ACSIG/EDGE	131,262.12
099539	01/12/2011	ACSIG/EDGE	43,485.40
099540	01/12/2011	HYATT LEGAL	7,328.90
099541	01/12/2011	PACIFICARE BEHAVIORAL HEALTH	3,159.45
099542	01/12/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,843.85
099543	01/12/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,934.61
099544	01/12/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,147,017.00
099545	01/12/2011	UNUM LIFE INSURANCE COMPANY	1,551.54
099546	01/12/2011	UNUM LIFE INSURANCE COMPANY	3,343.60
099547	01/12/2011	ACSIG/EDGE	14,074.04
099548	01/12/2011	ACSIG/EDGE	3,913.38
099549	01/12/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	245,605.00
099550	01/13/2011	AMY L. STINSON	117.28
099551	01/13/2011	DIONNE PETITPAS	250.00
099552	01/13/2011	FRANCHISE TAX BOARD	30.00
099553	01/13/2011	GREGORY RAMIREZ	115.83

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Check Number	Check Date	Pay to the Order of	Check Amount
099554	01/13/2011	JULIE PRESTON-SMITH	504.39
099555	01/13/2011	PARKWAY LAWNMOWER SHOP	131.07
099556	01/13/2011	PAYAM-E-ASHENA	200.00
099557	01/13/2011	PETE'S ROAD SERVICE	363.77
099558	01/13/2011	PHOENIX GROUP	848.50
099559	01/13/2011	POCKET NURSE ENTERPRISES, INC.	816.97
		Unpaid Sales Tax	64.16
		Expensed Amount	881.13
099560	01/13/2011	PORT SUPPLY	139.00
099561	01/13/2011	POWER FORD TUSTIN	246.64
099562	01/13/2011	PRAXAIR	89.71
099563	01/13/2011	QUARTERMASTER	148.45
099564	01/13/2011	RACO INDUSTRIES	118.40
		Unpaid Sales Tax	9.19
		Expensed Amount	127.59
099565	01/13/2011	RONNIE RODRIGUEZ	100.00
099566	01/13/2011	ROYAL PLYWOOD CO., LLC	67.12
099567	01/13/2011	S & B FOODS CATERING DIVISION	102.50
099568	01/13/2011	SAFEWAY INC/PAVILIONS	116.96
099569	01/13/2011	SAMY'S CAMERA	1,107.08
099570	01/13/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	846.86
099571	01/13/2011	SECURITAS SECURITY SVCS, USA	4,338.76
099572	01/13/2011	SEHI PROCOMP COMPUTER PRODUCTS	3,626.15
099573	01/13/2011	SESAC, INC.	2,756.74
099574	01/13/2011	SHRED-IT CAMPO ENTERPRISES, INC.	140.00
099575	01/13/2011	SO. COAST FIRE PROTECTION	2,650.00
099576	01/13/2011	SO. ORANGE CO. COMM. COL.DIST	2,058.00
099577	01/13/2011	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	960.00
099578	01/13/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,499.41
099579	01/13/2011	SWEETWATER	10,114.94
		Unpaid Sales Tax	885.06
		Expensed Amount	11,000.00
099580	01/13/2011	TAMS-WITMARK MUSIC LIBRARY	118.75
099581	01/13/2011	THOMAS JOHN PRENDERGAST	46.99
099582	01/13/2011	TRICIA TINER	90.00
099583	01/13/2011	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	169.24
099584	01/13/2011	TUSTIN IRVINE MEDICAL GROUP JOHN G. ALEVIZOS	10.00
099585	01/13/2011	TUTTLE-CLICK FORD	65.39
099586	01/13/2011	U S SHOP TOOLS	101.42
099587	01/13/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	380.10
099588	01/13/2011	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	74.76
099589	01/13/2011	VENTEK INTERNATIONAL	180.00
099590	01/13/2011	VICTORIA ROTHMAN	332.40
099591	01/13/2011	VISTA PAINT CORPORATE OFFICE	87.04
099592	01/13/2011	WALTERS WHOLESALE ELECTRIC	85.57
099593	01/13/2011	WARE DISPOSAL CO., INC.	699.29
099594	01/13/2011	WEST-LITE SUPPLY CO.	1,883.82
099595	01/13/2011	WIRED PLANET	262.50
099596	01/13/2011	WOLFRAM RESEARCH	190.31
099597	01/13/2011	WORLDPOINT ECC, INC.	132.95
		Unpaid Sales Tax	10.50
		Expensed Amount	143.45
099598	01/13/2011	YALE CHASE MATERIALS HANDLING	120.34

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Check Number	Check Date	Pay to the Order of	Check Amount
099599	01/13/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	380.10
099600	01/13/2011	ABCA CONVENTION REGISTRATION	70.00
099601	01/13/2011	ABCA CONVENTION REGISTRATION	70.00
099602	01/13/2011	ACCCA	395.00
099603	01/13/2011	ACCCA	395.00
099604	01/13/2011	CALIFORNIA NARCOTIC OFFICERS ASSOCIATION (CNOA)	180.00
099605	01/13/2011	COMMUNITY COLLEGE LEAGUE OF CA	620.00
099606	01/13/2011	DEWEY QUACH	190.00
099607	01/13/2011	EDWARD TACKETT	811.06
099608	01/13/2011	HYATT REGENCY NEWPORT BEACH	196.16
099609	01/13/2011	JAVIER A. WILLIAMS	368.02
099610	01/13/2011	JIM GASTON	1,333.14
099611	01/13/2011	MARY HALL	175.20
099612	01/13/2011	NANCY HULSE	65.84
099613	01/13/2011	RICHARD GROSCOST	1,114.85
099614	01/13/2011	ROBERT STANLEY	324.00
099615	01/13/2011	RUSSELL HAMILTON	253.09
099616	01/13/2011	RUTH HIGGINS	762.32
099617	01/13/2011	SHERATON GRAND SACRAMENTO	348.24
099618	01/13/2011	PARMA	75.00
099619	01/13/2011	AK CONSTRUCTORS INC.	11,000.00
099620	01/13/2011	BAMBOO SOLUTIONS CORPORATION	750.00
099621	01/13/2011	CATALYST CONSULTING	7,965.00
099622	01/13/2011	CLARK SECURITY PRODUCTS INC.	1,790.72
099623	01/13/2011	CONDOR, INC.	101,160.00
099624	01/13/2011	ENVIRON	15,024.36
099625	01/13/2011	FOXIT CORPORATION	559.20
099626	01/13/2011	gkkworks	29,992.50
099627	01/13/2011	HCTD, LLC c/o HUDSON CAPITAL, LLC	30,000.00
099628	01/13/2011	JOYCE INSPECTION & TESTING	12,464.00
099629	01/13/2011	NEUDESIC, LLC	70,340.00
099630	01/13/2011	RED STONE, INC	11,988.00
099631	01/13/2011	RJT COMPUQUEST	7,560.00
099632	01/13/2011	RR SYSTEMS, INC.	962.00
099633	01/13/2011	SchoolOutfitters.com	1,637.06
Unpaid Sales Tax			143.24
Expensed Amount			1,780.30
099634	01/13/2011	XEROX CORP.	337.78
099635	01/14/2011	SYSTEMS SOURCE, INC.	41,772.95
099636	01/14/2011	TODD ROBINSON	10,200.00
099637	01/14/2011	AIR SOURCE INDUSTRIES, INC.	122.71
099638	01/14/2011	EAGLE COMMUNICATIONS	12,886.56
099639	01/14/2011	EWING IRRIGATION PRODUCTS	371.39
099640	01/14/2011	Lynne Chatham	519.11
099642	01/14/2011	XEROX CORP.	7,077.64
099643	01/14/2011	OFFICEMAX CONTRACT INC.	19,964.60
099644	01/14/2011	OFFICEMAX CONTRACT INC.	377.41
099645	01/18/2011	JOSEPH HUSZTI	100.00
099646	01/18/2011	AT&T	5,574.69
099647	01/18/2011	AT&T	11.22
099648	01/18/2011	AT&T	11.22
099649	01/18/2011	AT&T	.12
099650	01/18/2011	SAFEWAY INC/PAVILIONS	941.48
099651	01/18/2011	SO. ORANGE CO. COMM. COL. DIST	4,627.43

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099652	01/19/2011	SISC III COBRA ADMINISTRATION	875.83
099653	01/19/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	2,642.00
099654	01/19/2011	AT&T	9.93
099655	01/19/2011	AT&T	54.87
099656	01/19/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	1,103.87
099657	01/19/2011	SOUTHERN CALIFORNIA EDISON CO.	36,901.11
099658	01/19/2011	SOUTHERN CALIFORNIA EDISON CO.	99.78
099659	01/19/2011	SOUTHERN CALIFORNIA GAS CO.	151.53
099660	01/19/2011	ROCKVIEW FARMS	277.44
099661	01/19/2011	US FOODS	899.50
099662	01/19/2011	BARBARA HUGGINS	1,509.29
099663	01/19/2011	ELLE DUBOIS	26.50
099664	01/19/2011	GLENN ROQUEMORE	44.60
099665	01/19/2011	JAN STEPHENS	75.00
099666	01/19/2011	L.A./O.C REGIONAL CONSORTIUM % RIO HONDO COLLEGE	100.00
099667	01/19/2011	L.A./O.C REGIONAL CONSORTIUM % RIO HONDO COLLEGE	100.00
099668	01/19/2011	MARYAM AFSHARI	657.44
099669	01/19/2011	PATTY ROCKLIN	150.00
099670	01/20/2011	ANITA MC DONALD	27.00
099671	01/20/2011	ARLEEN ELSE ROAD	140.99
099672	01/20/2011	BEVERLY JOHNSON	6.30
099673	01/20/2011	DHK PLUMBING & PIPING, INC.	7,105.76
099674	01/20/2011	DIANE OAKS	140.00
099675	01/20/2011	ELLE DUBOIS	40.19
099676	01/20/2011	JENNIFER GLEIZER	28.74
099677	01/20/2011	JUAN AVALOS	10.85
099678	01/20/2011	LAURA ABRAMS	23.98
099679	01/20/2011	LORI MANGELS	94.50
099680	01/20/2011	MISSION HOSPITAL REG.MED.CTR. SOCFRC	281.16
099681	01/20/2011	MOULTON-NIGUEL WATER DIST.	12,103.44
099682	01/20/2011	MUSIC THEATRE INTERNATIONAL	5,015.00
099683	01/20/2011	NORTH STATE ENVIRONMENTAL	19,469.50
099684	01/20/2011	SHAKEH MEHRABIAN	19.07
099685	01/20/2011	STEPHEN TOSHIYUKI	21.53
099686	01/20/2011	TEDDI LORCH	13.50
099687	01/20/2011	OC FAMILY	425.00
099688	01/20/2011	C.W. DRIVER CONTRACTORS, INC.	22,662.00
099689	01/20/2011	CRC CONSULTING GROUP, INC.	601.25
099690	01/20/2011	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	1,886.99
099691	01/20/2011	DSE ARCHITECTURE, INC.	4,493.95
099692	01/20/2011	ENVIRON	5,196.65
099693	01/20/2011	G & G ENGINEERING, INC.	2,350.00
099694	01/20/2011	GEO SPECTRA CONSULTING ENGINEERS, INC.	280.00
099695	01/20/2011	gkkworks	76,696.82
099696	01/20/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	21,930.00
099697	01/20/2011	JACKSON, DE MARCO, TIDUS, & PE	31,482.90
099698	01/20/2011	JOYCE INSPECTION & TESTING	11,232.00
099699	01/20/2011	NEUDESIC, LLC	39,590.50
099700	01/20/2011	R2A ARCHITECTURE	2,384.09
099701	01/20/2011	RGP PLANNING & DEVELOPMENT SERVICES	23,861.43
099702	01/20/2011	RJM DESIGN GROUP, INC.	8,213.66
099703	01/20/2011	SUNNY SLOPE TREES	1,572.53
099704	01/20/2011	SCIAC CSU SAN MARCOS	75.00

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099705	01/20/2011	SKYLINE DISPLAYS	966.79
099706	01/20/2011	SOUTHERN CALIFORNIA EDISON CO.	6,877.25
099707	01/20/2011	SOUTHERN CALIFORNIA EDISON CO.	13,251.47
099708	01/20/2011	A. RIFKIN COMPANY	70.72
099709	01/20/2011	ANGELICA R. ZIKOOR	120.00
099710	01/20/2011	BOB PARRETT CONSTRUCTION	22,828.00
099711	01/20/2011	DANIEL SMITH, INC.	141.40
		Unpaid Sales Tax	12.73
		Expensed Amount	154.13
099712	01/20/2011	GWEN PLANO	27.48
099713	01/20/2011	PARKER & COVERT LLP	702.00
099714	01/20/2011	PEARSON EDUCATION ESL	406.22
099715	01/20/2011	PHOENIX BUSINESS MACHINES, INC	500.00
099716	01/20/2011	PHOENIX GROUP	1,286.10
099717	01/20/2011	POSTMASTER	5.48
099718	01/20/2011	PRECISION FLOOR COVERING	2,152.01
099719	01/20/2011	PURETEC	241.96
099720	01/20/2011	QUARTERMASTER	54.36
099721	01/20/2011	QUEST DIAGNOSTICS	516.36
099722	01/20/2011	R & H THEATRICALS	6,336.00
099723	01/20/2011	RACO INDUSTRIES	119.96
		Unpaid Sales Tax	6.83
		Expensed Amount	126.79
099724	01/20/2011	RICHARD THE THREAD EMPIRE TAPE COMPANY	1,147.81
099725	01/20/2011	RIO GRANDE ALBUQUERQUE THE BELL GROUP	725.37
		Unpaid Sales Tax	61.90
		Expensed Amount	787.27
099726	01/20/2011	S & B FOODS CATERING DIVISION	537.99
099727	01/20/2011	SAFE NAVIGATION, INC.	144.20
099728	01/20/2011	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	258.30
099729	01/20/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	270.46
099730	01/20/2011	SchoolOutfitters.com	76.96
		Unpaid Sales Tax	4.37
		Expensed Amount	81.33
099731	01/20/2011	SECURITAS SECURITY SVCS, USA	666.42
099732	01/20/2011	SEHI PROCOMP COMPUTER PRODUCTS	1,188.69
099733	01/20/2011	SHRED-IT CAMPO ENTERPRISES, INC.	104.00
099734	01/20/2011	SIEMENS WATER TECHNOLOGIES	225.16
099735	01/20/2011	SKS, INC. PETROLEUM DISTRIBUTORS	359.42
099736	01/20/2011	SNADER AND ASSOCIATES INC.	21,217.13
099737	01/20/2011	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
099738	01/20/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,318.43
099739	01/20/2011	SUN-PAC	105.00
099740	01/20/2011	SUPERCIRCUITS, INC.	180.86
		Unpaid Sales Tax	14.87
		Expensed Amount	195.73
099741	01/20/2011	TOTALLY CHOCOLATE	2,974.08
		Unpaid Sales Tax	253.31
		Expensed Amount	3,227.39
099742	01/20/2011	U.S. DATA TRUST CORPORATION	5,000.00
099743	01/20/2011	UCI PRODUCTION COSTUME SHOP	3,529.00
099744	01/20/2011	UNISOURCE WORLDWIDE INC.	614.66

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Check Number	Check Date	Pay to the Order of	Check Amount
099745	01/20/2011	UNITED INTERIORS	5,487.90
099746	01/20/2011	VERNON LIBRARY SUPPLIES, INC.	209.32
099747	01/20/2011	WAUSAU TILE, INC.	4,997.06
099748	01/20/2011	WELLS FARGO BANK TRUST DIVISION	17,063.36
099749	01/20/2011	WESTERN EXTERMINATOR COMPANY	895.00
099750	01/20/2011	WORLDWIDE RECOVERY SYSTEMS, INC.	154.00
099751	01/20/2011	SMART & FINAL IRIS CO.	643.89
099752	01/21/2011	EMPLOYMENT DEVELOPMENT DEPT.	154,943.75
099753	01/21/2011	AdvanceTek	8,000.00
099754	01/21/2011	ANDERSEN'S DOOR SERVICE, INC.	292.50
099755	01/21/2011	gkkworks	13,440.25
099756	01/21/2011	JOYCE INSPECTION & TESTING	6,560.00
099757	01/21/2011	NEUDESIC, LLC	169.00
099758	01/21/2011	NIMBLE CONSULTING	10,750.00
099759	01/21/2011	PB AMERICAS, INC.	3,440.39
099760	01/21/2011	R2A ARCHITECTURE	21,755.89
099761	01/21/2011	ASSOCIATED STUDENT BODY SADDLEBACK COLLEGE	226.24
099762	01/24/2011	DHK PLUMBING & PIPING, INC.	3,593.70
099763	01/24/2011	DR. AARON BARTH	100.00
099764	01/24/2011	CENTRAL CASHIER'S OFFICE	3,529.00
099765	01/24/2011	SOUTHERN CALIFORNIA GAS CO.	4,047.89
099766	01/24/2011	SOUTHERN CALIFORNIA GAS CO.	4,964.60
099767	01/24/2011	SOUTHERN CALIFORNIA GAS CO.	37.39
099768	01/25/2011	BAY VIEW FUNDING FOR INDUSTRIAL TECH. SVC.	5,600.00
099769	01/25/2011	ESTHER GALLARDO	120.00
099770	01/25/2011	GALE SUPPLY COMPANY	10,534.99
099771	01/25/2011	GALLS INC. %GALLS RETAIL CA LOCK BOX	212.03
099772	01/25/2011	GEOPRIME MINERALS	10,146.38
099773	01/25/2011	GLAXOSMITHKLINE PHARMACEUTICAL	1,510.00
099774	01/25/2011	GOLF TEAM PRODUCTS	2,982.00
Unpaid Sales Tax			260.93
Expensed Amount			3,242.93
099775	01/25/2011	GRANICUS, INC.	1,075.00
099776	01/25/2011	GRAYBAR ELECTRIC CO.	1,251.92
099777	01/25/2011	GREEN THUMB INTERNATIONAL	15.59
099778	01/25/2011	GREENLEIGH & WONG TECHNICAL SERVICE LLC	5,351.80
099779	01/25/2011	HALO/LEE WAYNE CORPORATION	1,176.58
099780	01/25/2011	HIGHER ONE INC.	2,264.60
099781	01/25/2011	HILLYARD FLOOR CARE SUPPLY HILLYARD/LOS ANGELES	1,989.80
099782	01/25/2011	HITT MARKING DEVICES, INC.	186.78
099783	01/25/2011	HORIZON	72.50
099784	01/25/2011	IKEGAMI ELECTRONICS (USA) INC.	1,576.23
099785	01/25/2011	INDUSTRIAL HYGIENE MGMT., INC.	2,950.00
099786	01/25/2011	IRVINE PIPE & SUPPLY	528.16
099787	01/25/2011	IRVINE RANCH WATER DIST.	1,541.08
099788	01/25/2011	JACQUELINE HAHN	100.00
099789	01/25/2011	JANET HUANG	305.08
099790	01/25/2011	JEFFREY W. HSU	43.05
099791	01/25/2011	KELLY GRIMES	360.00
099792	01/25/2011	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	795.96
099793	01/25/2011	LISA JANE GORE	130.04
099794	01/25/2011	MARLYS GRODT	4,000.00
099795	01/25/2011	MEDIA CONTROL SYSTEMS, INC.	48,143.29

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Check Number	Check Date	Pay to the Order of	Check Amount
099796	01/25/2011	MERCK SHARP & DOHME CORP.	1,967.95
099797	01/25/2011	NEUDESIC, LLC	17,591.00
099798	01/25/2011	THE LAURIA COMPANIES, INC. GRAPHIC EDGE	33,000.00
099799	01/25/2011	W. W. GRAINGER	379.35
099800	01/25/2011	JACKSON, DE MARCO, TIDUS, & PE	5,248.54
099801	01/25/2011	AT&T	11.35
099802	01/25/2011	AT&T	32.31
099803	01/25/2011	AT&T	546.01
099804	01/25/2011	AT&T	444.32
099805	01/25/2011	AT&T	26.26
099806	01/25/2011	SOUTHERN CALIFORNIA EDISON CO.	1,533.62
099807	01/25/2011	VERIZON	618.82
099808	01/25/2011	XEROX CORP.	4,934.27
099809	01/25/2011	XEROX CORP.	25.68
099810	01/25/2011	SHELL FLEET CARD SERVICES PROCESSING CENTER	2,031.58
099811	01/26/2011	SOUTHERN CALIFORNIA GAS CO.	12,306.81
099812	01/26/2011	VERIZON WIRELESS	66.43
099813	01/26/2011	DAVIT S. KHACHATRYAN	89.09
099814	01/26/2011	FOREST LAKE EDUCATION MANAGEMENT	30,735.01
099815	01/26/2011	GRANICUS, INC.	1,075.00
099816	01/26/2011	HOIST SERVICE, INC.	62,570.48
099817	01/26/2011	IRVINE HIGH SCHOOL-EL VAQUERO	268.80
099818	01/26/2011	JACK-X-CHANGE	898.13
099819	01/26/2011	JIM'S MUSIC CENTER, INC.	1,126.68
099820	01/26/2011	JOHNSON & ASSOCIATES	1,130.00
099821	01/26/2011	JOHNSTONE SUPPLY	606.44
099822	01/26/2011	KEN'S SPORTING GOODS	184.65
099823	01/26/2011	KEYBOARD CONCEPTS dba PIANO RENTAL ONE	46,082.81
099824	01/26/2011	KRUEGER INTERNATIONAL	174.78
099825	01/26/2011	KUSUNOKI, GARY I.	280.00
099826	01/26/2011	KWIK KOPY PRINTING	120.71
099827	01/26/2011	LAB CORPORATION	9,944.10
099828	01/26/2011	LAERDAL MEDICAL CORP.	7,496.22
099829	01/26/2011	LAGUNA GRAPHIC ARTS, INC.	489.38
099830	01/26/2011	LASER SOURCE	1,555.13
099831	01/26/2011	LAURA'S INT PLANTSCAPE SERV	400.00
099832	01/26/2011	LIBRARY ADVANTAGE	282.75
099833	01/26/2011	LIEBERT CASSIDY WHITMORE	7,364.05
099834	01/26/2011	LOEX CLEARINGHOUSE FOR LIBRARY INSTRUCTION (LOEX)	72.00
099835	01/26/2011	LOOMIS, FARGO & COMPANY	523.93
099836	01/26/2011	MACIAS, GINI & COMPANY LLP	17,333.40
099837	01/26/2011	MISSION PRINTING COMPANY	630.75
099838	01/26/2011	MISSION VIEJO GLASS	7,030.00
099839	01/26/2011	MONSTER INC.	10,250.00
099840	01/26/2011	MORITAKA KINA	120.00
099841	01/26/2011	REBECCA D. KESSIN	300.00
099842	01/26/2011	RJ COACHING AND CONSULTING RITA M. JONES	249.46
099843	01/26/2011	TAMARA KING	135.00
099844	01/26/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	7,432.28
099845	01/26/2011	BOB PARRETT CONSTRUCTION	35,719.00
099846	01/26/2011	DANIEL SMITH, INC.	134.00
Unpaid Sales Tax			11.73
Expensed Amount			145.73

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Check Number	Check Date	Pay to the Order of	Check Amount
099847	01/26/2011	ELIZABETH SHAKER	110.00
099848	01/26/2011	JAMES L. RYNNING	500.00
099849	01/26/2011	JAMIE SMITH	138.56
099850	01/26/2011	PARKWAY LAWNMOWER SHOP	129.86
099851	01/26/2011	PATRIC TAYLOR	184.75
099852	01/26/2011	PERFORMANCE RACING INDUSTRY MAGAZINE	30.00
099853	01/26/2011	PROAIR CONSTRUCTION SVCS. INC.	53,290.00
099854	01/26/2011	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	260.00
099855	01/26/2011	QUALITY OFFICE FURNISHINGS	448.88
099856	01/26/2011	REFRIGERATION SUPPLIES DIST.	532.11
099857	01/26/2011	S & B FOODS CATERING DIVISION	183.79
099858	01/26/2011	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	12,984.75
099859	01/26/2011	SADDLEBACK MATERIALS COMPANY	354.96
099860	01/26/2011	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	3,532.80
099861	01/26/2011	SEW TRUE SUPPLY	1,004.16
099862	01/26/2011	SIGMA ALDRICH CHEMICAL CO.	73.80
099863	01/26/2011	SIXTEN, INC. dba SIXTEN & ASSOC.	4,425.50
099864	01/26/2011	SKS, INC. PETROLEUM DISTRIBUTORS	43.85
099865	01/26/2011	SNADER AND ASSOCIATES INC.	2,531.70
099866	01/26/2011	SO. COAST FIRE PROTECTION	1,500.00
099867	01/26/2011	SO. ORANGE CO. COMM. COL.DIST	388.00
099868	01/26/2011	THE TAPE COMPANY	2,289.67
099869	01/26/2011	TROXELL COMMUNICATIONS, INC.	210.98
099870	01/26/2011	TRUSTWAVE	2,025.00
099871	01/26/2011	TUTTLE-CLICK FORD	226.04
099872	01/26/2011	ULINE ATTN: ACCOUNTS RECEIVABLE	166.58
099873	01/26/2011	UNITED INTERIORS	939.56
099874	01/26/2011	UNITED RENTALS	3,402.98
099875	01/26/2011	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	76.09
099876	01/26/2011	VERNIER SOFTWARE	6,947.94
099877	01/26/2011	VWR INTERNATIONAL, INC.	52.35
099878	01/26/2011	WARE DISPOSAL CO., INC.	579.34
099879	01/26/2011	WEST-LITE SUPPLY CO.	229.25
099880	01/26/2011	ABBY SIRULNIK	300.00
099881	01/26/2011	ACCCA	510.00
099882	01/26/2011	ACCCA	445.00
099883	01/26/2011	ACCCA	295.00
099884	01/26/2011	ACCCA	295.00
099885	01/26/2011	BARBARA HUGGINS	1,000.00
099886	01/26/2011	BENJAMIN VARGAS	45.41
099887	01/26/2011	BRENDA BORRON	75.00
099888	01/26/2011	CALIFORNIA NARCOTIC OFFICERS ASSOCIATION (CNOA)	405.00
099889	01/26/2011	CCLC/CCCAA CONVENTION	300.00
099890	01/26/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	385.00
099891	01/26/2011	DONALD MINEO	239.59
099892	01/26/2011	EDWARD TACKETT	1,292.99
099893	01/26/2011	ELIZABETH CIPRES	199.72
099894	01/26/2011	FRANK PANGBORN	207.99
099895	01/26/2011	GARY RYBOLD	639.40
099896	01/26/2011	HYATT REGENCY PHILADELPHIA	549.50
099897	01/26/2011	JACK APPLEMAN	70.00
099898	01/26/2011	JAMES LAURIE	65.89
099899	01/26/2011	JOE CLAYTON JR.	35.00

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Check Number	Check Date	Pay to the Order of	Check Amount
099900	01/26/2011	KEVIN O'CONNOR	780.01
099901	01/26/2011	LAN D. PHAM	45.41
099902	01/26/2011	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	525.00
099903	01/26/2011	PAPA PESTICIDE APPLICATORS ASSOC.	140.00
099904	01/26/2011	PROGRESSIVE BUSINESS AUDIO CONFERENCES	199.00
099905	01/26/2011	QUALITY INN	177.10
099906	01/26/2011	RICHARD GROSCOST	1,252.05
099907	01/26/2011	ROBERT MELENDEZ	476.50
099908	01/26/2011	SAN MATEO MARRIOTT SAN FRANCISCO AIRPOT	237.40
099909	01/26/2011	SHU-YUNG CHEN	34.00
099910	01/26/2011	SYLVIE GROTE	325.00
099911	01/26/2011	THE WESTIN HOTEL LONG BEACH	426.94
099912	01/27/2011	AACRAO MEMBERSHIP	154.00
Unpaid Sales Tax			12.25
Expensed Amount			166.25
099913	01/27/2011	AMTECH ELEVATOR SERVICES	468.50
099914	01/27/2011	ASCAP	8,089.23
099915	01/27/2011	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	8,880.00
099916	01/27/2011	AUTOANYTHING	309.86
099917	01/27/2011	BLICK ART MATERIALS	932.53
099918	01/27/2011	CALIFORNIA METAL-X	240.19
099919	01/27/2011	CONSOLIDATED ELECTRICAL DIST.	47.90
099920	01/27/2011	D3 SPORTS, INC.	1,101.91
099921	01/27/2011	DA CAPO MUSIC	116.98
099922	01/27/2011	DANA POINT FUEL DOCK	44.37
099923	01/27/2011	DELL MARKETING L.P. C/O DELL USA L.P.	4,246.99
099924	01/27/2011	DEMCO INC.	119.96
099925	01/27/2011	DIGITAL NETWORKS GROUP, INC.	3,455.51
099926	01/27/2011	DONNA DICKENS	130.00
099927	01/27/2011	DRS. FOSTER & SMITH	95.52
Unpaid Sales Tax			7.57
Expensed Amount			103.09
099928	01/27/2011	DYNATRONICS	4,176.06
099929	01/27/2011	EAGLE COMMUNICATIONS	312.50
099930	01/27/2011	EDUCATIONAL MUSIC SERVICE	172.85
Unpaid Sales Tax			14.00
Expensed Amount			186.85
099931	01/27/2011	EMISSION COMPLIANT CONTROLS CORPORATION	891.71
099932	01/27/2011	EXCELSIOR ELEVATOR CORPORATION	975.00
099933	01/27/2011	EXPERIAN	77.00
099934	01/27/2011	FEDERAL EXPRESS	158.11
099935	01/27/2011	FERGUSON ENTERPRISES INC #1350	445.44
099936	01/27/2011	FISHER SCIENTIFIC	5,708.17
099937	01/27/2011	FITZGERALD HEALTH EDUCATION ASSOCIATES, INC.	369.00
Unpaid Sales Tax			31.50
Expensed Amount			400.50
099938	01/27/2011	FLOOR TECH GROUP	4,378.00
099939	01/27/2011	FREEWAY AUTO SUPPLY	945.61
099940	01/27/2011	FRY'S ELECTRONICS	801.76
099941	01/27/2011	JOHN DEERE LANDSCAPES, INC.	114.80
099942	01/27/2011	LEE ARMSTRONG CO., INC.	350.00
099943	01/27/2011	MW DANNER	150.00
099944	01/27/2011	NANCY BRACKEN	500.00

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Check Number	Check Date	Pay to the Order of	Check Amount
099945	01/27/2011	NANCY M. DAVIS	36.88
099946	01/27/2011	RALPH ANDERSEN & ASSOCIATES	10,165.00
099947	01/27/2011	SPARKLETTS	38.47
099948	01/27/2011	SPARKLETTS	537.63
099949	01/27/2011	SPARKLETTS	110.19
099950	01/27/2011	TERESA FLUEGEMAN	23.96
099951	01/27/2011	W. MIKE DALE LAB TECHNICIAN	95.00
099952	01/27/2011	DELL MARKETING L.P. C/O DELL USA L.P.	290.30
099953	01/27/2011	CALWORKS ASSOCIATION DEE CHAPMAN	285.00
099954	01/27/2011	JARED SCOTT	90.00
099955	01/27/2011	LUIS MAURICIO VASQUEZ	675.00
099956	01/27/2011	PATRIC TAYLOR	47.23
099957	01/27/2011	QUEST DIAGNOSTICS	749.01
099958	01/27/2011	SADDLEBACK GOLF CARS, INC.	996.71
099959	01/27/2011	SO. ORANGE CO. COMM. COL.DIST	93.00
099960	01/27/2011	THOMAS L. SMITH	21.74
099961	01/27/2011	WESTERN REGIONAL HONORS COUNCIL, HONORS PROGRAM MS112	75.00
099962	01/28/2011	BEACH PAVING, INC.	950.00
099963	01/28/2011	CALIFORNIA ARBORIST CONSTRUCTION CO.	8,849.00
099964	01/28/2011	CATALYST CONSULTING	10,125.00
099965	01/28/2011	MC CARTHY BUILDING COMPANIES	61,202.00
099966	01/28/2011	NEUDESIC, LLC	31,631.50
099967	01/28/2011	PUBLIC ECONOMICS, INC.	3,487.50
099968	01/28/2011	R2A ARCHITECTURE	4,197.54
099969	01/28/2011	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	72,000.00
099970	01/28/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	2,145.95
099971	01/28/2011	XEROX CORP.	1,491.42
099972	01/28/2011	BETH MUELLER	47.07
099973	01/28/2011	DAVID D. GATEWOOD	61.30
099974	01/28/2011	DAVIT S. KHACHATRYAN	116.30
099975	01/28/2011	DONA KNAPPER	3,312.66
099976	01/28/2011	GLENDALINDAHL	17.26
099977	01/28/2011	HENCELYN CHU	84.06
099978	01/28/2011	JANE ROSENKRANS	27.00
099979	01/28/2011	JEROME NICHOLS	1,275.94
099980	01/28/2011	KAY RYALS	40.20
099981	01/28/2011	LUCY BROWN	43.15
099982	01/28/2011	SILVIA M. SILVA	50.00
099983	01/28/2011	SOKHA SONG	126.83
099984	01/28/2011	EARL PAGAL	13.50
099985	01/31/2011	ANTHONY MICHAELIDES	359.68
099986	01/31/2011	BROOK FELLOWS OLIVER	376.36
099987	01/31/2011	CHRISTINE PITCHESS dba MAKING CONNECTIONS	32,950.00
099988	01/31/2011	EILEEN MARY O'BRIEN	334.86
099989	01/31/2011	GUNTHER'S ATHLETIC SERVICE	758.53
099990	01/31/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	3,175.00
099991	01/31/2011	JENNIFER GLEIZER	8.99
099992	01/31/2011	JOSE MAGANA THE BLACK BOOK DEPOT	151.90
		Unpaid Sales Tax	12.07
		Expensed Amount	163.97
099993	01/31/2011	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	135.00
099994	01/31/2011	MAIN GRAPHICS	2,343.00
099995	01/31/2011	MAINTEX	4,423.95

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Check Number	Check Date	Pay to the Order of	Check Amount
099996	01/31/2011	MAQUINSAL SEWING MACHINE CO.	141.45
099997	01/31/2011	MARCIA MILCHIKER	93.98
099998	01/31/2011	MARIA MILLER	92.44
099999	01/31/2011	MC CALLUM GROUP, INC.	2,000.00
100000	01/31/2011	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	47.31
100001	01/31/2011	MC KESSON MEDICAL SURGICAL	20,914.86
100002	01/31/2011	McMASTER CARR SUPPLY CO.	321.68
100003	01/31/2011	MICRO CENTER A/R	38.04
100004	01/31/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	93.53
100005	01/31/2011	MIROSLAVA MANCHIK	346.09
100006	01/31/2011	NACCE	750.00
100007	01/31/2011	NASCO MODESTO	44.11
100008	01/31/2011	NEWBEGINNINGS, INC. CATERING DIVISION	2,526.35
100009	01/31/2011	NIELSEN, MERKSAMER, PARRINELLOMUELLER & NAYLOR, LLP	1,500.00
100010	01/31/2011	NORMS REFRIGERATION	303.56
100011	01/31/2011	NU AGE DEVELOPMENT, INC.	14,897.00
100012	01/31/2011	OC REGISTER COMMERCIAL BILLING	2,000.00
100013	01/31/2011	OCE-IMAGISTICS	142.89
100014	01/31/2011	OCLC, INC. DEPT #34299	537.34
100015	01/31/2011	ORIENTAL TRADING COMPANY, INC.	318.95
Unpaid Sales Tax			25.37
Expensed Amount			344.32
100016	01/31/2011	OXFORD UNIVERSITY PRESS ORDER DEPT.	35.00
100017	01/31/2011	PATRICE MUNDAY	50.00
100018	01/31/2011	THE OUTDOOR MEDIA GROUP	839.77
100019	01/31/2011	BAYLEY CONSTRUCTION	616,073.48
100020	01/31/2011	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	355.00
100021	01/31/2011	COMMUNITY BANK ATTN: L. BUHL-ESCROW 1623	61,607.34
100022	01/31/2011	NEUDESIC, LLC	49,813.00
100023	01/31/2011	PJHM ARCHITECTS	3,431.49
100024	01/31/2011	RECRUITER SUPPORT SERVICES	1,120.00
100025	01/31/2011	RED STONE, INC	3,456.00
100026	01/31/2011	A & A JEWELRY SUPPLY	100.70
100027	01/31/2011	A TO Z WHOLESALE FLORAL SUPPLY	1,145.00
100028	01/31/2011	AARDVARK CLAY AND SUPPLIES	3,786.14
100029	01/31/2011	ADCLUB ADVERTISING SERVICE	9,323.50
100030	01/31/2011	ADI	458.98
100031	01/31/2011	ADORAMA CAMERA	174.55
Unpaid Sales Tax			13.28
Expensed Amount			187.83
100032	01/31/2011	ADVANTA ENERGY	800.00
100033	01/31/2011	AFFILIATED COMPUTER SERVICES	175.65
100034	01/31/2011	AIR SOURCE INDUSTRIES, INC.	826.39
100035	01/31/2011	AK CONSTRUCTORS INC.	11,770.00
100036	01/31/2011	ALAN'S LAWNMOWER & GARDEN	319.17
100037	01/31/2011	ALFAX FURNITURE	4,693.60
100038	01/31/2011	ALLEN DISPLAY	847.12
Unpaid Sales Tax			52.34
Expensed Amount			899.46
100039	01/31/2011	ALLIED REFRIGERATION INC	40.46
100040	01/31/2011	ALLSTEEL INC.	178.52

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

ESCAPE ONLINE

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Checks Dated 12/15/2010 through 02/01/2011

Check Number	Check Date	Pay to the Order of	Check Amount
100041	01/31/2011	ALPHA CERAMIC SUPPLIES, INC.	85.37
100042	01/31/2011	AMERICAN CHEMICAL & SANITARY SUPPLY	135.31
100043	01/31/2011	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	510.50
		Unpaid Sales Tax	6.39
		Expensed Amount	516.89
100044	01/31/2011	AMERICAN STEEL CARPORTS	13,410.02
100045	01/31/2011	AMTECH ELEVATOR SERVICES	1,800.55
100046	01/31/2011	AQUATECH SCIENTIFIC INSTRUMENTS, LLC	382.25
100047	01/31/2011	ARAMARK	6,970.69
100048	01/31/2011	ARMSTRONG TOOL & SUPPLY CO.	771.50
		Unpaid Sales Tax	61.82
		Expensed Amount	833.32
100049	01/31/2011	ARROWHEAD DRINKING WATER	18.79
100050	01/31/2011	ARROWHEAD DRINKING WATER	13.34
100051	01/31/2011	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	625.00
		Unpaid Sales Tax	54.69
		Expensed Amount	679.69
100052	01/31/2011	ASSOCIATED COLLEGIATE PRESS REGISTRATION	139.00
100053	01/31/2011	ATLANTA THREAD & SUPPLY CO.	406.00
		Unpaid Sales Tax	32.26
		Expensed Amount	438.26
100054	01/31/2011	AUCA LOS ANGELES	115.23
100055	01/31/2011	AVENTURA SAILING ASSOC.	320.00
100056	01/31/2011	B & H PHOTO	732.80
		Unpaid Sales Tax	64.12
		Expensed Amount	796.92
100057	01/31/2011	B & P SERVICES, INC.	2,015.00
100058	01/31/2011	B J LETTERING & FLAG SHOP MIKE MATOSIAN	3,912.00
		Unpaid Sales Tax	341.25
		Expensed Amount	4,253.25
100059	01/31/2011	BAKER & TAYLOR	59.56
100060	01/31/2011	BendPak/Ranger	587.80
100061	01/31/2011	BENZ MICROSCOPE OPTICS CENTER	160.00
		Unpaid Sales Tax	14.00
		Expensed Amount	174.00
100062	01/31/2011	BISHOP COMPANY	10,423.73
100063	01/31/2011	BONE CLONES, INC.	5,786.26
100064	01/31/2011	BRAND ATHLETICS	4,828.08
100065	01/31/2011	BRAVO SIGN & DESIGN	23,787.63
100066	01/31/2011	BRICO ELECTRIC	13,219.00
100067	01/31/2011	BUTLER CHEMICALS, INC.	416.38
100068	01/31/2011	JEANISE BARTIROMO	78.00
100069	01/31/2011	JULIE ANDERSON	55.75
100070	01/31/2011	LEE ARMSTRONG CO., INC.	4,750.00
100071	01/31/2011	MC CALL PATTERN CO.	57.00
		Unpaid Sales Tax	4.99
		Expensed Amount	61.99
100072	01/31/2011	TOM BURROWS	36.74
100073	01/31/2011	AT & T MOBILITY	11.99
100074	01/31/2011	AT&T	1,689.06

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

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Checks Dated 12/15/2010 through 02/01/2011

Check Number	Check Date	Pay to the Order of	Check Amount
100075	01/31/2011	AT&T	37.37
100076	01/31/2011	AT&T	327.09
100077	01/31/2011	AT&T	54.61
100078	01/31/2011	AT&T	54.61
100079	01/31/2011	AT&T	54.61
100080	01/31/2011	HOME DEPOT CREDIT SERVICES	2,399.61
100081	01/31/2011	IRVINE PIPE & SUPPLY	111.40
100082	01/31/2011	OC Treasurer-Tax Collector	10,831.30
100083	01/31/2011	ORKIN EXTERMINATING	1,152.75
Total			1,066
			7,399,262.48

Includes checks for only Bank Account COUNTY

Fund Summary			
Fund	Description	Check Count	Expensed Amount
01	General Fund	935	4,252,783.12
12	Child Development Fund	17	6,627.99
40	Capital Outlay Fund	94	2,763,140.94
68	Self-Insurance Fund	16	116,092.68
71	Retiree Benefit Fund	4	265,962.42
Total		1,066	7,404,607.15
Less Unpaid Sales Tax Liability			5,344.67-
Net (Check Amount)			7,399,262.48

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

ESCAPE ONLINE

Page 23 of 23

Checks Dated 12/15/2010 through 02/02/2011

Check Number	Check Date	Pay to the Order of	Check Amount
010030	12/17/2010	GREGORY J. ATWOOD THE GLASS SPECTRUM	480.00
010031	12/17/2010	KAYLAA FOX	382.50
010032	12/17/2010	DAN MIKELS MEMORY SCHOOL	265.50
010033	12/17/2010	NATIONAL CAPITAL FUNDING STEVE DEXTER	199.50
010034	12/17/2010	UNITED INTERIORS	190.86
010035	12/17/2010	POSTMASTER	17,158.43
010036	12/17/2010	LINDA WOOD	108.71
010037	12/20/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	56.31
010038	01/07/2011	JANE POWELL	75.00
010039	01/07/2011	JANE POWELL	75.00
010040	01/07/2011	EDUCATION TO GO	1,743.00
010041	01/14/2011	ADAM COPLAND	575.00
010042	01/14/2011	XEROX CORP.	455.27
010043	01/21/2011	KAYLAA FOX	495.00
010044	01/21/2011	LINDA WOOD	45.64
010045	01/21/2011	MARSHALL REDDICK SEMINARS	9.00
010046	01/21/2011	OFFICEMAX CONTRACT INC.	411.85
010047	01/21/2011	SOUTHWEST OFFSET PRINTING CO.	19,181.78
010048	01/21/2011	XEROX CORP.	440.21
010049	01/28/2011	ELENA GOLDSTEIN	62.00
010050	01/28/2011	PLANT DEPOT	119.95
010051	02/01/2011	HOME DEPOT CREDIT SERVICES	353.44
Total			22 42,883.95

Includes checks for only Bank Account SC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
09	SC Community Education Func	22	42,883.95
	Total		
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		42,883.95

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

ESCAPE ONLINE

Page 1 of 1

Checks Dated 12/15/2010 through 02/01/2011

Check Number	Check Date	Pay to the Order of	Check Amount
008793	12/17/2010	EDUCATION TO GO	360.00
008794	12/17/2010	OFFICEMAX CONTRACT INC.	212.55
008795	12/17/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	59,857.73
008796	12/17/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	9,386.89
008797	12/17/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	13,273.04
008798	12/20/2010	KAYLAA FOX	150.00
008799	12/20/2010	IRVINE VALLEY COLLEGE	136.68
008800	12/20/2010	IRVINE VALLEY COLLEGE	7.00
008801	12/20/2010	KYONG SONG	447.00
008802	12/20/2010	TEACH ME HELP ME EDUCATIONAL	372.50
008803	01/14/2011	EDUCATION TO GO	265.00
008804	01/21/2011	EDUCATION TO GO	720.00
		Total	12 85,188.39

Includes checks for only Bank Account IVC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fun-	12	85,188.39
	Total		
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		85,188.39

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

ESCAPE ONLINE

Page 1 of 1

TO: Board of Trustees
FROM: Gary Poertner, Chancellor
RE: SOCCCD: 2012-2013 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 2010-2011 academic year, representatives from the governance groups studied calendar options for 2012-2013.

The District Academic Calendar Committee met on November 11, 2010, to consider calendar proposals for 2012-2013. After considerable debate, the committee failed to reach consensus on a calendar proposal. Vice Presidents Busché and Justice and Vice Chancellor Bramucci, the chair of the District Academic Calendar Committee, finalized a calendar proposal after discussions with the Academic Senate leadership and calendar committee members. On February 14, 2011, the District Academic Calendar Committee voted to approve the proposed calendar, which is presented as Exhibit A.

STATUS

The proposed 2012-2013 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 2012-2013 (Exhibit A).



Saddleback College • Irvine Valley College

ACADEMIC CALENDAR 2012 – 2013

FALL SEMESTER 2012

AUGUST 2012

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

SEPTEMBER 2012

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

OCTOBER 2012

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

NOVEMBER 2012

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

DECEMBER 2012

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

SUMMER SESSION 2013

MAY 2013

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

JUNE 2013

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

JULY 2013

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

AUGUST 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10

SPRING SEMESTER 2013

JANUARY 2013

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

FEBRUARY 2013

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

MARCH 2013

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

APRIL 2013

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

MAY 2013

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

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

Each college may develop a special final exam schedule during the last week of each term.

Vision: To be an educational leader in a changing world.

Mission: To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community.

SADDLEBACK COLLEGE • IRVINE VALLEY COLLEGE

ACADEMIC CALENDAR 2012-2013**FALL SEMESTER 2012**

- August 13-17 (Monday-Friday) Staff Development Days
- August 20 (Monday)..... Instruction Begins
- * August 20-October 14 (Monday-Sunday)8-Week Session
- September 3 (Monday) Labor Day — Holiday
- * October 15-December 19 (Monday-Wednesday)8-Week Session
- November 12 (Monday) Veterans Day — Holiday
- November 21 (Wednesday) Faculty Contractual Day/Classes Not in Session
- November 22-23 (Thursday/Friday) Thanksgiving — Holiday
- December 20-January 1 (Thursday-Tuesday) Classes Not in Session
- December 21-January 1 (Friday-Tuesday) District/Colleges Closed

SPRING SEMESTER 2013

- January 2 (Monday) New Year's Day Holiday
- January 14 (Monday) Faculty Contractual Day/Classes Not in Session
- January 15-18 (Tuesday-Friday)..... Staff Development Days
- January 22 (Tuesday) Instruction Begins
- * January 15-March 16 (Tuesday-Saturday)8-Week Session
- January 21 (Monday) Martin Luther King, Jr. — Holiday
- February 15 (Friday) Lincoln's Day — Holiday
- February 18 (Monday) Presidents' Day — Holiday
- March 17-23 (Sunday-Saturday)..... Spring Break/Classes Not in Session
- March 22 (Friday)..... Friday of Spring Break — Holiday
- * March 25- May 23 (Monday-Wednesday)8-Week Session
- May 24 (Friday)..... Faculty Contractual Day/Classes Not in Session
- † May 24 (Friday)..... Irvine Valley College/Saddleback College Commencements

SUMMER SESSION 2013

- May 28-Aug 9 (Tuesday-Friday)Summer Session
- May 27 (Monday)..... Memorial Day — Holiday
- July 4 (Thursday)Fourth of July — Holiday

*Summer 2013 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

October 15, 2009

TO: District Superintendent/President

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

SUBJECT: Mandated Holidays for Fiscal Years 2009-10, 2010-11, 2011-12, and 2012-13

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 2009-10, 2010-11, 2011-12, and 2012-13 based on the current statute (ECS 79020).

Fiscal Year 2009-10

July 3, 2009	(Friday)	Independence Day (Observance)
September 7, 2009	(Monday)	Labor Day
November 9, 11, or 13, 2009	(Monday, Wed. or Friday)	Veterans Day
November 26, 2009	(Thursday)	Thanksgiving Day
December 25, 2009	(Friday)	Christmas
January 1, 2010	(Friday)	New Year's Day
January 18, 2010	(Monday)	Dr. Martin Luther King, Jr. Day
February 12, 2010	(Friday)	Lincoln Day
February 15, 2010	(Monday)	Washington Day
May 31, 2010	(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)

District Superintendent/President (Continued)

-2-

October 15, 2009

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

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

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: Saddleback College: FCC Legal Services

ACTION: Approval

BACKGROUND

KSBR is licensed to the South Orange County Community College District. The Saddleback College Director of Radio Operations generally processes routine applications and paperwork with the FCC, but occasionally the station needs to engage the services of a firm that specializes in FCC matters to file complex applications. Most broadcast licensees also consider it prudent to have such a firm on "standby" should an issue arise that requires a timely response to an FCC inquiry.

STATUS

A check of the FCC's database has turned up that an important piece of information is missing on the license for the microwave transmitter that is used to send KSBR's signal from the college to its main transmitter. While it is not unusual to have such information "fall off" the database over the course of 30 years of updates and conversions, KSBR's Designated Chief Operator considers the information critical enough to have an attorney make the required addendum to the license.

The Board of Trustees has previously authorized the use of the Law Offices of Shaw Pittman LLP to represent KSBR and the district in matters related to filings with the FCC. That firm has merged with Pillsbury Winthrop and a new agreement is required.

Based on previous experience, it is anticipated that annual expenditures related to FCC filings will be below \$5,000.00. These fees are budgeted in KSBR's account within the Saddleback College Foundation.

RECOMMENDATION

The Chancellor recommends the Board of Trustees ratify the agreement with Lauren Lynch Flick, Law Offices of Pillsbury Winthrop Shaw Pittman, as shown in Exhibit A.

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



Pillsbury Winthrop Shaw Pittman LLP
2300 N Street, NW | Washington, DC 20037-1122 | tel 202.663.8000 | fax 202.663.8007

Exhibit A

Lauren Lynch Flick
tel 202.663.8166
lauren.lynch.flick@pillsburylaw.com

January 5, 2011

Mr. Gary Poertner
Chancellor
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692

Dear Mr. Poertner:

We are pleased that Saddleback College (the "Company" or "you") has selected Pillsbury Winthrop Shaw Pittman LLP ("we" or the "Firm") as legal counsel to represent you with respect to the matter identified below. The purpose of this letter is to set forth the terms and conditions of our representation and the basis for the fees to be charged.

1. NATURE OF THE ENGAGEMENT.

You have requested that we represent you in connection with the FCC related activities of radio station KSBR (FM), Mission Viejo, California.

For purposes of this representation, our client is Saddleback College. Because of the proliferation today of companies affiliated through common or partial ownership, and the problems this can create in identifying potential conflicts of interest, we advise our clients that this Firm will not regard any affiliate of a client (*i.e.*, parent, subsidiary or other related entity) as a client of the Firm for any purpose, unless an attorney-client relationship with that affiliate has been established by an express agreement with the Firm. Similarly, the Firm will not regard a representation that is adverse to an affiliate of a client as being adverse to the client.

In the course of engagements, it sometimes becomes necessary to provide opinions or advice as to the laws of jurisdictions other than those where the Firm has established offices. Special local counsel may need to be retained in that situation. We will

advise you if, in our judgment, the need for local counsel in the engagement has arisen.

You hereby give us permission, to the extent that our work for you becomes public, to list you in our marketing materials as a client and to briefly note the matters on which we have represented you. By granting us this permission, you do not waive our continuing obligation to continue to maintain the confidentiality of confidential information and documents that we have received from you and that you may provide to us in the future.

2. BILLING POLICIES AND PROCEDURES.

Unless otherwise agreed in writing, our fees are based on the number of hours devoted to your matter. The current rates for attorneys and paralegals who will work on your matter are as follows:

Attorney/Paralegal Name	Rate
Lauren Lynch Flick	\$580.00
Christine A. Reilly	\$530.00
Lauren Birzon (after 1/12)	\$270.00

From time to time, it may become necessary or desirable to assign different or additional attorneys or paralegals to work on your matter. You agree that we may charge the hourly rates currently in effect at the time the work is performed.

Our standard hourly rates are adjusted periodically to reflect the advancing experience, capabilities and seniority of our professionals as well as general economic factors. We will provide you with notice of any adjustment in rates for professionals working on your matter.

In the course of our engagement, we will use our available support systems. In addition to our fees for legal services, we will charge separately for certain costs, expense disbursements and taxes, as applicable. Enclosed as Attachment "A" is a list of the Firm's standard charges, that may be incurred during the course of the engagement. Any large disbursement amounts will be forwarded to you for direct payment to the supplier or service provider, rather than being paid by the Firm. We will consult with you in advance if we reasonably anticipate incurring such large disbursements amounts on your account.

Please note that any estimates of anticipated fees that we may provide at your request, whether for budgeting purposes or otherwise, are only an approximation of actual fees because of the uncertainties involved. Unless we have otherwise agreed in writing to a specific arrangement, any such estimate is not a maximum or minimum fee quotation, and our fees will be determined based on actual hours incurred in accordance with the policies described above.

Our billing statements will normally be rendered to you on a monthly basis. Fees will generally be billed within 30 days following the month in which the services are rendered, and disbursements and other charges will generally be billed within 30 to 60 days after they are incurred by the Firm. Unless another arrangement has been agreed in writing, payment is due upon your receipt of our statement.

Please understand that timely payment of our statements is important to the firm and a critical part of our engagement. If our statement is not paid within 35 days following the date of the statement, you agree that interest on the full amount thereof at the rate of 1% per month will also be due. Interest will commence to run on the 35th day following the date of our statement for all unpaid amounts. Payment of interest does not in any way waive or limit our firm's rights to withdraw from representation for failure to make timely payment of statements when due.

If at any time you wish to discuss any matter relating to our billing policies or a specific billing statement, we encourage you to communicate with us.

3. CONFLICT OF INTEREST.

We have performed a conflict-of-interest review and determined that we do not represent any current client adverse to you in any matter, and have not represented any client in the past adverse to you on a matter that is substantially related to the current engagement for you.

4. ADVANCE CONFLICT WAIVER.

As you know, the Firm represents many different clients with diverse interests. Many of our clients compete with one another and do business with one another. We are precluded by the Rules of Professional Conduct and Code of Professional Responsibility, however, from representing a client in a matter in which the client's interests are adverse to the interests of another client of the firm, absent the written consent of both clients. In the future, we may be asked to represent another client in a transaction or dispute adverse to you, where that transaction or dispute is unrelated to the matter involved in our representation of you. For that circumstance, we ask that

you give us advance consent at this time to any such representation and that you waive any conflicts that such a representation would present.

Your execution of this engagement letter constitutes your consent to the advance waiver described above. We will at all times preserve all your confidences and secrets as the applicable Rules of Professional Conduct and Code of Professional Responsibility require, and this advance conflict waiver does not affect that obligation.

5. TERMINATION.

You may terminate our representation at any time, with or without cause, by providing written notice to us. In that circumstance, your papers and any of your other property will be returned promptly upon our receipt of a written request from you for their return.

Your termination of our engagement will not affect your responsibility for payment for legal services rendered and other charges incurred prior to termination or in connection with a transition of the matter to other counsel. At our own expense, we may retain a copy of all files, records and documents involving the matter.

We have the right to withdraw from our representation of you subject to any applicable professional responsibility rules. Certain circumstances may require us to withdraw from continuing to represent a client. We will identify in advance and discuss with you any situation that might require or lead to our withdrawal from representation.

6. ARBITRATION OF DISPUTES.

If you disagree with the amount of our fees or other charges at any time, or if you have any concern as to any other matter related to or arising out of our engagement, including the nature and quality of our services, please discuss any such questions or concerns with us. Typically, such questions or concerns can be resolved to the satisfaction of both parties with little inconvenience or formality. In the event any dispute cannot be resolved informally, you agree to resolve any and all disputes with the Firm, or with any of our lawyers or staff arising from or relating to our work for you, including but not limited to disputes over fees and charges, exclusively through private and confidential binding arbitration before the American Arbitration Association, under the rules for commercial disputes, before one neutral arbitrator for any dispute where the claim is less than \$100,000, or before three neutral arbitrators for any larger dispute.

7. RETURN OF FILES AND OTHER MATERIALS AT COMPLETION OF ENGAGEMENT.

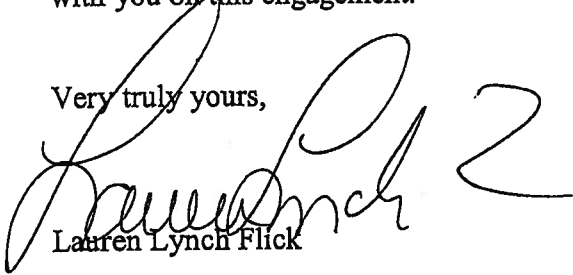
At the completion of this engagement, you may request the return of any client papers, files and other property in our possession. Such a request should be made in writing. In working on the engagement, we will preserve communications and documents in either hard-copy or electronic form, depending on the circumstances. If you do not request the return of such materials, we will maintain them only for a period of five (5) years, after which time you agree that we may dispose of them. Prior to disposal of such materials, we will advise you in writing, at the last known address in our files, of our intent to do so and give you an opportunity to request the materials if you so desire. Any disposal will be made in a confidential manner. You agree to pay for all time and costs related to identification, review and return to you of any materials. At our sole discretion and expense, we may make and keep a copy of any materials being returned to you.

8. REVIEW AND RETURN OF LETTER.

We ask that you review this letter carefully and let us know if there is any provision that you do not understand. If the terms of this letter are acceptable, please sign the enclosed copy of this letter and return it to me. We recommend that you keep a signed copy of this letter in your files. If you have questions or concerns about any aspect of our services or the relationship at any time, please do not hesitate to contact me.

We are pleased to have this opportunity to be of service and look forward to working with you on this engagement.

Very truly yours,



Lauren Lynch Flick

Accepted and agreed to:

SADDLEBACK COLLEGE

By _____

Name:

Title:

Date: _____

ATTACHMENT A
DISBURSEMENT CHARGE RATES¹
As of March 1, 2009

<u>DISBURSEMENT/EXPENSE</u>	<u>CLIENT CHARGE BASIS</u>
Postage	No Charge
Faxes	No Charge
Domestic & International Phone Calls	No Charge
<u>Computer</u>	
Computer Research (LexisNexis and Westlaw), etc.	Charged based on standard vendor rates per search less a discount of 30% on Westlaw and LexisNexis searches, plus the hourly rate of the person conducting the search.
Trademark search fees (database via CD-ROM)	\$30 per search, plus update fees and the standard hourly rate of the person conducting the research.
<u>Document Preparation</u>	
Convenience Copies, Printing, Scanning	\$.19 per page
Copy Center Reproduction & Printing (photocopies, scan, image, etc.)	\$.13 per page (for jobs under 3,500 counts) \$.08 per page (for jobs of 3,500 counts or more)
Oversized Copies	\$.75 per page
Color copies	\$.40 per page (for jobs under 3,500 counts) \$.35 per page (for jobs of 3,500 counts or more)
Document binding (e.g., for briefs, formal presentation documents, etc.)	\$1.25 per binding
CD Burn	\$5.00 per burn
DVD Burn	\$7.50 per burn
Bates Stamping / Labels	\$.03 per
Tabs	\$.20 per tab
Slip Sheets	\$.05 per page
Litigation Preparation – Copying, Scanning, etc.	\$.10 per page (light) \$.12 per page (medium) \$.16 per page (heavy) \$.20 per page (glass work)

¹ All other expenses incurred and paid for by the firm on behalf of clients, including express courier service, court services, catering, equipment rental, 3rd party conference calls, cell phone expenses, etc. are charged at cost. Disbursements for large vendor invoices (over \$2500) will be forwarded directly to the client for payment. Alternatively, if the client prefers to have the firm pay the vendor for large invoices and include the disbursement on the next client bill, the firm will do so if the vendor agrees to defer payment of their invoice until the client pays the firm.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Memorandum of Understanding between SOCCCD and UCI for the Formation and Operation of a Saddleback College RapidTech Center.

ACTION: Approval

BACKGROUND

Saddleback College has successfully operated a grant-funded Rapid Tech Center for the past several years. However, the steady demand for services and the acquisition of additional equipment put a strain on the Center's campus facility. At the start of the 2010-11 academic year, Saddleback College applied for and received \$50,000 in supplemental funding from the National Science Foundation to support the formation of a Saddleback College Rapid Tech Center at an off-site location. At its October 25, 2010, meeting, the Board of Trustees approved the acceptance of the grant funds.

STATUS

An MOU has been negotiated between the District and the University of California, Irvine (UCI) for the formation and operation of a Saddleback College RapidTech Center on the UCI campus. This agreement addresses the Center's need for additional facilities, establishes a Saddleback College Rapid Tech Center on the UCI campus, and strengthens the opportunity for program articulation with the university.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Memorandum of Understanding between SOCCCD and UCI for the formation and operation of a Saddleback College RapidTech Center on the UCI campus as shown in Exhibit A.

**AGREEMENT FOR THE FORMATION AND OPERATION OF A SADDLEBACK
COLLEGE/RAPIDTECH CENTER**

BETWEEN

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AND

**UNIVERSITY OF CALIFORNIA, IRVINE
HENRY SAMUELI SCHOOL OF ENGINEERING**

_____, 2011

AGREEMENT

This agreement ("Agreement") is entered into as of _____, 2010, by and between South Orange County Community College District ("SOCCCD"), with its principal offices at Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692, and The Regents of the University of California on behalf of the University of California, Irvine campus and its Henry Samueli School of Engineering ("UCI") with offices located in Irvine, CA.

RECITALS

Whereas, SOCCCD, founded in 1967, is <http://www.cccco.edu/a> multi-campus district comprised of Saddleback College in the City of Mission Viejo ("SC"), Irvine Valley College in the City of Irvine, and the Advanced Technology & Education Park ("ATEP") in the City of Tustin;

Whereas, The Saddleback College RapidTech Center (SCRTC) is an educational research and support entity that is part of Saddleback College and partially funded by the National Science Foundation. SCRTC supports a Rapid Digital Manufacturing program that trains students to create custom parts and prototypes used in manufacturing, architecture, medical modeling, and entertainment industries;

Whereas, UCI is a public research institution whose mission is to educate students, at all levels, to be the best engineers and leaders in the nation and world by engaging them in a stimulating community dedicated to the discovery of knowledge, creation of new technologies, and service to society;

Whereas, SCRTC's vision is to serve as an expert resource, partner and consultant to businesses and educational institutions requiring rapid prototyping and additive manufacturing assistance;

Whereas, SOCCCD and UCI wish to locate a SCRTC on the UCI campus and the National Science Foundation has no objections to said action;

Whereas, based on the foregoing, SOCCCD and UCI each desire to enter into this Agreement to set forth the terms and conditions of their relationship with respect to the formation and operation of a Saddleback College/RapidTech Center within UCI ("Center");

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and for the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I DUTIES OF THE PARTIES

Section 1.1 Equipment and Personnel.

(a) Availability. SOCCCD hereby agrees to make available to UCI and UCI hereby agrees to utilize the equipment, as described on Exhibit A attached hereto (collectively, the "Equipment"), subject to the terms and conditions of this Agreement. The Equipment will be used to facilitate the teaching and research efforts at UCI which include formation of a Center for use with, and in furtherance of, a broad range of scientific education and research activities. SOCCCD shall make a good faith effort to support UCI's educational mission, including prioritizing projects of UCI students, advising UCI students on design and manufacturing methods, and providing discounted pricing for design and manufacturing services. Management of the Saddleback College RapidTech Center at UCI will be by Saddleback College Appointees and will be governed by Saddleback College and University of California Policies and Procedures.

(b) Installation; Delivery. The Center will be located at the UCI Henry Samueli School of Engineering on the 4th floor of the Engineering Tower ("Facility") and will be known as the "Saddleback College RapidTech Center at UCI." Prior to the installation of the Equipment, UCI shall satisfy the Pre-Installation Specifications (as defined below). Within thirty (30) days after the completion of the Pre-Installation Specifications, authorized representatives of UCI and SOCCCD shall inspect the Facility to confirm that all such Pre-Installation Specifications has been completed, except for any minor punch-list items that can be completed concurrently with the installation of the Equipment without adversely affecting such installation (the "Punch-List Items"). UCI hereby agrees to complete all such Punch-List Items within thirty (30) days after such inspection. Within thirty (30) days after the satisfaction of the Pre-Installation Specifications (except for any minor Punch-List Items), or such other date as is mutually agreed to in writing by the parties, SOCCCD will use commercially reasonable efforts to install the Equipment at the Facility. All installation will be coordinated with UCI personnel and according to UCI policy; provided, however, that UCI shall fully cooperate with the installation of the Equipment including, without limitation, (i) providing SOCCCD with timely access to the Facility and any other areas where the Equipment will be installed; and (ii) providing SOCCCD with advance notice of all applicable UCI policies and procedures governing the installation of the Equipment. SOCCCD will be responsible for any additional equipment and facilities required for proper installation and operation of the Equipment, including, but not limited to, laboratory benches, power outlets, water supplies, waste lines, and fume hoods. Should any part of the installation require the modification of the facility structure or tie in to building systems, UCI Facilities Management will control such activity.

(c) Personnel. All SOCCCD personnel responsible for managing the Saddleback College RapidTech Center at UCI will have appointments at UCI. The list of SOCCCD personnel and their respective appointment are defined in Exhibit B ("Saddleback College Appointees or Appointees"). As part of Appointees' UCI appointment, Appointees will sign a Patent Agreement / Acknowledgement with UCI as shown in Exhibit C under which they

are obligated to promptly report and fully disclose to University the conception and/or reduction to practice of any potentially patentable inventions they conceive or develop while employed by the UCI or during the course of utilizing any UCI research facilities or in connection with use of gift, grant, or contract research funds received through the UCI. The SOCCCD employees will be non-paid appointees of UCI.

All Appointees working in the RapidTech Center at UCI will be subject to the same laws, regulations, policies and procedures as other UCI employees, and be unpaid appointees of UCI.

(d) Maintenance. Only Appointees or SOCCCD's personnel, or SOCCCD-appointed personnel, shall maintain service, alter, or replace the Equipment and/or any components necessary to keep the Equipment in good working order. SOCCCD shall provide routine maintenance services for the Equipment, including the provision of replacement parts at its cost and expense subject to the terms and provisions of this Agreement. UCI shall not be liable for damage to the Equipment due to normal wear and tear or arising from operations of the Equipment by SOCCCD's personnel, representatives, contractors, subcontractors, or guests.

(e) Safety and Security Procedures. UCI shall advise SOCCCD of any unique safety and security procedures necessary for the use of the Equipment. While at UCI, SOCCCD personnel, representatives, contractors, subcontractors, or guests shall abide by UCI's safety and security procedures and will inform UCI of any unique safety or security procedures necessary for use of the Equipment. SOCCCD acknowledges that its work at the Facility and its use of the Equipment shall be at its sole risk and expense except as expressly provided in this Agreement.

Section 1.2 Duties of UCI.

(a) Facility. UCI shall at its sole expense provide and maintain a facility to house the Equipment and to provide, at no cost to SOCCCD, all necessary utilities. For purposes of this agreement, utilities do not include the periodic and/or one-time costs of telephone service, hazardous materials disposal and other services provided by University units on a recharge basis. SOCCCD shall deliver to UCI specifications and requirements for the Facility prior to the delivery by SOCCCD of the Equipment. SOCCCD shall inform UCI if any modifications to the facilities are necessary, and if so, SOCCCD shall pay for said modifications at its own expense (the "Pre-Installation Specifications").

(b) Location of the Equipment. The Equipment shall be located in the Facility and shall not be removed or relocated from the Facility without the prior written consent of SOCCCD, which consent shall not be unreasonably withheld. All expenses related to any relocation of the equipment shall be borne solely by UCI, and any such move shall be performed by personnel authorized in writing by SOCCCD.

(c) SOCCCD Labels and Literature. UCI shall permit SOCCCD to affix to the Equipment appropriate tags, decals or plates indicating the ownership of the Equipment by SOCCCD and UCI shall not cause or permit any such tags, decals or plates to be removed, defaced or covered in any way.

(e) Use by SOCCCD. The Equipment will be made available to SOCCCD for SOCCCD's use, including but not limited to SC and ATEP students, under the following schedule: During normal business hours.

(f) Access. Upon reasonable prior notice by SOCCCD to UCI, UCI shall provide SOCCCD service representatives full access to the Equipment for the purpose of providing services to the Equipment; provided, however, that no such notice shall be required in the event of an emergency and UCI shall establish reasonable procedures for providing SOCCCD service representatives access under such circumstances. SOCCCD shall be responsible for any damage resulting from such access and caused by the negligence or willful misconduct of SOCCCD or its service representatives.

(g) Notification to SOCCCD. UCI shall promptly notify SOCCCD when a problem arises and maintenance services for the Equipment are required.

(h) Use of Equipment. UCI shall use its best efforts to effectively utilize the Equipment, including making professional contact with others to apprise such individuals and groups of the nature and availability of the services offered by the Equipment. The Equipment will also be made available to outside users on an as available basis according to guidelines and pricing as determined by UCI and Saddleback College RapidTech for the Center. Any sums received from such outside users will be forwarded to SOCCCD for administration and may be used by SOCCCD to offset the operating costs of the Center. UCI shall not make any warranties or guarantees on behalf of SOCCCD with such outside users. Notwithstanding any other terms or provisions to the contrary contained herein, UCI, and UCI's representatives, employees, agents, representatives, guests and invitees (individually, a "UCI Related Party" and collectively, the "UCI Related Parties") shall abide by SOCCCD's procedures for safe use, maintenance and storage of the Equipment including without limitation SOCCCD Operating Procedures (as defined below).

(i) Mutual Operating, Safety and Security Procedures. Prior to the Equipment's installation, UCI shall provide SOCCCD with a written copy of its safety and security procedures. Any changes in such procedures shall be posted in the Facility and provided in writing to SOCCCD. Upon installation, SOCCCD shall provide UCI with its safety, operation, use, maintenance, storage and security procedures ("SOCCCD's Operating Procedures").

(j) Reporting Obligations. SOCCCD shall be responsible for satisfying all reporting requirements imposed pursuant to the NSF Grant (as defined below); provided, however, that UCI shall cooperate with SOCCCD to comply with all such requirements, including without limitation, providing all such documents, information and other data reasonably requested by SOCCCD in a timely and diligent manner as necessary to fulfill the requirements of the NSF Grant.

Section 1.3 Title to the Equipment. SOCCCD shall, during the Term of this Agreement, retain full title to the Equipment and any accessories to the Equipment. UCI shall not

permit any attachment, encumbrance, lien, or security interest to be filed against the Equipment and shall promptly notify SOCCCD if any of the foregoing is filed or claimed.

Section 1.4 Title to Intellectual Property.

(a) For purposes hereof, "Intellectual Property" means patents, patent applications, trademarks, trademark applications, service marks, trade names, copyrights, trade secrets, licenses, information, proprietary rights and processes, data, designs, plans, specifications, supporting disclosure and other written materials.

(b) Should UCI employees, including Appointees, while utilizing the Equipment develop a new invention or material, UCI shall own title to such new invention or material.

(c) All net revenues generated as a result of licensing of "Intellectual Property" by UCI employees or Appointees shall be distributed utilizing the existing UCI procedures. For net revenues resulting from licensing of "Intellectual Property" by Appointees, 50% shall be distributed to UCI and 50% shall be distributed to the originating department and inventors, eg; RapidTech/Saddleback College.

Section 1.5 Duties of SOCCCD.

(a) Personnel Support. All expenses related to the management and operation of the Center, including the SOCCCD Appointees salaries and benefits, will be borne solely by SOCCCD.

(b) Equipment Support. All expenses related to consumable items and supplies used in operation of the Equipment by the Center will be borne solely by Saddleback College RapidTech Center.

(c) National Science Foundation Funding. SOCCCD shall continue to administer the funds provided by the National Science Foundation for the support of the Center ("NSF Grant"). SOCCCD, as indicated in (a) and (b) above, will be responsible for all expenses related to the support of the Center, including support of all personnel; provided, however, that SOCCCD's monetary obligations pursuant to this Agreement shall not exceed the amount of the NSF Grant. In the event the NSF Grant is terminated, SOCCCD shall have no further obligation or responsibility to fund the costs and expenses associated with the Center, and SOCCCD shall give UCI the first option to purchase the Equipment at a mutually agreed upon price so that UCI can continue to manage and run the Center at its own expense, which is permissible by the National Science Foundation. In the event that UCI elects not to purchase the Equipment, or the parties, notwithstanding their good faith efforts, cannot agree on the terms of the purchase, within one hundred twenty days (120) days after the termination of the NSF Grant, then this Agreement shall automatically terminate, the parties shall have no further liabilities or obligations pursuant to this Agreement, and SOCCCD shall have the right to remove the Equipment from the Facility.

Section 1.6 Joint Responsibilities.

(a) Hold a meeting at the start of each calendar year comprised of UCI and SOCCCD employees to maintain and refine operational processes, manage the daily operations, to arbitrate contested issues, and to discuss other issues not specifically covered in this Agreement.

**ARTICLE II
RELATIONSHIP OF THE PARTIES**

Section 2.1 Independent Contractors. SOCCCD and UCI shall each be deemed to be independent contractors hereunder and shall not be deemed to be an agent, servant, legal representative, partner, joint venturer or affiliate of the other party. SOCCCD and UCI shall each take appropriate steps to ensure that its respective employees shall not in any way identify themselves as representative of the other. Neither party hereto is granted any right or authority to assume or create any obligation for or on behalf of, or in the name of, or in any way to bind, the other.

Section 2.2 Indemnification. UCI shall defend, indemnify and hold harmless SOCCCD, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the Center, the Equipment or UCI's performance of this Agreement but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of UCI, its officers, employees, agents, students or invitees.

SOCCCD shall defend, indemnify and hold harmless UCI, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the Center, the Equipment or SOCCCD's performance of this Agreement but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of SOCCCD, its officers, employees, agents, students or invitees.

The obligations of the parties pursuant to Section 2.2 shall be separate and independent from the obligations of the parties pursuant to Article III below. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligation to indemnify as to any claims or cause of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.

For the purposes of Article 2.2 and Articles 3.1 and 3.2 of this Agreement, unless acting solely at the direction of UCI, those SOCCCD employees which also hold an appointment with UCI will be considered SOCCCD employees, to be covered by SOCCCD Worker's Compensation and fall under the SOCCCD insurance and indemnification requirements of this Agreement.

ARTICLE III INSURANCE; RISK OF LOSS

Section 3.1 Equipment Insurance. SOCCCD agrees to insure the Equipment against damage and loss to or affecting the Equipment. SOCCCD shall provide UCI with a certificate evidencing the insurance and such insurance shall not be cancelled, terminated, reduced or otherwise modified during the Term, as the case may be, except with the prior written consent of UCI. Immediately upon UCI's receipt of the Equipment from SOCCCD, SOCCCD shall be responsible for any loss or damage to the Equipment resulting from the possession or use of the Equipment by UCI, except resulting from the gross negligence or intentional acts or omissions of UCI. UCI shall promptly notify SOCCCD of any loss or damage to the Equipment. UCI shall not be liable for any loss or damage due to normal wear and tear or arising from the operation or maintenance of the Equipment by SOCCCD's employees, representatives, agents, invitees or Appointees.

Section 3.2 Other Insurance. Each of SOCCCD and UCI shall maintain insurance, or self-insurance, showing minimum coverage levels as follows:

- (a) Comprehensive or Commercial Form General Liability Insurance (Contractual Liability Included):

- Each Occurrence \$ 1,000,000
 - Products/Completed Operations Aggregate \$2,000,000
 - Personal and Advertising Injury \$1,000,000
 - General Aggregate* \$2,000,000
 - (*Not applicable to comprehensive form)

- (b) Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than \$100,000 per occurrence.

- (c) Workers' Compensation Insurance as required by California State law.

If any of the above insurance is written on a claim made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

The Parties shall furnish Certificates of Insurance, endorsed by the carrier, evidencing compliance with all insurance/self-insurance requirements. Coverages referred to above shall include the other Party as an additional insured, but only with respect to the negligent acts or omissions of that Party, its officers, agents, employees, subcontractors or anyone directly or indirectly employed by them, or any other person or persons under its direction and control. The Certificates of Insurance shall obligate insurers to notify the other Party at least thirty (30) days prior to cancellation of or change in any of said insurance. The level of insurance specified herein in no way limits the liability of the parties.

ARTICLE IV TRAINING

Appointees shall be available to teach and train UCI users on the correct and safe use of the Equipment. Such training will be provided at a mutually agreeable time and place and will include instructions on how to use and operate the Equipment.

ARTICLE V TERM

The period of performance of this agreement shall commence on August 1, 2010 and continue through June 2011 when the current NSF Grant ends (the "Term"); provided, however, that if the NSF Grant is extended, then the Term may be automatically extended and be concurrent with the term of the NSF Grant. In addition to the terms and provisions of Section 1.5(c) above, either party may terminate this Agreement, without cause, upon ninety (90) days' prior written notice to the other party, in which event the parties shall have no further liabilities or obligations pursuant to this Agreement, and SOCCCD shall have the right to remove the Equipment from the Facility, contingent upon the Facility being returned to its pre-installation state at the cost of SOCCCD. The Term may also be extended for like terms based on the mutual written consent of the Parties.

ARTICLE VI GENERAL PROVISIONS

Section 6.1 **No Assignment.** Except with the prior written consent of the other party, which may be withheld in the other party's sole discretion, neither party may assign this Agreement in part or in whole.

Section 6.2 **Notices.** All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party (including, without limitation, service by overnight courier service) to whom notice is to be given, by first class mail, registered or certified, postage prepaid, at the address set forth below, or on the date of service if delivered by facsimile to the facsimile of such notice in first class mail, registered or certified, postage prepaid at the address

set forth below. Any party may change its address for purpose of this paragraph by giving the other party written notice of the new address in the manner set forth above.

Saddleback College
Vice President for Instruction
28000 Marguerite Parkway,
Mission Viejo, California 92692

Dean, The Henry Samueli School of Engineering
University of California - Irvine
Irvine, CA 92697-2700

Section 6.3 Force Majeure. Neither party shall be responsible for damages or for delays or failures in performance resulting from acts or occurrences beyond its reasonable control, including, without limitation: fire, lighting, explosion, power surge or failure, water, acts of God, war, revolution, civil commotion or acts of civil or military authorities or public enemies; any law, order, regulation, ordinance, or requirement of any government or legal body or any representative of any such government or legal body; or labor unrest, including without limitation, strikes, slowdowns, picketing or boycotts; inability to secure materials and supplies, transportation facilities, fuel or energy shortages, or acts or omissions of others.

Section 6.4 Entire Agreement. This Agreement, taken together with all exhibits hereto, constitutes the entire agreement between the parties hereto and may only be modified by an amendment executed in writing by both parties hereto.

Section 6.5 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute but one and the same instrument.

Section 6.6 Severability. If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired, or invalidated in any way.

Section 6.7 Successors and Assigns. All of the covenants, conditions, and obligations contained in this Agreement shall be binding upon and shall inure to the benefit of the respective successors and assigns of the parties except that nothing contained in this Section 6.8 shall be construed to permit any attempted assignment which would unauthorized or void pursuant to any other provision of this Agreement.

Section 6.8 Governing Law. This Agreement shall be governed by the laws of the State of California.

Section 6.90 Headings. Headings or titles of the sections hereof are for convenience and reference of the parties only, and shall not be deemed a part of, or utilized in interpreting this Agreement.

Section 6.10 Non-Waiver. Waiver or non-enforcement by either party of a term or condition shall not constitute a waiver or a non-enforcement of any other term or condition or of any subsequent breach of the same or similar term or condition.

Section 6.11 Use of Name. The Parties agree that they will not use the name, logo, or seal, of the other Party or its employees in any advertisement, press release or publicity with reference to this Agreement or any product or service resulting from this Agreement, without prior written approval of the other Party.

Section 6.12 Cooperation. The Parties shall cooperate in the event of any a legal action or claim made by a third-party that may result from activities relating to the performance of this Agreement.

Section 6.13 Conflict of Interest. SOCCCD affirms that there exists no actual or potential conflict of interest between the parties, including the financial interests of their officers, agents, or employees. Any question regarding a possible conflict of interest will be raised with the University of California, Irvine.

Section 6.14 Dispute Resolution. Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to JAMS in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Superior Court of Orange County, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court Orange County, California.

Section 6.15 No Third-Party Rights. Nothing in this Agreement is intended to make any person or entity who is not signatory to the agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

Section 6.16 Attorney's Fees. In any action brought by a party to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs. The prevailing party shall be entitled to the reasonable value of any services provided to it by in-house counsel. The reasonable value of services provided by in-house counsel shall be calculated by applying an hourly rate commensurate with prevailing market rates charged by attorneys in private practice for such services.

Section 6.17 Compliance. The parties shall comply with all applicable federal, state, and local laws, regulations and codes in the performance of this Agreement. Each party further agrees to indemnify the other party for any loss or damage that may be sustained by reason of such party's failure to comply with any applicable federal, state or local laws, regulations or codes.

Section 6.18 State Labor Code. Both parties recognize that California Labor Code Section 2870 provides that (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of her rights in an invention to her employer shall not apply to an invention that the employee developed entirely on her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either: (1) related at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or (2) result from any work performed by the employee for the employer. (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

Section 6.19 Conflict or Inconsistency. The rights and obligations of the parties pursuant to this Agreement, including Section 1.4 hereof, shall be subject to the terms, conditions and guidelines of the NSF Grant. To the extent that the terms of this Agreement are inconstant or conflict with the terms, conditions and guidelines of the NSF Grant, the terms, conditions and guidelines of the NSF shall control and be binding on the parties to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the first date referenced above.

SOUTH ORANGE COUNTY
COLLEGE DISTRICT

THE REGENTS OF THE COMMUNITY
UNIVERSITY OF CALIFORNIA

By: _____
Name:
Title:
South Orange County Community College District

By: _____
Name:
Title:

By: _____
Name: Dr. Tod Burnett
Title: Saddleback College President

By: _____
Name:
Title:

Exhibit A Equipment List

SOCCCD will provide the following equipment:

zcorp 510	012028	optiplex 620	011485
510		d830	012944
depowdering	012310	apc ups	011793
dimension	012055	xps	013598
dimension tank	012054	xps	013594
optiplex 620	011480	vostron	
formec	008658	computer	013861
bjb	009957		
3gb terra	012755		
dell poweredge	013013		
optiplex gx280	009734		
dell dlp 2300mp	009395		
dell precision			
m6300	012779		
envisiontec	013642		
thermojet	013093		
dell precision			
m65	012286		
dell precision			
690	012178		
dell 30"	012210		
canon xha1	018574		
pinacle m25	009956		
sony	013078		
hp z2100	012810		
camm3	011645		
minolta vivid910	009882		
nextengine	011861		
zscanner700	012167		
alienware	016844		
xps	013190		
tablet	016940		
alienware	016845		
optiplex 620	011494		
d830	012943		
xps	013189		
optiplex 620	011491		
optiplex 620	011481		
optiplex 620	011482		

Personnel List



445 Engineering Tower, Bldg #303
Irvine, CA 96247-XXXX (zot code to be established)

Phone List

Name	Extension	Phone Number
Ken Patton	44732	949-824-4732
Ed Tackett	44938	949-824-4938
Ben Dolan	44267	949-824-4267
Sherri Banes	44442	949-824-4442
Michelle Deyo	44777	949-824-4777
Conference	43973	949-824-3973

- To gain access to external campus numbers in area code 949: **Dial 9, xxx-xxxx**
- To gain access to external long distance numbers: **Dial 9, 1, xxx-xxxx**
- To gain access to other UCI phones: Dial 4, and the last 4 digits of the person's phone. For example, to reach Ken's phone from another campus office: **Dial 4-4938**

Patent Acknowledgement

This acknowledgment is made by me to The Regents of the University of California, a corporation, hereinafter called "University," in part consideration of my employment, and of wages and/or salary to be paid to me during any period of my employment, by University, and/or my utilization of University research facilities and/or my receipt of gift, grant, or contract research funds through the University.

By execution of this acknowledgment, I understand that I am not waiving any rights to a percentage of royalty payments received by University, as set forth in the University of California Patent Policy, hereinafter called "Policy."

I also understand and acknowledge that the University has the right to change the Policy from time to time, including the percentage of net royalties paid to inventors, and that the policy in effect at the time an invention is disclosed shall govern the University's disposition of royalties, if any, from that invention. Further, I acknowledge that the percentage of net royalties paid to inventors is derived only from consideration in the form of money or equity received under: 1) a license or bailment agreement for licensed rights, or 2) an option or letter agreement leading to a license or bailment agreement. I also acknowledge that the percentage of net royalties paid to inventors is not derived from research funds or from any other consideration of any kind received by the University. The Policy on Accepting Equity When Licensing University Technology governs the treatment of equity received in consideration for a license.

I acknowledge my obligation to assign inventions and patents that I conceive or develop while employed by University or during the course of my utilization of any University research facilities or any connection with my use of gift, grant, or contract research funds received through the University. I further acknowledge my obligation to promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the Office of Technology Transfer or authorized licensing office. Such inventions shall be examined by University to determine rights and equities therein in accordance with the Policy. I shall promptly furnish University with complete information with respect to each.

In the event any such invention shall be deemed by University to be patentable or protectable by an analogous property right, and University desires, pursuant to determination by University as to its rights and equities therein, to seek patent or analogous protection thereon, I shall execute any documents and do all things necessary, at University's expense, to assign to University all rights, title, and interest therein and to assist University in securing patent or analogous protection thereon. The scope of this provision is limited by California Labor Code section 2870, to which notice is given below. In the event I protest the University's determination regarding any rights or interest in an invention, I acknowledge my obligation: (a) to proceed with any University requested assignment or assistance; (b) to give University notice of that protest no later than the execution date of any of the above-described documents or assignment; and (c) to reimburse University for all expenses and costs it encounters in its patent application attempts, if any such protest is subsequently sustained or agreed to.

I acknowledge that I am bound to do all things necessary to enable University to perform its obligations to grantors of funds for research or contracting agencies as said obligations have been undertaken by University.

University may relinquish to me all or a part of its right to any such invention, if, in its judgment, the criteria set forth in the Policy have been met.

I acknowledge that I am bound during any periods of employment by University or for any period during which I conceive or develop any invention during the course of my utilization of any University research facilities, or any gift, grant, or contract research funds received through the University.

In signing this agreement I understand that the law, of which notification is given below, applies to me, and that I am still required to disclose all my inventions to the University.

NOTICE

This acknowledgment does not apply to an invention which qualifies under the provision of Labor Code section 2870 of the State of California which provides that (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either: (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or (2) Result from any work performed by the employee for the employer. (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

In any suit or action arising under this law, the burden of proof shall be on the individual claiming the benefits of its provisions.

Appointee Name (Please print):

Appointee Signature:

Date:

Witness Signature:

Date:

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: 2011-2012 Faculty Hiring Request Addendum
ACTION: **Approval**

BACKGROUND

Saddleback College is dedicated to serving the educational needs of its students and communities. The college best serves constituents by providing quality lower-division, transfer, career technical, basic skills, and community education courses. A high priority in advancing the mission of Saddleback College is to increase the number of qualified full-time faculty.

STATUS

Through the collegial consultation process, Saddleback College identified new and replacement full-time faculty positions. The college president reviewed the recommendation and presented it to the board for approval at its October 25, 2010, meeting. Three full-time, tenure-track faculty resigned after the position list was approved by the board. The Saddleback College President is presenting the additional three full-time faculty positions identified in Exhibit A to the board for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the announcement of positions and recruitment of new full-time faculty as shown in Exhibit A, contingent upon funding, at Saddleback College for the 2011-2012 academic year.

Saddleback College
Full-Time Faculty Request List
2011-2012 Academic Year

Addendum – February 2011 Due to Resignations

Division	Academic Discipline	Tenure Status	Position Type	Faculty Type
Health Science and Human Services	Nursing	Tenure-Track	Replacement-Miller	Classroom
Health Science and Human Services	Emergency Medical Technology	Tenure-Track	Replacement-Grubb	Classroom
Health Science and Human Services	Health Sciences	Tenure-Track	Replacement-Tharpe	Classroom

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Pool Deck Replacement: Substitution of
Subcontractor: E & E Custom Iron Works

ACTION: Approval

BACKGROUND

On October 25, 2010, the Board approved the award of bid for the Pool Deck Replacement project at Saddleback College.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Government Code Section 4107 include, "when the listed subcontractor fails to execute a written contract."

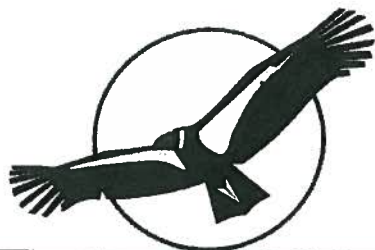
STATUS

Condor, Inc., the general contractor for the Pool Deck Replacement project at Saddleback College has informed the District that the listed iron gates subcontractor, E & E Custom Iron Works is unable to perform the work and has asked to be released of its obligation. Condor, Inc. will self perform this work, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying E & E Custom Iron Works. of this request was sent on February 7, 2011, EXHIBIT B.

This substitution will have no impact on the cost of the project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the removal of E & E Custom Iron Works and its substitution by Condor Inc., as subcontractor on the Pool Deck Replacement project at Saddleback College.



CONDOR, INC

EXHIBIT A
Page 1 of 2

3000 Durfee Avenue, El Monte, CA 91732
Phone: (626) 455-0050-- Fax: (626) 455-0070
earl@condor-inc.com

February 3, 2011

To: Randy Flint C.W. Driver Email: rflint@cwdriver.com PH: 949-261-5100	Project: Saddleback College – Pool Deck Replacement Bid #1098
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Notification of Withdrawal of Subcontractor

Dear Randy,

This is to inform you that our listed subcontractor E & E Custom Iron Works made a clerical error on their bid to us and unwilling to pursue the work he was listed for (Gates). Please find attached his letter of withdrawal.

We will perform this work in house.

Thank you.

Sincerely,

Fred Weiss

E & E
Custom Iron Works
15150 #B Valley Blvd.
La Punete, CA 91746
626-369-3777
CSLB #902073

EXHIBIT A
Page 2 of 2

February 3, 2011

Condor, Inc.
3000 Durfee Ave.
El Monte, CA 91732

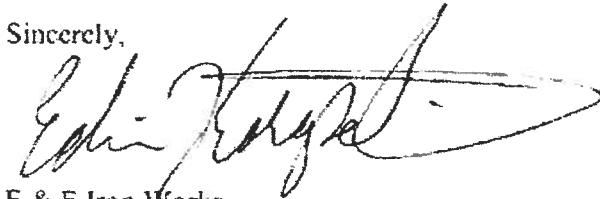
Re: Saddleback College Project

Gentlemen:

Unfortunately, upon review of our bid, we have found a clerical error in our takeoff. Therefore our company will be unable to perform the wrought iron work for the above mentioned project.

Please contact us if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Edwin Rodriguez", with a large, sweeping flourish at the end.

E & E Iron Works



EXHIBIT B
Page 1 of 1

February 7, 2011

Mr. Edwin Karapetian
E & E Custom Iron Works
15150 #B Valley Blvd.
La Puente, CA 91746

Subject: Substitution of Subcontractor

Dear Mr. Karapetian:

We have received from Condor, Inc. a request for substitution of the Iron gates subcontractor for the Pool Deck Replacement project at Saddleback College (please see attached copy).

In compliance with Article 4107 of the California Contract Code, this is your notification of said request. You have five working days to submit a written objection to the substitution. Failure to file a written objection will constitute your consent to the substitution.

Sincerely,

Walter R. Rice
Assistant Director of Facilities Planning

WRR/lh

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Employment Training Panel Agreement

ACTION: Approval

BACKGROUND

On August 16, 2010, South Orange County Community College District approved a non-binding "Statement of Agreement" with Training Funding Partners (TFP) to engage in preparing Employment Training Panel (ETP) applications of behalf of Irvine Valley College (IVC). At the December 2010 Board of Trustees meeting, the recommendation to approve the ETP application supporting job-skills training to incumbent workers was approved. The ETP application for \$200,000.00 requires participating employers to contribute an additional \$202,675.00 toward the initiative. IVC has been approved as a training provider by the California ETP to deliver technology training for regional employers.

STATUS

On January 28, 2011, IVC received \$199,465.00 from the State of California's ETP to deliver technology training and support job-skills training to incumbent workers of California-based companies. IVC's ETP Agreement, as presented in Exhibit A, will allow much needed and desired regional employer training. The term of the agreement is from February 14, 2011 to February 13, 2013.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the ETP Agreement for \$199,465.00.

EXHIBIT A

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

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

1. **PROJECT TITLE:** Irvine Valley College Training Project
2. **PROJECT DIRECTOR:** Bruce Sobczak
3. **PROJECT ADMINISTRATOR:** David Gatewood
4. **GRANTOR AGENCY:** Employment Training Panel
5. **FUNDING SOURCE:** State of California
6. **STARTING AND ENDING DATES OF THE PROJECT:** 2/14/2011 - 2/13/2013
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** Irvine Valley College ATEP will provide technology training and support job-skills training to incumbent workers of California-based companies. The award of \$199,465.00 also requires that participating employers contribute an additional \$202,675.00 toward the initiative. This training will allow much needed and desired employer training to take place in the region.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$ 199,465.00	\$ 202,675.00	\$ 12,915.00	\$ 402,140.00

9. **APPROVALS**


Division/School Dean


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	\$ _____	\$ _____	_____
2000 Classified Salaries	\$ <u>108,714.00</u>	\$ _____	_____
3000 Benefits	\$ <u>13,081.00</u>	\$ _____	_____
4000 Supplies	\$ <u>1,120.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>76,550.00</u>	\$ <u>202,675.00</u>	<u>Participating Employers</u>
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ <u>199,465.00</u>	\$ <u>202,675.00</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. Adjunct Faculty	[]	[X]	[]	[X]
2.	[]	[]	[]	[]
3.	[]	[]	[]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location _____

•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

ETP Agreement
ET11-0167

Irvine Valley College Training Project

This ETP Funding Agreement (Agreement) is entered into between the Employment Training Panel (ETP or Panel) and Irvine Valley College (Contractor).

This Agreement is for the reimbursement of training costs by the Panel pursuant to its authority at Unemployment Insurance Code Section 10200 *et seq.* The term is from February 14, 2011 to February 13, 2013. Said reimbursement shall be disbursed from the Employment Training Fund in a total amount not to exceed \$199,465 (Approved Amount).

This Agreement consists of five Sections and four Exhibits, as shown below:

Section 1. Recitals
Section 2. Representations
Section 3. Performance Standards
Section 4. Payment Details
Section 5. General Provisions

Exhibit A: Chart 1
Exhibit B: Menu Curriculum
Exhibit C: Subcontracts
Exhibit D: Definitions

Exhibits A through D are hereby incorporated-by-reference as part of this Agreement, as if fully set forth herein.

1. Recitals

The parties are entering this Agreement to promote a healthy labor market in California. The purpose of this Agreement is to reimburse training costs from the Employment Training Fund in keeping with ETP program goals at Unemployment Insurance Code Section 10200 *et seq.*

In entering this Agreement, the parties recognize the value of training, particularly the need for California employers to remain competitive in a global business environment. The parties agree that good and valuable consideration exists for this Agreement.

Irvine Valley College

ET11-0167

2. Representations

- 2.1 Legislative Appropriation: Contractor understands that payment under this Agreement is valid and enforceable only if sufficient funds are appropriated in the State Budget Act for the relevant Fiscal Year. Payment under this Agreement is subject to any additional restrictions, limitations or conditions imposed by the Legislature, in the Budget Act or otherwise. If sufficient funds are not appropriated or otherwise made available for disbursement from the Employment Training Fund as needed for this Agreement, the Panel's liability for payment shall be limited to available funds and payment shall be disbursed only for the actual hours of training delivered as of the date Contractor receives a Notice of unavailable funds from ETP.
- 2.2 Incremental Encumbrance: This Agreement shall be incrementally encumbered insofar as only a percentage of the total Amount Approved will be made available for payment in the first and subsequent Fiscal Year(s).
- 2.3 Development Fees: Contractor represents that ETP funds will not be used to pay for any fees or costs incurred prior to the Panel's approval of funding under this Agreement.
- 2.4 Criteria for Participating Employers: Contractor is aware that all participating employers must be subject to paying the Employment Training Tax for each trainee. Contractor is aware that all participating employers must face out-of-state competition, unless funded under Special Employment Training. Contractor is aware that all participating employers must have no more than a 20% turnover rate in the prior calendar year. Contractor is aware that training agencies are not eligible as Participating Employers.
- 2.5 Funding Limitations: Contractor is aware of Funding Limitations established by the Panel and published on the ETP Website as of the effective date of this Agreement. Contractor represents that it will adhere to these Limitations in its recruitment and selection of Participating Employers.
- 2.6 Confidentiality: The Panel represents that trainee Social Security Numbers will only be used to access trainee employment and wage history in the Unemployment Insurance data base maintained by the Employment Development Department. The Panel represents that trainee demographic information will only be used to compile statistical data, in the aggregate. The Panel represents that the Social Security Numbers and demographic information will be maintained in confidence using administrative, technical and physical safeguards. Contractor understands that it is solely responsible for obtaining this confidential information from the participating employers or trainees, along with any written release it deems necessary. ETP represents that there is no statutory or regulatory requirement for a written release.
- 2.7 In-Kind Contribution: Contractor represents that participating employers will make a financial commitment to training and will not use ETP funding to displace their own training resources. In addition, Contractor represents that In-Kind Contributions of at least \$202,675 will be made to the cost of training, through wages paid during the hours of training by participating employers and other valuations made in accordance with Title 22, California Code of Regulations (CCR), Section 4401.1.

Contractor represents that participating employers have made an ongoing financial commitment to training, through the apprenticeship training trust; and that this

Irvine Valley College

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commitment meets or exceeds 50% of the approved amount of funding under this Agreement.

- 2.8 Substantial Contribution: Contractor understands that its reimbursement will be reduced by either 30% or 50% for the purpose of making a Substantial Contribution to the cost of training if a participating employer(s) earned payment under a prior ETP Agreement, under the standards set forth in Title 22, CCR, Section 4410. (See also Reimbursement Rate in Section 4.)
- 2.9 Job-related Training: Contractor represents that training will be in job-related skills.
- 2.10 Compensation During Retraining: Contractor is aware of the standards for compensating incumbent employees during "mandatory" training in accordance with state and federal work orders. For all Retraining, Contractor represents, it will inform participating employers of these standards and direct them to pay trainees their usual wages during the hours of ETP-funded Retraining unless attendance is "voluntary" within the meaning of state and federal work orders.
- 2.11 Charges to Trainees: Contractor understands that it cannot charge tuition, fees, or costs to trainees for training funded under this Agreement without prior written approval by the Executive Director of ETP.
- 2.12 Tuition Reimbursement: Contractor represents that it will fully reimburse trainees for any tuition, fees, or costs they may have already paid for training that is funded by ETP.
- 2.13 Nondiscrimination: Contractor represents that participating employers will be "equal opportunity" employers compliant with all state and federal laws pertaining to fair employment practices.
- 2.14 Contractor Credentials: Contractor represents that it has been certified by: Western Association of Schools and Colleges.
- Contractor also represents said certification is specific to the Curriculum in Exhibit B of this Agreement. Contractor represents that it will maintain said certification(s) throughout the term of this Agreement.
- 2.15 Trainer Credentials: Contractor represents that training will only be delivered by instructors who are competent in the subject matter. Contractor represents that: a) instructors will satisfy certification and licensing requirements as may be applicable; b) any trainee who is also a trainer will complete all class/lab hours in each topic of training prior to delivery of training on that topic.
- 2.16 Responsibility: Contractor understands that it is directly responsible for the administration and delivery of all training funded under this Agreement.
- 2.17 Liaison: Contractor represents that it will fully inform all participating employers about their rights and obligations under the training project funded under this Agreement, and will periodically review their participation for compliance with the performance standards of this Agreement. Contractor represents that it will promptly inform ETP of any discrepancy or problem regarding the role or performance of participating employers under this Agreement.

Irvine Valley College

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- 2.18 Misrepresentation: Contractor understands that any misrepresentation of material fact made by it or its agent to the Panel or ETP staff, whether set forth herein or otherwise, constitutes grounds for immediate termination of this Agreement.

Irvine Valley College

ET11-0167

3. Performance Standards

3.1 Payment Earned: Contractor shall not be entitled to retain the Progress Payments or Final Payment for any trainee unless it demonstrates compliance with the requirements set forth in this Agreement. (See definition of Payment Earned in Exhibit D.) Contractor must demonstrate compliance using ETP procedures, to the sole satisfaction of ETP.

3.2 Hours of Training: Reimbursable hours of training will vary depending on the method of delivery, as shown below:

3.2.1 Class/Lab/Videoconference. Reimbursement is for actual hours of attendance, within the range of hours for each Job Number shown in Exhibit A, Chart 1. Each trainee must attend training for the minimum number of hours for payment to be earned, and payment cannot be earned for attendance beyond the maximum number of hours.

3.2.2 Cap on Hours: Reimbursement for retraining is capped at 200 total training hours per-trainee.

3.3 Retention: All trainees must be employed by a participating employer on a full-time basis, with wages reported in California, for the applicable hours and time period of retention by Job Number. Retention cannot begin until the end of all training per-trainee, and must be completed within the term of this Agreement.

Job Number: 1 Job Description: Priority/SB<100
Job Number: 2 Job Description: Priority/Retrainee

Retention is at least 90 consecutive days full-time with one employer. Full-time employment means 35 hours per week.

3.4 Post-Retention Wage: All trainees must earn at least the Post-Retention Wage identified for the county or region in which trainees are employed. Health benefits (employer share-of-cost for medical, dental and vision care) may be included in wages for Job Numbers 1 & 2.

Job Number: 1 Job Description: Priority/SB<100
Job Number: 2 Job Description: Priority/Retrainee

Trainees must earn at least \$14.87 per hour in Orange County.

3.5 Trainee Eligibility: All trainees must meet the eligibility standards set forth in Unemployment Insurance Code Section 10201(c).

Moreover, the Contractor's own employees are not eligible for training under this Agreement.

3.6 Managers and Supervisors: Managers and Supervisors must not exceed 20% of the total trainee population in Job Numbers 1 & 2, as shown in Exhibit A, Chart 1. Otherwise, all trainees must be "frontline workers" within the meaning of Title 22, CCR, Section 4400(ee).

Irvine Valley College

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- 3.7 Top-Level Executives: Payment cannot be earned for Top-Level Executives who set company policy. Trainees employed in the occupation of President, Vice-President, Director, Chief Executive Officer, Chief Investment Officer, Chief Financial Officer, Chief Counsel, General Counsel, Chief Operating Officer and similar capacities are presumed to be Top-Level Executives. That presumption will be rebutted if the occupation(s) is identified in Exhibit A, Chart 1.
- 3.8 Enrollment: Eligibility for enrollment must be established prior to the start-of-training. To establish eligibility, Contractor must provide ETP with each trainee's Social Security Number. (See also Payments in Section 4.) Eligibility must be established, and enrollment must be reported, in the form and manner prescribed by ETP.
- 3.9 Multiple Enrollment: A trainee cannot be enrolled in the same Job Number more than once within the same project. A trainee can be enrolled in another Job Number, but only after having completed the minimum number of hours designated for the Job Number in which originally enrolled, and having satisfied the retention and minimum wage requirements applicable to the original Job Number. Thus, enrollment in another Job Number must follow Final Payment under the original Job Number.
- Upon enrollment in another Job Number, a trainee must again satisfy the retention and minimum wage requirements, as applicable. The retention requirement cannot be satisfied simultaneously for more than one Job Number.
- 3.10 Training Ratio: The trainer-to-trainee ratio must not exceed 1:20 for Class/Lab training, except for Advanced Technology courses in which case the ratio must not exceed 1:10.
- 3.11 Out-of-State Vendor: No training may be delivered by an out-of-state vendor without prior written approval by ETP. Contractor must provide ETP with written notice of proposed services by an out-of-state vendor at least seven working days in advance, in the form and manner prescribed by ETP.
- 3.12 Limitation on Production Training: Laboratory training that requires trainees to produce goods or deliver services for profit by the Employer must not exceed 10% of the overall Class/Lab training hours.
- 3.13 Occupations: Training shall be funded only for trainees working in the occupations approved by the Panel for each Job Number, as shown in "Exhibit A, Chart 1."
- 3.14 Relocation: Contractor will be liable for repaying ETP for any training funds received, at the discretion of the Panel, for a participating employer that relocates or consolidates the California facility at which training is provided or transfers trainee positions to an out-of-state facility, within three years of termination of this Agreement, in accordance with the standards set forth in Title 22, CCR, Section 4446.5

Irvine Valley College

ET11-0167

4. Payment Details

- 4.1 Reimbursement Rate: Contractor will be reimbursed at an hourly rate per trainee, based on the delivery method and type of training. (See definition of Reimbursement Rate, Exhibit D).

If a participating employer is responsible for making a Substantial Contribution, the rate will be adjusted accordingly by either 30% or 50% accordingly to the standards in Title 22, CCR, Section 4410. (See Substantial Contribution in Section 2.)

In Job Number 1 the hourly rate is \$26 per-trainee for Class/Lab Training or Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

In Job Number 2 the hourly rate is \$18 per-trainee for Class/Lab Training and \$26 per-trainee for Advanced Technology training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

- 4.2 Support Costs: Contractor will also be reimbursed up to \$12,915 for outreach and recruitment of participating employers by an 8% adjustment to the reimbursement rate for Job Numbers 1 & 2.
- 4.3 Curriculum: ETP reimbursement is limited to the types of training approved for a given Job Number as shown in "Exhibit B: Menu Curriculum."
- 4.4 Payments: A trainee must be enrolled and must have completed at least 8 hours of training before any payments will be made. Payments may be made in three stages on a per-trainee basis, by Job Number.
- 4.4.1 The first Progress Payment (P1) will be approximately 25% of the Average-Cost-per Trainee, payable upon enrollment and after the first eight hours of training.
- 4.4.2 The second Progress Payment (P2) will be paid upon completion of all training hours. Progress Payment (P1), (P2), and (P3) combined cannot exceed 75% of the Actual Cost per trainee within the range of training hours specified in Chart 1 for each Job Number.
- Trainees invoiced for P2 will be deemed to have entered into the retention period applicable to the Job Number in which originally enrolled.
- 4.4.3 The Final Payment (F) is payable at the end of retention, based on hours of training actually completed with reference to the minimum and maximum hours.
- 4.5 Wage Reporting: Contractor must report the actual hourly wage paid for each trainee at the completion of retention. This information is used by ETP to verify full-time employment.
- 4.6 Administrative Costs: The hourly reimbursement rate includes an allowance for training administration. Administrative costs funded by ETP shall not exceed 13% of payment earned for Retraining and 20% of payment earned for New-Hire training.

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- 4.7 Invoicing: Contractor must submit timely and accurate invoices for the Progress Payments and Final Payment, using the form and manner prescribed by ETP. The Fiscal Closeout invoicing should be submitted to ETP no later than 30 days after this Agreement has terminated.
- 4.8 Fiscal Closeout: Payments will be made by invoice on a per-trainee basis. The total payments must be reconciled for all trainees taken as a whole at the time of Fiscal Closeout.
- 4.9 Suspend Payment: ETP may, at its sole discretion, suspend or withhold any payment if it appears Contractor has or will fail to perform its obligations under this Agreement. ETP shall give Contractor written Notice of the suspension/withhold and provide a reasonable opportunity for cure. This right to suspend or withhold payment is in addition to, and may be exercised concurrent with, termination.
- 4.10 Overpayment: The Progress Payments and Final Payment will not be earned until all performance standards and any other conditions of reimbursement have been satisfied. Contractor must promptly repay ETP for any overpayment identified at Final Closeout, or in a subsequent Audit. Repayment must include statutory interest computed from the first day of the month following the overpayment.
- 4.11 Unearned Payment: All unearned payments shall be returned to ETP with statutory interest computed from the first day of the month following the date the funds are received. If the Contractor petitions for bankruptcy, ETP shall be listed and scheduled as a creditor.
- 4.12 Liability Offset: Payments made or earned under this Agreement may be used to offset any outstanding financial liabilities owed under a prior Agreement at the sole discretion of ETP. This provision shall remain in full force and effect until the funds owed have been repaid, including statutory interest.

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5. General Provisions

- 5.1 Party Intent: In the event of ambiguity, the intent of the parties shall be construed in accordance with the written proposal (ETP 130) and open-meeting discussions at the time the training proposal was considered by the Panel. In construing intent, the parties also agree to abide by the definitions set forth in Exhibit D of this Agreement. Otherwise, words and phrases shall be given their common English meaning. Section headings are for convenience only, and not to be used to determine any of the rights or obligations of the parties.

In the event of a material discrepancy between the text of this Agreement and Exhibit A, Chart 1, the latter shall prevail; but for wages in which case Post-Retention Wage in Section 3 shall prevail. All such discrepancies are subject to correction by Modification or, depending on party preference, by Amendment.

- 5.2 Severability: If any provision of this Agreement is held illegal, invalid or unenforceable in whole or in part it shall be modified to the minimum extent necessary; and, the remaining provisions shall not be affected thereby.
- 5.3 Subcontractor Identification: Contractor must identify all subcontractors as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email; description of services to be provided; and fees or rate payable.
- 5.4 Subcontract Terms: Contractor may subcontract with a third party for training or administrative services in connection with this Agreement. ETP shall not be named as a party on any subcontract. A subcontract for administrative services must be in writing, and must be filed with ETP prior to its effective date. A subcontract or oral agreement for training services must be disclosed and its terms made available to ETP upon demand. An administrative subcontract must incorporate the provisions set forth under "Exhibit C: Subcontracts." ETP reserves the right to monitor the delivery of services under any subcontract. Contractor shall use best efforts to correct performance problems identified by ETP as a result of monitoring.
- 5.5 Participating Employers: Contractor must identify all participating employers as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email. Contractor may charge participating employers a refundable or nonrefundable deposit as specified in a mutual written Agreement signed by both parties, upon prior review and approval by ETP, as set forth in Title 22, CCR, Section 4409.1.
- 5.6 ETP Name: Any material used to promote this training project, and any other writing that uses the ETP name or logo, must be approved in advance by ETP.
- 5.7 Audits: ETP has the right, during normal business hours, to examine or audit any and all records, papers and documents related to the delivery of services, including accounting source payroll documents, under this Agreement to the extent it deems necessary. This right begins upon the effective date of this Agreement, and extends to 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal

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resolution, whichever is later. Audits will be conducted in accordance with Generally Accepted Government Auditing Standards and may utilize statistical sampling with extrapolation of an error rate.

- 5.8 Online Tracking: Contractor must use the ETP Online Class/Lab Tracking System to upload/enter attendance data. Contractor must upload/enter this data within 90 days of the date of training delivery.
- 5.9 Monitoring Access: Contractor shall ensure that ETP has access to its facilities or those of a participating employer or training vendor as needed to monitor performance under this Agreement. Contractor shall use best efforts to ensure that ETP also has access to trainers and trainees for the purpose of performance-related interviews. During the term of this Agreement, all Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10 Rosters: Contractor must maintain the originals of all training attendance Rosters for a period of not less than 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. All Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10.1 Class/Lab: Contractor must maintain original Class/Lab Rosters in hard-copy signed by each trainee and instructor. The only exception is for Contractors using a Learning Management System in which case Class/Lab Rosters may be maintained electronically. (See LMS below.)
- 5.11 LMS: Contractor may use its own Learning Management System (LMS) to document attendance for purposes of recordkeeping upon prior review and approval by ETP, under the conditions set forth below:
- 5.11.1 The LMS must be capable of producing electronic printouts by trainee with at least the following information: 1) trainee name; 2) instructor name; 3) training dates; 4) Class/Lab size; 5) hours of training; 6) type of training; 7) course title; and 8) training delivery method.
- 5.11.2 LMS data entry and access must be controlled through security codes and passwords. The training instructors must verify attendance using pre-configured rules before the data is entered or adjusted. Only the hours of training actually completed may be input for purposes of maintaining a record of attendance at an ETP-funded course.
- 5.11.3 Contractor represents that it will instruct personnel regarding LMS procedures and security before authorizing them to enter data that documents attendance for an ETP-funded course. Contractor represents that, to the extent practicable, it will maintain a list by name and job title of all personnel authorized to access the LMS.

ETP reserves the right to periodically review LMS for compliance with these standards.

- 5.12 Termination without Cause: Either party may terminate this Agreement without cause by serving written Notice at least 30 calendar days in advance.

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- 5.13 Termination with Cause: ETP may terminate this Agreement immediately, without serving advance Notice, if it determines at its sole discretion that Contractor or its agent has engaged in fraud, misrepresentation or other egregious conduct in connection with this Agreement, or has violated any law pertinent in the course of meeting its obligations under this Agreement. In the alternative, ETP may terminate this Agreement for a defect in performance or related problem by serving written Notice at least 30 calendar days in advance, and giving Contractor at least that time period as an opportunity to cure the defect or problem, as determined in its sole discretion.
- 5.14 Indemnification: Contractor shall defend, indemnify and hold harmless ETP along with its Panel, officers, employees or agents from and against any and all claims, complaints, demands, actions, causes of action, liabilities, losses, damages, judgments, awards, fines, settlements, costs or expenses including reasonable attorney's fees arising under this Agreement (Claim). The provisions of this section shall apply to any Claim based on the action or omission of Contractor or its officers, employees, agents or vendors, whether joint or several. ETP shall provide Contractor reasonable assistance in the defense of any Claim. However, ETP reserves the right to defend against a Claim or settle a Claim on its own behalf. Contractor shall not defend or settle in the name of ETP without prior written consent by the signatory of this Agreement for ETP. The parties shall give each other prompt written Notice of any Claim.
- 5.15 Governing Laws: This Agreement shall be governed by the laws of the State of California. Contractor shall comply with all applicable federal, state and local laws.
- 5.16 Forum State: The parties agree that any legal action arising under this Agreement, including mediation or arbitration, shall take place in Sacramento, California.
- 5.17 Survival: The following provisions of this Agreement shall survive its termination: Relocation, ETP Name, Audits, Rosters, Indemnification, Governing Laws, Forum State, Successor Corporation, and Notices.
- 5.18 Waiver: No delay or failure by either party to exercise or enforce provision of this Agreement shall be considered a waiver thereof. In order to be valid, a waiver must be in writing. A single waiver shall not constitute a continuing or subsequent waiver.
- 5.19 Other Funds: Contractor shall immediately serve ETP with Notice of any other government funding that is or may be applied to the cost of training under this Agreement. Cost reimbursement by ETP under this Agreement cannot displace, but must supplement, any other government funding. ETP reserves the right to reduce payments or demand the return of overpayments that result from said displacement.
- 5.20 Assignment: Contractor shall not assign any rights in, nor delegate any obligations under this Agreement or any portion hereof, without prior written consent by ETP.
- 5.21 Successor Corporation: This Agreement shall be binding on and inure to the benefit of the surviving corporation or other business entity in the event of Contractor's merger. (Corporations Code Section 1107.) This Agreement shall be binding on and inure to the benefit of the surviving person or entity in the event a controlling interest in its assets or operations is purchased, acquired or transferred, in which case ETP may require the survivor to enter a written Assumption of Liability.
- 5.22 Entire Agreement: This is the entire Agreement between the parties and it supersedes any prior or contemporaneous communication or understanding between them (written

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or oral).

5.23 Modifications: Certain terms and conditions of this Agreement may be modified at the request of Contractor with the written approval of ETP so long as there is no increase in the approved amount of funding, and no change in the scope or intent of training.

Modifications are restricted to the following:

- a) Add or delete a Job Number;
- b) Expand or reduce the Average Number of Trainees in a Job Number;
- c) Change the trainee Occupations in a Job Number;
- d) Redistribute the Average Number of Trainees funding between Job Numbers;
- e) Add to or delete training courses identified in the Exhibit B, Menu Curriculum;
- f) Change or extend the term dates;
- g) Revise range of hours so long as there is no change to the per-trainee cap on hours;
- h) Add health benefits to wages or change the amount of health benefits to be included in wages;
- i) Correct a material discrepancy between the text of this Agreement and Exhibit A, Chart 1. (See Party Intent in Section 5)

If ETP approves a Modification pursuant to (a) through (i) above, it will prepare a written Modification indicating the effective date, and transmit a copy of same to Contractor. Modifications cannot be made after termination of this Agreement.

5.24 Amendment: With the exception of Modifications as provided for above, this Agreement may not be amended except in a writing that is signed by both parties. An Amendment or Modification can only be made based on the mutual agreement of the parties. Amendments cannot be made after termination of this Agreement.

5.25 Notices: All Notices in connection with this Agreement must be in writing, and shall be effective upon receipt. Notice of termination or material breach and final notice of overpayment must be delivered by certified U.S. Mail with return receipt requested, or by a commercial courier with receipt. Otherwise, Notices may be delivered by U.S. Mail, commercial courier, FAX or email. All Notices to ETP must be addressed to the manager of a regional office or the Sacramento headquarters office, as appropriate to the subject matter.

All Notices to Contractor must be addressed to the authorized representative identified below. This same representative is designated as the contact person for general inquiries by ETP.

The parties agree to keep each other informed as to any change in the contact information for their representatives.

Name and job title: David D. Gatewood Ph.D, Dean of Career and Technical Education

Email address: DGatewood@ivc.edu

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Mailing address with zip code: 28000 Marguerite Parkway, Mission Viego, CA 92692

Phone number: (949) 582-4699

Fax number: (949) 451-5270

Contractor and ETP agree to the terms and conditions in this Agreement by signature of their authorized representatives set forth below:

Contractor

ETP

Signature/Date

Signature/Date

Printed Name/Title

Brian McMahon, Executive Director

Printed Name/Title

Contractor: IRVINE VALLEY COLLEGE

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Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
1	Administrative/Support Staff, Customer Service Staff, Engineer/Designer, Finance/Accounting Staff, Inspector, Machine Operator/CNC, Manager/Supervisor, Manufacturing/Production Staff, Material Handler/Operator, Scientist, Technician, Warehouse/Logistics Staff	Priority Industries Multi-Emp Retrainee Small Bus.	50			\$1,112	\$278.00	VAR	N/A	VAR	\$14.87
687		<i>Menu Curriculum - Trainees will receive one or more of the following: Business Skills Commercial Skills Computer Skills Continuous Improvement Manufacturing Skills Advanced Technology</i>									
Job Max Total Amount: \$ 55,600.00							Range of Hours: Min = 8 Max = 200 Weighted Avg = 40				

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.
² Post-Retention Wages may vary by county. See Section 3, Performance Standards, in this Agreement.

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Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
2	Administrative/Support Staff, Customer Service Staff, Engineer/Designer, Finance/Accounting Staff, Inspector, Machine Operator/CNC, Manager/Supervisor, Manufacturing/Production Staff, Material Handler/Operator, Scientist, Technician, Warehouse/Logistics Staff	Priority Industries Multiple-Employer Retrainee	115			\$1,251	\$312.75	VAR	N/A	VAR	\$14.87
687		<i>Menu Curriculum - Trainees will receive one or more of the following: Business Skills Commercial Skills Computer Skills Continuous Improvement Manufacturing Skills Advanced Technology</i>									
<i>Job Max Total Amount: \$ 143,865.00</i>							<i>Range of Hours: Min = 24 Max = 200 Weighted Avg = 65</i>				

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.
² Post-Retention Wages may vary by county. See Section 3, Performance Standards, in this Agreement.

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Exhibit A: Chart 1

Contract Totals		
Program Cost		\$186,550
Substantial Contribution	(-)	\$0
Multiple-Empl. Support	(+)	\$12,915
TOTAL ETP Funding	(=)	\$199,465
TOTAL Estimated No. of Trainees		165

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.
² Post-Retention Wages may vary by county. See Section 3, Performance Standards, in this Agreement.

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Exhibit A: Chart 1

Turnover Rate	Manager/ Supervisor %	Health Benefits Inc. in Wage?
20%	15%	Yes

Location of Training: Training will be provided at the Contractor training site(s), or at company locations in California.

Ratios: The ratio of trainers to trainees for Class/Lab training shall not exceed 1:20, except for Advanced Technology courses in which case the ratio must not exceed 1:10. .

Health Benefits: Health benefits may vary with participating employers; however, health benefits may be applied to the base wage in order to satisfy the ETP minimum hourly wage of \$14.87 per hour for Orange County in both Job Numbers 1 & 2.

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Exhibit B: Menu Curriculum

Class/Lab

Job Number 1 8- 200 Hours
Job Number 2 24- 200 Hours

Trainees may take any of the following:

Business Skills

- Business Writing
- Conflict Management
- Effective Communication Skills
- Effective Meeting Skills
- Financial Analysis Skills
- Goal Setting
- Negotiation Skills
- Presentation Skills
- Providing Quality Customer Service
- Sales Skills
- Time Management Skills

Commercial Skills

- Optimal Operating Methods
- Preventative Equipment Maintenance
- Setting Standards
- Warehouse Operations
- Work Measurement

Computer Skills

- Building a Computer
- Computer Repair with CompTIA
- Database Management Skills
- Intermediate/Advanced Microsoft Word, Excel, PowerPoint Skills

Continuous Improvement

- Business Reengineering
- Coaching and Feedback/360 Degree Feedback
- Decision Making
- Effective Leadership Skills/Situational Leadership
- Environmental Skills
 - Environmental Compliance/Auditing
 - Green Generalist
 - Sustainability Planning
- Innovation at Work
- Interpreting & Analyzing Data
- Introduction to ISO
- Lean Office Administration
- Managing Change/Change Planning
- Problem Solving/Team Problem Solving
- Project Management

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- Six Sigma
- Statistical Process Control
- Strategic Planning
- Team Work/Building Teams
- Total Quality Management Skills

Manufacturing Skills

- Manufacturing Process Control and Improvement
 - Geometric Dimensioning & Tolerance
 - ISO Implementation
 - Lean Manufacturing Techniques
 - New Product Design & Development
 - Supply Chain Development
- Principles of Machine Technology
- Process Engineering/Design
 - Analyzing Examples From Nature
 - Elimination of Paints, Adhesives and Solvents
 - How Going LEAN Makes You Green
 - Reduce Hazardous Air Emissions, Solid and Liquid Waste
 - Right sizing Equipment to Reduce Energy Consumption

Advanced Technology Skills

- Cad/CAM Design Software
 - SolidWorks 3D Modeling/Surface Modeling
 - LabVIEW
 - AutoCAD
 - Illustrator
 - Master CAM
- CNC Programming/Milling/Lathe/CNC Using Master CAM
- Electronic Component Design and Integration
- Electronics & Optics
- Electronics for Maintenance Technicians
- Electropneumatics
- Fundamentals of Light & Lasers
- Introduction to Programmable Logic Controllers
- Laser Material Processing
- Motor Controls
- Optics, Light & Lasers/Fiber Optics
 - Optical Detection and Radiometry
 - Testing and Evaluating Consumer Optics
- Logic Controller Programming & Trouble Shooting
- Pneumatics

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- Product Design
 - Developing Eco-Friendly Supply Chains
 - Eco-Design Strategies
 - Eco-Design Tools & Methodologies
 - Environmental Marketing
- Quality & Test Engineering
- Rapid Prototyping

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

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Exhibit C: Subcontracts

1. The Employment Training Panel (ETP) is not a party to this Agreement. ETP is not obligated in any manner for any liability that may arise out of this Agreement. No third party relationship is intended or created with ETP under this Agreement.
2. Consultant agrees that ETP has the right, during normal business hours, to examine or audit any and all records, books, papers and documents related to the delivery of services, including all accounting source payroll documents, under this Agreement to the extent ETP deems necessary.
3. Consultant agrees that ETP has the right, during normal business hours, to freely observe and monitor the delivery of services under this Agreement with or without the Consultant's presence. In particular, Consultant agrees that ETP has the right to interview trainees, trainers and training personnel.
4. Consultant agrees to maintain all records and other writings that pertain to the delivery of services under this Agreement for a period of no less than 4 years from termination or 3 years from Fiscal Closeout, whichever is later.
5. This Agreement shall be governed by the laws of the State of California. If ETP is named as a party in litigation, arbitration or other proceedings in connection with this Agreement, the exclusive venue and place of jurisdiction will be the County of Sacramento in the State of California.
6. In the event of any conflict or inconsistency between the terms of this Agreement and the ETP Agreement, the latter shall govern and prevail.
7. In no event shall the administrative fees paid under this Agreement with ETP funds exceed 13% of payment earned for Retraining or 20% of payment earned for New-Hire Training. As used herein, "payment earned" means the amount of reimbursement the Contractor is entitled to retain based on ETP Fiscal Closeout. [Section 4400(r).]

Note: These provisions must be incorporated into any Agreement (subcontract) between Contractor and a consultant for administration of the ETP-funded training project. These provisions need not be used verbatim, but any variation must be approved by the ETP Legal Office.

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Exhibit D: Definitions

The parties agree that the following definitions shall govern performance under this Agreement. These terms are used in this Agreement, or may be referred to in the course of program administration by ETP.

Some definitions include references to regulations in Title 22 of the California Code of Regulations or to the Unemployment Insurance (UI) Code, as shown in brackets. The regulations and UI Code are available for review at the ETP website (www.etp.ca.gov).

Actual Cost-per-Trainee: The amount of reimbursement payable on a per-trainee basis at Progress Payment 2 (P2) and the Final Payment (F), based on the actual number of training hours completed.

Approved Amount: The maximum amount of funding approved by the Panel. This amount is distinct from Payment Earned.

Average Cost-per-Trainee: The average cost of training for each trainee enrolled in a given Job Number based on the planned hours of training and the fixed fee rate. This cost is used to calculate the first Progress Payment (P1) at the time of enrollment.

Classroom Training: Formal instruction in a classroom setting that is removed from the trainee's usual work environment, and provided on a regular basis under the constant and direct guidance of a trainer. [Section 4400(y)(1).]

CNA to LVN: Training designed to upgrade the skills of a Certified Nurse Assistant or similar caregiver under a Licensed Vocational Nurse program, leading to LVN licensure. [UI Code Section 10214.9.]

Computer-Based Training (CBT): Instruction provided through computer systems or software and delivered through an electronic medium such as the Internet, Intranet, LAN or CD-ROM. Trainees must participate from a suitable location in California. [Section 4400(ff).]

Curriculum: A list of approved training courses or modules under the Menu as shown in Exhibit B.

Eligible Employers: Employers are eligible for ETP funding if they are subject to payment of the Employment Training Tax. Employers that have elected an alternate method of financing liability for the payment of Unemployment Insurance benefits can only be eligible for the "incidental placement" of new hire trainees. There are other eligibility standards such as out-of-state competition, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(b).]

Enrollment: The process of registering a trainee with ETP as an eligible participant in ETP-funded training, once the first eight hours of training have been completed. Trainees are enrolled by Job Number. Once enrolled, they can participate in more than one approved course for that Job Number, on a sequential basis. [Section 4400(dd).]

Entrepreneurial Training: Training in business management and related skills for the owner of a business with 9 or fewer employees. [Section 4409.]

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ETP Minimum Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Final Payment: Final payment is the final 25% payment based on the number of training hours completed for each trainee. Final payments (F) may be authorized and paid for each trainee after completion of training and the required post-training retention period specified in the agreement. Each trainee must be employed full-time and must receive the minimum wage specified in the Agreement at the end of the employment retention period. Final Payments are reconciled with individual unearned progress payments and are not considered earned until the Fiscal Closeout of the Agreement.

Fiscal Closeout: The process by which ETP determines the actual amount of Payment Earned for all trainees, reconciling the Final Payment with the first two Progress Payments. ETP will give Contractor written Notice of any overpayment that results from Fiscal Closeout within a reasonable time after the term of this Agreement.

Frontline Worker: These are employees who directly produce goods or deliver services. In general they are eligible for overtime compensation, regardless of job title. Managers and Supervisors as defined below are not Frontline Workers. [Section 4400(ee).]

Full-time: Employment of at least 35 hours a week, with exceptions for special programs. [Section 4400(h).]

Funding Limitations: These are industries and occupations identified by the Panel as its lowest priority for funding, and thereby precluded from participation in an ETP funded program, as identified by the Panel on the ETP website Funding Limitations, as of the effective date of this Agreement.

High Unemployment Area: A county or other distinct region of California where the unemployment rate exceeds the state average rate by a given factor, based on data from the Labor Market Information Division (LMID) of the Employment Development Department. The trainees in a High Unemployment Area (HUA) may qualify for a lower minimum wage, a modified Retention period, and/or the waiver of other requirements on a case-by-case basis. [Section 4429.]

Incidental Placement: New Hire trainees may be placed with public, non-profit or other employers who are not subject to payment into the Employment Training Fund on an "incidental" basis not to exceed 20% of the total trainee population under a Multiple Employer Contract, as determined by the Panel case-by-case. New Hire trainees may also be placed with Temporary Staffing agencies, not to exceed 20% of total New Hire population. [UI Code Section 10201(b) and Section 4427.]

In-Kind Contributions: The cost incurred by an employer or participating employer under an ETP-funded project. These costs may be monetary, such as wages paid to trainees during the hours of training. Or, they may be non-monetary, such as the rental value of a facility or room that is made available for instructional purposes. [Sections 4400(l) and 4401.1.]

Job Number: The designation used to differentiate between categories of trainees, and types of training. By way of example, distinguishing factors include the minimum hours of training, the approved type of training, and the minimum post-retention wages.

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Laboratory Training: Hands-on instruction conducted in a simulated work setting, under the direct observation of a trainer. Laboratory training may require the use of specialized equipment or facilities. [Section 4400(y)(2).]

Literacy Training: Basic, job-related skills including math, reading, and language skills necessary for the trainee's job performance and employment retention in a job with definite career potential and long-term security. [Section 4400(n).]

Managers and Supervisors: These are employees who primarily perform exempt job duties within the meaning of the federal Fair Labor Standards Act and state Labor Code Section 515, where "primarily" means more than one-half of the work time. In performing these duties, Managers and Supervisors must also: exercise discretion and independent judgment; influence policy; supervise at least two employees with the right to hire and fire; and earn no less than two times the state minimum wage.

Mandatory Training: Training is mandatory when the employer leads trainees to believe their continued employment would be adversely affected by not attending; the subject matter is directly related to the job duties; and the trainee does not produce goods or deliver services during training. Trainees must be paid their usual wages during mandatory training. This training is usually conducted during regular working hours. [See *Division of Labor Standards Enforcement Manual* at Section 46.6.5, at www.dir.ca.gov.]

Multiple Barriers (MB): Two or more barriers to full participation in the workforce. The barriers may include mental or physical disabilities, illiteracy, limited English proficiency, limited math skills or some similar impediment.

New Hire: Training in new vocational skills for persons who are unemployed at the start of training. The vocational skills may include job-related literacy training. [UI Code Section 20201(g); Section 4406.]

Out-of-State Competition: The Panel will not fund any retraining project, with the exception of Special Employment Training, unless it first determines that the trainee jobs are threatened by out-of-state competition. This determination is made on a case-by-case basis, using factors such as location of the corporate headquarters and revenue stream, except that a training project in manufacturing and certain other industry sectors classified under the North American Industrial Classification System, are deemed to meet this requirement. [Section 4416.]

Payment Earned: The amount of Reimbursement the Contractor is entitled to retain based on performance, and compliance with all other requirements set forth in this Agreement, as reconciled at the time of Fiscal Closeout. [Section 4400(r).]

Post-Retention Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Preceptor Training: In "preceptor training" the trainee observes hands-on skills as performed by a licensed LVN, RN or other practitioner (i.e., preceptor). The trainer to trainee ratio is generally 1:1. During the second phase, the trainee performs the skills under the preceptor's close supervision.

Priority Industry: Industry sectors that are "targeted" for training funds. Manufacturing, aerospace, biotechnology, high technology and agriculture are typical Priority Industries.

Irvine Valley College

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They are identified in the Panel's annual Strategic Plan. [UI Code Sections 10200(b) and 10205(d).]

Production Training: A type of practical retraining whereby the instructor oversees an employee's use of special equipment or application of particular skills, in the actual work environment, resulting in the employer's production of goods or delivery of services for profit.

Progress Payments: Progress payments are unearned cash flow payments authorized and paid at selected training and contract performance benchmarks. Progress payments may be paid after a trainee is enrolled and has completed 8 hours of training (P1), after a trainee has completed training (P2) and when a trainee is placed in qualifying employment with an eligible employer (P3) [New Hire participants only]. Progress payments may not exceed 75% of the cost per trainee based on the hours of training documented at completion of training. Progress payments are not considered earned until the completion of all contract performance requirements and reconciliation of payments at the Fiscal Closeout of the Agreement.

Reimbursement Rate: The flat rate per hour payable for different methods and types of training. In general, the rate differs between Class/Lab/Videoconference, Advanced Technology and Computer-Based Training, although special rates also apply to Priority Industry and Small Business training. There is a further distinction between rates for New Hire and Retraining. Rates include the cost of training and administration of the ETP-funded project. Rates are consolidated in a Job Number to determine the average cost per-trainee, and for other purposes related to payment disbursement. With a Multiple Employer Contract, the consolidated rate also includes Support Costs as applicable. [UI Code Section 10206(a) and Section 4411 (g).]

Retention: The period of full-time employment required for a trainee or group of trainees after the end of training. Typically, Retention is for 90 consecutive days, although this period may be modified on a case-by-case basis. [Sections 4400(v), 4429.]

Retraining: Job-related vocational training provided to existing employees.

Roster: The hard-copy record that must be signed by each trainee and instructor to demonstrate attendance. For CBT, the supervisor must also sign a hard-copy roster. ETP must approve the format of all Rosters.

Seasonal Industry: This industry must hire at least 50% of its workers on a cyclical basis, as in agricultural crop production. To be eligible for retraining reimbursement by ETP, employers and participating employers in this industry must have retained at least 50% of the same seasonal employees for at least one season. [UI Code Section 10214.5(d).]

Small Business: For purposes of the Small Business Reimbursement Rate and other special considerations, a small business means 100 or fewer full-time employees in California, but no more than 250 worldwide. The business must be domiciled in California, and independently owned and operated. [Section 4400(w).]

Special Employment Training: Certain types of training designed to satisfy the Panel's funding priorities are funded as Special Employment Training (SET) projects. There is no out-of-state competition requirement for SET. There are different wage requirements for the trainees who are eligible to participate in SET. There may be modifications to Retention,

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and/or waivers of other requirements for eligible trainees, on a case-by-case basis.
[Section 4409.]

Statutory Interest: Interest assessed on overpayments. An adjusted annual rate charged from the first day of the month after Contractor received the overpayment from ETP.
[Section 4447.]

Support Costs: Costs associated with recruiting participants and participating employers for training under a Multiple Employer Contact. These costs may also include assessment of eligibility, job search and placement. In general, these costs may not exceed 8% of the other training costs. [Section 4411.]

Trainee Eligibility: In general, trainees are only eligible to participate in ETP-funded training if they are unemployed (New-Hire training), or employed by an Eligible Employer with wages reported in California (Retraining). There may be other eligibility standards, such as "multiple barriers" for special funding, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(c).]

Turnover Rate: Average annual turnover for full-time employees in the prior calendar year, used to measure job security. The Panel may impose a "turnover penalty" for an employer or participating employer with a Turnover Rate that exceeds 20%. With this penalty, the Panel may withhold 25% of payment earned for each trainee. Not all separations from employment are included in calculating turnover (i.e., retirements are not included).
[Section 4417.]

Variable Reimbursement: Flexible reimbursement based on a minimum and maximum number of training hours, per-trainee. Trainees may complete any number of hours within the range set forth under the Menu for a given Job Number. Trainees may be trained in one or all courses under the Menu, within the constraints of funding.

Videoconference Training: Instruction provided by a trainer in real-time using interactive video communication between two or more locations. [Section 4400(gg).]

Voluntary Training: When training is voluntary on the part of employees, they are not required to be paid their usual wages during the hours of training. See definition of "mandatory training" above.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3530-Compliance with Payment Card Industry Data Security Standards (PCI-DSS), BP-5619-Advanced Placement Examination Program, BP-3401-Animals or Pets on Campus, BP-4075-Health and Welfare Benefits for Former Board of Trustees, BP-166-Health Benefits, BP-2001-Administrative Organization, BP-5607-Nonresident Student Tuition, BP-5506-Accommodations for Students with Disabilities, BP-6132-Selection of Library Materials, BP-6135-Library-Use Fee

ACTION: Discussion/Approval

BACKGROUND

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

STATUS

Ten 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 Cabinet on January 7, 2011 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the January 20, 2011 board meeting.

RECOMMENDATION

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

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3530

BUSINESS

COMPLIANCE WITH PAYMENT CARD INDUSTRY DATA SECURITY STANDARDS (PCI-DSS)

The Payment Card Industry (PCI) Data Security Standards (DSS), a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council, including American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa, Inc. International, to help facilitate the broad adoption of consistent data security measures on a global basis.

Compliance with the PCI-DSS standards is required in order to accept credit cards for student registration and other financial transactions.

It is the intent of the South Orange County Community College District to adhere to the requirements of the Payment Card Industry Data Security Standards (PCI-DSS).

The Chancellor or designee is hereby authorized to adopt and implement such administrative regulations to implement this policy.

BOARD POLICY

5619

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ADVANCED PLACEMENT EXAMINATION PROGRAM

South Orange County Community College District will grant credit for ~~each~~ College Entrance Examination Board Advanced Placement Examinations satisfactorily passed during the junior and senior years of high school with a score of 3, 4, or 5. ~~(Title 5, Calif. Code of Regulations, Section 55753).~~

Determination of whether specific course or elective credit is to be awarded in any area is made by the academic division offering the subject matter. ~~following precedents set by the University of California.~~

Specific ~~course~~ credit awarded for AP exams with passing scores has been established as indicated in the College catalogs.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3401

BUSINESS

ANIMALS OR PETS ON CAMPUS

Domestic animals or pets of any kind are not allowed upon the campus of any college except as described herein. This restriction also applies to animals or pets confined in any vehicle parked within a college boundary. In connection with special class assignments, a College President or an appointed designee may grant approval to a student to bring an animal or pet on campus. When such approval is granted, the student shall control and supervise the animals or pet at all times while on campus. This policy does not apply to the use of a service animal, specifically trained to perform a specific work or a series of tasks related to the disability of an individual~~guide dog, signal dog, or service dog, specially trained for assisting a totally or partially blind person, deaf person, person whose hearing is impaired or a physically handicapped person,~~ or the instructional use of animals or animals indigenous to the college grounds.

Reference:

California Education Code, Section 70902

Adopted: 3-28-77
Revised: 5-23-88
Revised: 4-26-99
Revised: 9-29-03

BOARD POLICY

4075

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

HEALTH AND WELFARE BENEFITS FOR FORMER BOARD OF TRUSTEES

Members of the South Orange County Community College District Board of Trustees who have taken office after January 1, 1995, and who have been elected two terms, shall upon leaving office be given the option of selecting within 90 days to continue indefinitely health and welfare benefits on a self-pay basis.

The former trustee shall pay in advance the cost the district pays for the coverage, and the trustee may select one or more health and welfare options provided for administrators, professors, and/or classified employees.

The benefit options shall cover only the former trustee, his/her spouse or survivor, and the trustee's minor dependents to the age as defined by federal law of 21. Once a benefit plan is selected by a former trustee's family, no additional members can be added.

Adoption of this policy shall serve to confirm, and incorporate herein, the board's action of November 16, 1992, at which time the board acted to authorize the district to pay for the health and welfare benefits of former board members, their spouses, and dependents when the board members served in office for no less than twelve years after January 1, 1981, in accordance with Government Code Sections 53201, 53205, and 53205.1, as they read at that time. Nothing herein shall be construed in a manner inconsistent with the provisions of Government Code Sections 53200 et. seq. as they now read.

BOARD POLICY

166

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

HEALTH BENEFITS

Members of the Board shall be permitted to participate in the District's health benefit programs.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years.

Other former Board members, who have been elected for two terms, may continue to participate in the District's health benefits programs on a self-pay basis. Former trustees who participate on a self pay basis shall pay in advance the cost the district pays for the plan.

The benefit plan options shall cover only the former trustee, trustee spouse or domestic partner, survivor, and the trustee's minor dependents to the age as defined by federal law of 21 years. The former trustee may select one or more health benefit options provided to administrators, faculty, and/or classified employees.

Once a benefit plan is selected by the former trustee's surviving family, no additional members can be added.

Reference:
Government Code Section 53201

BOARD POLICY

2001

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

The Board of Trustees affirms its legal responsibility to adopt policies governing the District and its Colleges. In so doing, it directs the Chancellor to implement those policies within an approved organizational structure. (~~Calif. Ed. Code, Section 70902~~).

For the District and the Colleges to be governed and administered in an effective manner, it is necessary that lines of communication be established within the organization so they allow for the orderly transaction of business.

The Chancellor is authorized and responsible for organizing all District standing and ad hoc committees to assist in the operation of the District. Each College President is authorized and responsible for organizing College committees as needed to assist in College operations.

To support the Board of Trustees ~~board's~~ stated philosophy concerning internal administration, it is the policy of the Board of Trustees ~~board~~ that all matters called to its attention by District personnel or by students shall be presented through the Chancellor. Conversely, the Board of Trustees ~~board~~ shall direct appropriate matters through the Chancellor.

Organizational charts shall be prepared by the District and the Colleges ~~Chancellor~~ and shall become part of the Administrative Regulation.

Reference:

California Education Code, Section 70902

Adopted: 7-26-71
Revised: 6-03-74
Revised: 3-07-88
Revised: 4-26-99
Revised: 9-29-03

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5607

STUDENTS

NONRESIDENT STUDENT TUITION

The Board of Trustees shall establish a tuition fee for all nonresident students no later than February 1 of each year. The fee will be calculated annually to cover the District's expense of education and brought forward for Board of Trustees' board approval each January. The fee will be calculated by formula in accordance with Calif. Ed. Code, Section 76140, and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The nonresident tuition fee ~~thus established~~ will be published in the College catalogs and on other print and electronic publications. The Chancellor or designee shall establish procedures regarding collection, waiver and refunds of nonresident tuition.

Revised: 5-15-89

Revised: 3-25-96

Technical Update: 4-26-99

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5506
STUDENTS

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The colleges of the South Orange County Community College District shall make reasonable accommodations for qualified students with disabilities (Title 5, Calif. Code of Regulations, ~~Sections 56000-56020~~). Students with disabilities have the right to receive reasonable academic adjustments to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. The procedure by which students with verified disabilities may request academic adjustments shall be published annually by the colleges. The colleges shall employ reasonable means to inform all students, faculty, and staff about the support services available to qualified students with disabilities (~~Title 5, Calif. Code of Regulations, Section 56020~~).

~~Applicable law includes the following: American with Disabilities Act (PL 101-336); Rehabilitation Act of 1973, Section 504 [34 C.F.R.s 104.3 (j) (l) and (k) (3) and s 104.44(a) and Co) (1) (ii)]; Family Education Rights and Privacy Act of 1974; Title 5, California Code of Regulations, Sections 56000-56020; and California Education Code, Sections 67310-67312, 70901, and 84850.~~

Reference:

Applicable law includes the following: P.L. 101-336 (July 26, 1990), as amended by P.L. 110-325 (September 25, 2008); Rehabilitation Act of 1973, Section 504 [34 C.F.R.s 104.3 (j) (l) and (k) and 104.44(a) and Co) (1) (ii)]; Family Education Rights and Privacy Act of 1974; Title 5, California Code of Regulations, Sections 56000-56030; and California Education Code, Sections 67310-67312, 70901, and 84850.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

SELECTION OF LIBRARY MATERIALS

~~The library is an integral part of a college and its instructional programs. The library must meet academic standards consistent with accreditation guidelines and purposes. The board charges the appropriate faculty librarians with the responsibility for collection development and for ensuring that the library has adequate working collections for each major field of the curriculum (California Education Code, Section 78100).~~

The Libraries are an integral component of the colleges and their instructional programs. The libraries provide informational and research support for campus-wide curriculum. The Board of Trustees charges the library faculty with the responsibility for developing the libraries' collections. This includes the selection of appropriate library materials and the continued evaluation and maintenance of the collections. To this end. Library faculty and staff work in concert with instructional faculty to select material that is comprehensive, accurate, diverse, current and highly accessible through the best use of acquisition, cataloging and processing techniques.

Reference:

Education Code, Section 78100

Adopted: 9-29-69
Revised: 7-17-89
Revised: 12-10-90
Technical Update: 4-26-99
Revised: 1-31-06

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

6135

INSTRUCTION

LIBRARY – USER FEE CHARGE NON-STUDENTS

The Board of Trustees may establish and charge a Library User Fee to be charged to anyone who is not currently enrolled as a student within the South Orange County Community College District (SOCCCD) in a college at the District for the privilege of checking out ~~books or~~ library materials. Exceptions include senior citizens and retired full-time employee of SOCCCD ~~District or college faculty, staff, and administrators~~. The fee and term for such privilege shall be determined by the Chancellor or designee ~~Board of Trustees~~.

Adopted: 8-27-84

Revised: 6-26-89

Revised: 4-26-99

Revised: 11-14-05

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP 3610-Auxiliary Organizations, BP-5401-Student Conduct, BP-5610.1-Student Fees, BP-3510-Lost Money or Property, BP-4040-Public Disclosure of Employee Compensation, BP-104-Student Member of the Board of Trustees

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 Cabinet on February 10, 2011 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 Exhibits A through F.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3610
BUSINESS

AUXILIARY ORGANIZATIONS

The Board of Trustees Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5, Calif. Code of Regulations.

The Chancellor shall establish administrative regulations necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those regulations to the Chancellor for the California Community Colleges as required by law. At a minimum, the regulations shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board of Trustees' Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5.

Any auxiliary organization recognized by the Board of Trustees Board shall conduct its business in accordance with the administrative regulations adopted by the Chancellor pursuant to this policy. Notwithstanding, anything contained in the administrative regulations, any auxiliary organization recognized by the Board of Trustees Board shall comply with Education Code provisions regarding:

1. The composition of a board of directors and the way in which it conducts its meetings;
2. Conducting an annual audit;
3. Employing its work force;
4. Expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

References:

California Education Code, Section 72670, et seq.;

Title 5, California Code of Regulations, Sections 59250, et. seq.

Adopted: 3-29-04

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5401
STUDENTS

STUDENT CONDUCT

Students ~~shall be expected to conduct themselves with~~ respect for the right of all members of the college community to teach and learn in a safe and academically stimulating environment. The Board of Trustees or District's Administration shall hold ~~S~~students ~~shall be held~~ responsible for observing the student conduct rules and regulations ~~for student conduct promulgated under the authority of this policy, by the Board of Trustees or the district's administration.~~ The Student Code of Conduct shall be published in both College catalogs and other publications and websites. Violation of such rules shall constitute good cause for imposition of disciplinary action as provided in rules and regulations. ~~(Calif. Ed. Code, Section 66300).~~

Reference:

California Education Code, Section 66300

Adopted: 3-21-88
Revised: 5-15-89
Technical Update: 4-26-99

BOARD POLICY

5610.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

STUDENT FEES

Students shall be assessed an enrollment fee at the time of enrollment. The amount of the fee is established by law and published in the College catalog(s) and on other print and electronic publications. The District may adjust, waive, or partially refund the fee as provided in the California Education Code, ~~Section 70902, 76141, and Title 5, California Code of Regulations, Sections 58500-58510.~~

Students may also be charged health fees, materials fees, parking fees, and nonresident application fees as permitted by law, ~~and stated in the schedules of classes and the college catalogs.~~ These fees are published in the College catalogs and on other print and electronic publications.

~~All student fees shall be refunded in full upon request by a student who is compelled to withdraw due to military orders as described in Board Policy 5300.~~

(NOTE: See Administrative Regulation-5625-Fee Refund for Military Withdrawal)

Reference:

California Education Code, Section 70902, 76141

Title 5, Sections 58500-58510

Adopted: 5-15-89
Revised: 4-08-91
Technical Update: 4-26-99
Revised: 5-27-03

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3510
BUSINESS

LOST MONEY OR PROPERTY

The President of each college shall establish administrative regulations for lost property. When property is found on campus, the finder shall make every attempt to deliver the property to the rightful owner, if known; otherwise, the finder shall deliver the property to the police department in accordance with administrative regulations, and maintain a depository for lost property. A signed record shall be maintained regarding item, finder/loss date, time, and miscellaneous information.

~~When property is found on any campus, it shall be the duty of the finder to deliver the property to the rightful owner, if known; otherwise, the finder shall deliver the property to the designated depository.~~

~~The property shall be held for a period of at least three (3) months. During this period, the lawful owner may claim the property. The lawful owner shall submit an affidavit identifying and describing the lost property and present all the pertinent facts concerning the loss, including, but not limited to, when, where and how the property was lost. The lawful owner shall make a request that the property be returned.~~

~~If the property is unclaimed after three (3) months, the appointed designee shall examine the property. Items that are determined to have no marketable value shall be destroyed or disposed of as authorized by the Chancellor or an appointed designee. All remaining property shall be sold at auction after a notice of sale has been published once in a newspaper of general circulation in the District at least five (5) days prior to the date of sale. The finder of the property may submit a finder's claim to the property at the public auction if the property is not claimed by the owner. (Employees of the district are excluded from this provision.) All unsold or unclaimed property shall be destroyed or disposed of as authorized by the Chancellor or Chancellor's designee (Calif. Ed. Code, Section 70902, and Civil Code, Section 2080 et. seq., and 2080.6).~~

Reference:

California Education Code, Section 70902

Civil Code, Section 2080 et. Seq. and 2080.6

Adopted: 2-13-79
Revised: 3-09-81
Revised: 5-23-88
Revised: 4-26-99
Revised: 9-29-03

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

4040
PERSONNEL

PUBLIC DISCLOSURE OF EMPLOYEE COMPENSATION

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

BOARD POLICY

104

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

STUDENT MEMBER OF THE BOARD OF TRUSTEES

A. There shall be one nonvoting (advisory) student member of the Board of Trustees.
~~(California Education Code, Section 72023.5).~~

B. Qualifications

Candidates for Student Trustee must meet the following criteria:

1. At the time of nomination and during the term of service the student shall be a resident of California as determined pursuant to California Education Code, Section 68000 et. seq., including but not limited to Section 68062 (a-i).
2. Be currently enrolled in the South Orange County Community College District (SOCCCD) for at least five units and is in good standing (i.e., not on academic or social probation). The student member is not required to give up employment with the District.
3. Have completed no ~~less~~ fewer than 12 units in the SOCCCD.
4. Have a minimum cumulative 2.0 G.P.A.
5. Candidates must be students of record of the designated college prior to and during their term of office.

C. Requirements of Office

While in office the Student Trustee must:

1. Maintain eligibility as defined in Section B, 1., 2., 3., and 4 (above), during his/her term of office.
2. Hold no other elected or appointed ~~ASGSC/ASIVC Associated Student Government (ASG)~~ positions within the SOCCCD.

D. Term of Office

1. The term of the Student Trustee is one year (May through the following April).
2. A Student Trustee term of office terminates upon a determination of disqualification under the provisions of Section E.

E. Disqualification from Office

1. Automatic and immediate forfeiture of office, including all rights and privileges thereof, will be required if the Student Trustee:
 - a. Does not maintain the requirements of office contained in Sections B, C, and K; or
 - b. Is suspended for more than 10 days pursuant to student conduct policies or regulations.
2. A student disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.
3. Upon disqualification from office, the student must immediately return all District property provided to him or her while in office.

F. Election

There shall be an general election during the spring semester, ~~at each campus.~~ The student trustee position shall be rotated between Irvine Valley College and Saddleback College. The election shall be held only on the campus of the college that is designated for the student trustee position for the upcoming year. ~~All eligible Districtwide candidates shall be placed on one ballot at each campus.~~ The Student Member of the Board of Trustees will be elected by students enrolled at the designated college within the SOCCCD.

G. Recall

The Student Trustee is subject to recall procedures established for recalling officers of the Associated Student Governments at each campus. ~~If the recall vote fails at any campus, the recall fails.~~ No recall election will be held if the petition to recall is received within 90 days prior to the scheduled student elections, which are held in April.

H. Selection of a Replacement

If a Student Trustee position becomes vacant due to qualification, recall, resignation, or other reasons, the board shall:

1. Order a special election, or

Adopted: 7-14-80
Revised: 4-23-82
Revised: 3-07-88
Revised: 1-17-89

Revised: 5-11-92
Revised: 4-25-94
Revised: 4-26-99
Revised: 8-26-02

Revised: 11-29-03
Revised: 11-14-05
Revised: 8-27-07
Revised: 8-26-08

2. Make an appointment to fill the vacancy within 60 days. All rules of eligibility shall apply and the replacement Student Trustee shall serve out the remainder of the one-year term.

No special election will be called if the vacancy occurs within 90 days prior to the scheduled April student elections. The student member position on the board will remain vacant for that time.

I. Installation in Office

1. The person elected or appointed student trustee will be sworn into office at the first board meeting following his or her election, or at the meeting at which he or she is appointed by the board.
2. The President of the Board of Trustees may appoint a Trustee to serve as his or her mentor.

J. Rights and Privileges

On or before the regular meeting in April of each year, the Board shall consider whether to afford the student member any of the following privileges:

1. The Student Trustee shall be seated with the board and be recognized as a full member of the Board at public meetings, and shall receive all materials presented to board members for open session, and to participate in discussion at board meetings.
2. The Student Trustee shall have the right to make and second motions.
3. The Student Trustee shall be compensated in the amount of \$200 per month paid by the District.
4. The Student Trustee shall receive mileage reimbursement (BP-4051, Reimbursement) paid by the District.
5. The Student Trustee shall receive the same college health services available to all college students, and said services shall be paid for by the District.
6. With prior Board of Trustee approval, the Student Trustee may attend State of California conferences which relate to their duties as a student member of the Board of Trustees. Reimbursement will be paid by the District.
7. The Student Trustee shall receive college parking fee reimbursement paid by the District.

Adopted: 7-14-80
Revised: 4-23-82
Revised: 3-07-88
Revised: 1-17-89

Revised: 5-11-92
Revised: 4-25-94
Revised: 4-26-99
Revised: 8-26-02

Revised: 11-29-03
Revised: 11-14-05
Revised: 8-27-07
Revised: 8-26-08

K. Duties and Responsibilities

The Student Trustee shall agree to perform to the best of his/her ability the following duties and responsibilities:

1. Attend all regular and special meetings of the board, except closed sessions. In addition to any of the disqualifying event set forth above, the office of Student Trustee will become vacant upon the occurrence of any of the events set forth in Government Code, Section 1770.
2. Review the agenda of the board prior to each meeting.
3. Confer with leaders at least monthly of the ASGSC/ASIVC ~~Associated Students~~ at each campus prior to each meeting of the board.
4. When appropriate, confer with students, student groups and organizations, and/or college and District administrators in relation to District policies and board actions and/or agenda items.
5. Participate in the discussion of agenda items presented.
6. Cast an advisory vote on public agenda items; however, the Student Trustees vote will not be included in determining the vote required to carry any measure before the board.
7. When appropriate, provide feedback to all students, student groups, and leaders of the associated student governments at each campus concerning District and board policies and actions.

See J. (above), Rights & Privileges

Reference:

California Education Code Section 72023.5

Adopted: 7-14-80
Revised: 4-23-82
Revised: 3-07-88
Revised: 1-17-89

Revised: 5-11-92
Revised: 4-25-94
Revised: 4-26-99
Revised: 8-26-02

Revised: 11-29-03
Revised: 11-14-05
Revised: 8-27-07
Revised: 8-26-08

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: OCSBA Marian Bergeson Award Nomination
ACTION: Approval

BACKGROUND

The Orange County School Boards Association (OCSBA) created the Marian Bergeson Award in 1974 to recognize those trustees who best exemplify the spirit of boardsmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

STATUS

OCSBA is now seeking nominations for the Marian Bergeson Award for transmittal to the Orange County Department of Education. The deadline for submission is Friday, March 4, 2011. The award will be presented on Wednesday, May 4, 2011 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 13, 2011

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

FROM: Suzie Swartz, Chair, Marian Bergeson Award Committee
Shirley Carey, 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 4, 2011**. The Marian Bergeson Award will be presented on Wednesday, May 4, 2011, 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
2011 Marian Bergeson Award
Nomination Form



Due: Friday, March 4, 2011

Submit the completed nomination form and attachments to:

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

Name of Nominee _____

Address _____ Phone () _____

School District _____

Length of Service as a Board Member _____

Name of Nominator (Individual or District) _____

Email Address _____ Phone () _____

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

**deceased*

September 2009

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.9
DATE: 2/28/11

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 are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Takizawa, Hiromi	MA/Art	Art/Emeritus/SC	II/6	05/23/11

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>
Bershadsky, Svetlana	MA/Social Ecology	Psychology/SC	II/6	05/23/11

Equivalency is based on a Master of Arts degree in Social Ecology from the University of California, Irvine (UCI), and a Bachelor of Arts degree in Psychology from Stony Brook University in Stony Brook, New York. The Psychology and Social Behavior Department at UCI is housed in the School of Social Ecology, and students enrolled in the Psychology and Social Behavior Department receive Master's degrees in the interdisciplinary area of Social Ecology. Ms. Bershadsky's coursework matches that of a graduate with a Master's degree in Psychology. She is currently working on a Doctorate in Psychology and Social Behavior, with an emphasis in Health Psychology. Ms. Bershadsky has been teaching for the past four years as a Graduate Teaching Assistant in Psychology, as a Pedagogical Fellow developing workshops to train new graduate students to teach, and as a tutor for undergraduate and high school students. She has been conducting research in the Health and Biopsychology Laboratory at UCI for the past four years and is a member of several professional organizations including the American Psychological Association.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
¹ Choe, Samuel	BA/Psych/Social Behav.	PE/IVC	I/6	01/10/11

Equivalency is based on a Bachelor of Arts degree in Psychology and Social Behavior from the University of California, Irvine (UCI) in addition to experience as a tennis player and coach. Mr. Choe was a member of the Irvine Valley College (IVC) men's tennis team in 2005 and 2006. He continued to be a tennis player and coach at UCI, where he was president of the Tennis Club that had considerable success in the USTA College Campus league. During the 2007 season at IVC, Mr. Choe assisted the tennis team with recruitment, practices, conditioning, and match play. He is currently a Coaching Aide for the IVC women's tennis team, and continues to be a valuable member of the staff of the School of Health Sciences, Physical Education, and Athletics.

2. 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>
Caviar, Gina	MA/Music	Music/SC	II/6	01/10/11
Clarke, Christy	MS/Library & Info. Sci.	Librarian/IVC	II/6	01/10/11
Coslett, Edward	MS/Library & Info. Sci.	Librarian/IVC	II/6	01/10/11
Daugherty, Seth	MS/Library & Info. Sci.	Librarian/IVC	II/6	01/10/11
² Engels, Michael	MA/Counseling	Counseling/SC	II/6	01/10/11
³ Grubb, Ruth	BS/Nursing	EMT/SC	I/11	01/10/11
Johnson, Shauna	MS/Reading	Reading/IVC	II/6	01/10/11
Kennedy, Sandra	MA/Anthropology	Anthropology/SC	II/6	01/10/11
Montague, Taylor	MFA/Fine Arts	Art/SC	II/6	01/10/11
Oviatt, Henry	Ph.D./Chemistry	Chemistry/SC	V/6	01/10/11
Raza, Adnan	Juris Doctor/Law	Librarian/IVC	V/6	01/10/11
⁴ Stone, LeeAnn	Ed.D./Educational Tech.	Learning Center/IVC	V/8	01/10/11

¹ Non-Bargaining Unit, temporary Coaching Aide, Health, P.E. & Athletics, Irvine Valley College.

² On approved leave of absence from Classified Bargaining Unit assignment as Career Services Technician, Counseling Services and Special Programs, Saddleback College.

³ Per state chancellor's minimum qualifications, a Master's degree is not required to teach this subject. Former full-time Emergency Medical Technology Instructor at Saddleback College, returning to teach part-time.

⁴ Former part-time lecturer initially hired to teach Online Education at Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

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>
Kim, Sulki	Ph.D./Education	Psychology/IVC	V/6	01/10/11

Equivalency is based on a Doctor of Philosophy degree in Education from the University of California, Los Angeles, and a Bachelor of Arts degree in Psychology from the University of California, Berkeley. Ms. Kim's graduate coursework in educational psychology closely mirrors the content of psychology degree programs, but with the addition of training in psychological theory and research methodology within the context of education. As such, Graduate degree training in educational psychology typically provides in-depth exposure to current psychological knowledge as applied to teaching and learning issues and constitutes excellent preparation for teaching psychology courses at the community college or university level, especially if the graduate degree in educational psychology supplements a Bachelor's degree in Psychology. Ms. Kim has also taught Statistics at the University of California, Los Angeles.

Pastel, Fay	BA/Education	Physical Ed/IVC	I/6	01/10/11
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Equivalency is based on a Bachelor of Arts degree in Elementary Education from The City of New York University (CUNY), Queens, New York. Ms. Pastel is currently working on obtaining her Master's degree in Psychology from California Southern University, Irvine. Ms. Pastel has been teaching yoga and pilates part-time for Coast Community College and specialized and high-risk patients at Mission Hospital via Lotus 7 Studio, Rancho Santa Margarita.

⁵ Manchik, Viktor	MS/IT Management	Business Mgmt/SC	II/6	02/01/11
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Equivalency is based on a Master of Science degree in Information Technology Management from Capella University, Minneapolis, Minnesota, and a Bachelor of Arts degree in Business Administration from Fresno Pacific University, Fresno, California. Mr. Manchik is currently a Research Analyst for Grossmont-Cuyamaca Community District Auxiliary Organization in El Cajon. Previously, Mr. Manchik was the Director of Matriculation Research at Santa Monica College and Director of Research & Evaluation at Capistrano Unified School District.

⁵ Viktor Manchik is the husband of Mira Manchik, Sr. Administrative Assistant, Business Science and Economic & Workforce Development, Saddleback College. Mr. Manchik was previously employed by the District at Saddleback College as a Classified Bargaining Unit Research Analyst from September 4, 2001 through June 30, 2004.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

Mashayekh, Sara MA/History Persian/SC II/6 01/10/11

Equivalency is based on a Master of Arts degree in History and a Bachelor of Arts degree in English from University of California, Irvine. Ms. Mashayekh is a native speaker of Persian. As part of her graduate studies, she completed two quarters of Old Persian at UCLA and four quarters of Middle Persian from UCI. Ms. Mashayekh previously taught Persian part-time at Language Door, an adult language learning company, and previously taught English, math, and art for THINK Together, a California based non-profit organization dedicated to after-school learning programs.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount</u>	<u>Effective Date</u>
Hardick, Randolph	Dev. Exercises, Nat.Ed./EMT/SC	\$ 2,065.20	11/15/10-12/19/10
Hardick, Randolph	Dev. Exercises, Nat.Ed./EMT/SC	2,065.20	01/10/11-03/31/11
Levin, Patricia	Chair, Art/SC	1,721.00	01/10/11-05/19/11
Tran, Tiffany	Facilitator, Guid./Counseling/IVC	1,721.00	08/23/10-12/21/10
Tran, Tiffany	Facilitator, Guid./Counseling/IVC	1,721.00	01/10/11-05/20/11
Tran, Tiffany	Chair, Guidance/Counseling/IVC	1,721.00	08/23/10-12/21/10
Tran, Tiffany	Chair, Guidance/Counseling/IVC	1,721.00	01/10/11-05/20/11

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2010/2011 fiscal year.

<u>Name</u>	<u>Assignment/Project</u> <u>Effective Dates</u>
Baker, Erqin	ESL Reading & Writing Samples/IVC 01/03/11-05/20/11

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount</u>	<u>Effective Date</u>
Bradshaw, Donald	Mobile App. Training Prog./IVC	\$ 180.00	01/01/11-03/31/11
Carnie, Henry	Basic Skills Workshop/IVC	75.00	01/10/11-05/11/11
Cassens, Michael	Present Basic Skills Workshop/IVC	150.00	01/10/11-05/11/11
Christensen, Walter	Basic Skills Workshop/IVC	75.00	01/10/11-05/11/11
DeRoulet, Daniel	Basic Skills Workshop/IVC	75.00	01/10/11-05/11/11
Hagen, Gerald	Perform Jazz Concert/Foundation/SC	175.00	01/24/11-01/24/11
Lawson, Anne	Liaison, Counseling/Classroom/SC	13,940.10	01/10/11-05/19/11
Mathur, Roopa	Mobile App. Training Prog./IVC	2,700.00	01/01/11-05/06/11
McLaughlin, June	Basic Skills Workshop/IVC	75.00	01/10/11-05/11/11

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>		<u>Effective Date</u>
		<u>Amount</u>		
McLaughlin, June	Mobile App. Training Prog./IVC	\$ 180.00		01/24/11-01/24/11
Massaro, Dixie	Mobile App. Training Prog./IVC	180.00		01/01/11-03/31/11
Melendez, Robert	Present Basic Skills Workshop/IVC	150.00		01/10/11-05/11/11
Nielsen, Margaret	Business Coach/SC	3,500.00		08/22/10-12/17/10
Noyes, JoAnn	Mentor TPP Program/IVC	500.00		12/02/10-03/30/11
Pinter, Gerald	Conduct Master Class/Foundation/SC	210.00		12/06/10-12/08/10
Ross, Priscilla	Basic Skills Workshop/IVC	75.00		01/10/11-05/11/11
Scott, Daniel	Mobile App. Training Prog./IVC	180.00		01/01/11-03/31/11
Sepulveda, Chrissy	Basic Skills Workshop/IVC	75.00		01/10/11-05/11/11
Seraphin, Eva	Basic Skills Workshop/IVC	75.00		01/10/11-05/11/11
Smith, Basil	Chair, Humanities/Philosophy/SC	1,721.00		01/10/11-05/19/11
Soltani, Parisa	Basic Skills, Stud Svc Outcome/IVC	2,192.00		08/23/10-12/10/10
Stahler, John	Basic Skills Workshop/IVC	75.00		01/10/11-05/11/11
Urell, Robert	Mobile App. Training Prog./IVC	180.00		01/01/11-03/31/11
Wilson, Jeffrey	Basic Skills Workshop/IVC	75.00		01/10/11-05/11/11
Wolken, Matthew	Mentor TPP Program/IVC	500.00		10/23/10-12/11/10

D. WORKLOAD BANKING

1. MCCULLOUGH, DIANA, ID #7354, Counselor (Generalist/Articulation), Pos #2555, School of Guidance and Counseling, Irvine Valley College, is requesting a leave of absence for the Fall, 2011 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. BALDWIN, JAMES is to be employed as Administrative Assistant, Pos #3290, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, 12 months per year, effective January 18, 2011. This is a replacement for Gabriella Landingham, who received a change in status.
- b. FRANCIS, CHANDINIE is to be employed as Disabled Student Programs Specialist, Pos #3341, Supportive Services, School of Guidance and Counseling, Irvine Valley College, Classified Bargaining Unit Salary Range 123, Step 1, 40 hours per week, 12 months per year, effective February 7, 2011. This is a replacement position for Julie Hambrick, who resigned.
- c. MICALLEF, ANTHONY is to be employed as Senior Accounting Specialist, Pos #4017, College Foundation, Office of College Fiscal Services, Saddleback College, Classified Bargaining Unit Salary Range 131, Step 1, 40 hours per week, 12 months per year, effective February 7, 2011. This is a replacement for Jackie Han, who resigned.
- d. OROPALLO, JOHN is to be employed as Building Maintenance Worker, Pos #3343, Facilities Grounds, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 124, Step 1, 40 hours per week, 12 months per year, effective February 14, 2011. This is a replacement position for Paul Bonkowski, who was given a change in status.

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>
Alba, Daniel	Painter/IVC	128/1	01/03/2011
Alba, Daniel	Custodian/IVC	113/1	01/03/2011
Briesacker, Jessica	Transfer Center Specialist/IVC	123/1	01/28/2011
Fitzgerald, Anne	Administrative Assistant/District	121/1	01/10/2011
Ghafari, Aria	Career Services Technician/SC	121/1	02/01/2011
Hedenberg, Lacy	Transfer Center Specialist/IVC	123/1	01/24/2011
Henson, Mary	Receptionist/District	113/1	02/01/2011
Olariu, Constantin	Custodian/SC	113/1	02/01/2011
Overduin, Alexander	Receptionist/District	113/1	01/10/2011
¹ Schmidt, Sarah	Senior Graphics Designer/SC	134/1	01/13/2011

¹ Wife of Nicholas Schmidt, Administrative Assistant, Child Development Center, Office of Student Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2010/2011** 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>
Ackelberry, Haylee	Adapted Knes. Aide/IVC	\$ 10.50	01/14/11-06/30/11
Agortsas, Alexander	Coaching Aide/IVC	15.00	01/11/11-06/30/11
Artemov, Tatyana	Project Specialist/SC	15.00	02/01/11-06/30/11
Caley, Christine	TPP Aide/SC	10.00	01/18/11-06/30/11
Callaway, Nicholas	Project Specialist/SC	8.50	01/25/11-06/30/11
Casillas, Meghan	Project Specialist/SC	13.00	01/15/11-06/30/11
Choo, Yolanda	TPP Aide/SC	10.00	01/04/11-06/30/11
Cooper, Alexandra	TMD Aide/IVC	10.50	01/21/11-06/30/11
Delahunty, Alexander	TPP Aide/SC	10.00	01/07/11-06/30/11
DeLeon, Vivian	TPP Aide/SC	10.00	01/28/11-06/30/11
Dhillon, Rajanpal	TPP Aide/SC	10.00	01/11/11-06/30/11
Dunn, Clara	Project Specialist/SC	20.00	01/04/11-01/07/11
Dunning, Katie	TPP Aide/SC	10.00	01/28/11-06/30/11
Dunstan III, William	Project Specialist/SC	12.50	01/27/11-06/30/11
Engles, Todd	TPP Aide/SC	10.00	01/18/11-06/30/11
Evans, Michelle	Project Specialist/SC	18.00	12/20/10-06/30/11
Fitzgerald, Anne	Project Specialist/District	20.00	02/01/11-06/30/11
Formanek, Donald	TMD Aide/IVC	20.00	01/24/11-06/30/11
Haworth, Ryan	TPP Aide/SC	10.00	01/31/11-06/30/11
Hazavei, Ali	TMD Aide/IVC	8.50	01/31/11-06/30/11
² Holmes, Britnee	Project Specialist/SC	20.00	01/14/11-06/30/11
³ Hoormazdi M., Mehr.	Clerk, Short-Term/SC	10.50	01/01/11-06/30/11
Howell, Gareth	Coaching Aide/IVC	15.00	01/28/11-06/30/11
Jahan, Adam	TMD Aide/SC	9.00	10/15/10-06/30/11
James, Gregg	Spec. Project Coord./IVC	30.00	01/03/11-06/30/11
Juan, Shaun	Coaching Aide/IVC	15.00	01/27/11-06/30/11
Kenney, Frank	TPP Aide/SC	10.00	01/31/11-06/30/11
Kovalchuk, Ekaterina	Project Specialist/SC	13.00	01/03/11-06/30/11
Lye, Lain	Project Specialist/IVC	14.00	01/03/11-06/30/11
Mejia, Avonne	TPP Aide/SC	10.00	01/27/11-06/30/11
Michael, Adrian	Adapted Knes. Aide/SC	11.50	01/01/11-06/30/11
Migues, Devonie	TPP Aide/SC	10.00	01/25/11-06/30/11
Miller, Matthew	Project Specialist/SC	16.00	01/10/11-06/30/11
Mosafaeishirazi, Neda	TPP Aide/SC	10.00	01/28/11-06/30/11
Overduin, Alexander	Project Specialist/District	20.00	01/31/11-06/30/11
Palmer, Brent	Outreach Aide/SC	15.00	12/15/10-06/30/11
Palmer, Brent	Project Specialist/SC	11.50	01/10/11-06/30/11
Peckham, Lindsay	CDC Project Specialist/SC	20.00	01/04/11-06/30/11

² Previously employed as a full-time, permanent Classified Bargaining Unit from March 31, 2008 through October 1, 2101 in Office of Instruction at Saddleback College.

³ Sister of Megan Moormazdi, Clerk Short Term, Office of Community Education & Contract Services, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2010/2011** 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>
Pedraza, Ricardo	TPP Aide/SC	\$ 10.00	01/11/11-06/30/11
Pinto, Patricia	Coaching Aide/IVC	15.00	01/12/11-06/30/11
Placek, Nancy	Project Specialist/SC	20.00	02/01/11-06/30/11
Sandhu, Ravinder	Project Specialist/SC	9.50	01/10/11-06/30/11
Spiegel, Kristen	TPP Aide/SC	10.00	01/28/11-06/30/11
Williamson, Jehann	TMD Aide/IVC	20.00	01/05/11-06/30/11

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 **2010/2011** academic year.

<u>Name</u>	<u>Start/End Date</u>
Billings, Christine	01/15/11-06/30/11
Coombs, Erin	01/15/11-06/30/11
Demarco, Jacqueline	02/01/11-06/30/11
Dryer, Janet	01/15/11-06/30/11
Hammond, Kelly	01/15/11-06/30/11
Hoang, Don	01/15/11-06/30/11
Ibarra, Marleth	01/10/11-06/30/11
Kerr, Rachel	01/07/11-06/30/11
Pask, Drake	01/15/11-06/30/11
Poblete, Jordan	01/28/11-06/30/11
Rashidian, Sophia	01/14/11-06/30/11
Sibley, Jerrica	01/14/11-06/30/11
Tran, Phillip	01/14/11-06/30/11
Yirak, Andrew	01/15/11-06/30/11

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 **2010/2011** 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>
Beck, Jonathan	Model/SC	\$ 22.00/hr	01/11/11-06/30/11
Cohen, Jonathan	Tutor/IVC	10.00/hr	01/03/11-06/30/11
Fenton, Garrett	Tutor/IVC	10.00/hr	01/05/11-06/30/11
Francis, Kelley	Model/SC	22.00/hr	01/25/11-06/30/11
Hakim, Jennifer	Model/IVC	22.00/hr	01/14/11-06/30/11

B. AUTHORIZATION TO REORGANIZE REPORTING STRUCTURE FOR A CLASSIFIED MANAGEMENT POSITION

1. DIRECTOR OF EXTENDED EDUCATION, Pos #3041, Classified Management Salary Range 07, 40 hours per week, 12 months per year; Irvine Valley College seeks authorization to reorganize the reporting structure for this Classified Management position from the Dean of Career Technical Education and Workforce Development, to begin reporting to the Dean of Academic Programs, Student Learning and Research, effective March 1, 2011. This position is assigned to David Anderson, ID #11325. (Position Approved: August 30, 2004)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. PROGRAM ASSISTANT - Categorical funded, Classified Bargaining Unit Salary Range 118, Division of Health Sciences and Human Services, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, grant funded position under the Governor's 15% Workforce Investment Act Funds for Allied Health Programs, to its staff complement, effective March 1, 2011 through to December 31, 2012. Employment in this categorical position is contingent upon the availability of grant funding.
2. STUDENT SERVICES SPECIALIST, Classified Bargaining Unit Salary Range 125, Office of Student Services, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 1, 2011. (Exhibit B, Attachment 1)
3. VETERANS SPECIALIST, Classified Bargaining Unit Salary Range 126, Office of Student Services, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 1, 2011. (Exhibit B, Attachment 3)

D. REVISED CLASSIFIED JOB CLASSIFICATION DESCRIPTION

1. TESTING CENTER SPECIALIST (Categorical), Classified Bargaining Unit Salary Range 121, Extended Education, Academic Programs, Student Learning and Research, Irvine Valley College revised for clarity items nine and ten of the Representative Duties. Employment in this categorical funded position is contingent upon funding generated from testing fees. (Position Approved: January 20, 2011) (Exhibit B, Attachment 2)

E. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT

- A. HAMBLIN, SAMUEL, ID #8490, Warehouse Worker, Pos #1262, Classified Bargaining Unit Salary Range 120, Step 6, 40 hours per week, 12 months per year, Facilities Planning and Purchasing, Office of Administrative and Business Services, District, has been granted a transfer/change in assignment, pursuant to Articles 12.11 and 13.4 of the C.S.E.A. contract, to Administrative Assistant, Pos #3270, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Facilities Planning and Purchasing, Office of Administrative and Business Services, District effective February 1, 2011. This is a replacement position for Jeanise Bartiromo, who received a change in status.

E. CHANGE OF STATUS - Continued

1. CLASSIFIED EMPLOYMENT

- 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 given a temporary increase in hours to 40 hours per week, with benefits, pursuant to Article 7.3.1.1 of the C.S.E.A. contract, effective January 18, 2011.
- C. SOTO-BANKS, JENNIFER, ID #17623, Child Development Specialist, Pos #3298, Classified Bargaining Unit Salary Range 122, Step 2, 27.5 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College, was given a temporary increase in hours to 40 hours per week, without benefits, pursuant to Articles 7.3.1.1 and 9.3 of the C.S.E.A. contract, effective September 27, 2010 through December 17, 2010.

F. OUT OF CLASS ASSIGNMENTS

- 1. HURLBUT, JEFFREY, ID #16615, Building Maintenance Worker, Pos #3528, Classified Bargaining Unit Salary Range 124, Step 3, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, has been given a temporary change in assignment to Lead Building Maintenance Worker, Pos 3164, Classified Bargaining Unit Salary Range 130, Step 1, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective February 9, 2011. This is a temporary reassignment for Toni Sidoti, who is on a temporary reassignment.
- 2. ONTIVEROS, MANUEL, ID #4096, Custodian, Pos #1042, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Custodian, Pos #3306, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per week, Facilities Custodial, Office of Physical Plant, Saddleback College, effective December 15, 2010 through December 21, 2010. This was a temporary reassignment for Francisco Salinas, who was on a leave.
- 3. SIDOTI, ANTHONY, ID #4079, Lead Building Maintenance Worker, Pos #3164, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, has been given a temporary change in assignment to Maintenance Coordinator, Classified Bargaining Unit Salary Range 135, Step 5, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective February 9, 2011. This is a temporary reassignment in a vacant position which was approved by the Board of Trustees on January 20, 2011.

G. LEAVE OF ABSENCE

- 1. ENGELS, MICHAEL, ID #15360, Career Services Technician, Pos #3487, Classified Bargaining Unit Salary Range 121, Step 5, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College has been granted a general leave of absence without pay, without benefits effective January 10, 2011 through May 20, 2011.

H. ADDITIONAL COMPENSATION

1. DALY, TRACY, ID #13403, Acting Director, Economic and Workforce Development, Pos #4326, Division of Business Science and Economic and Workforce Development, Saddleback College, Classified Management Salary Range 08, Step 10, is to be paid a monthly stipend of \$100.00 for mileage allowance, effective January 3, 2011.

I. AUTHORIZATION TO REVISE THE SALARY SCHEDULE FOR THE NON-BARGAINING UNIT, TEMPORARY, PROFESSIONAL EXPERTS

1. Approval is requested to add a position to the Non-Bargaining Unit Professional Expert Salary Schedule for 2010-2011, effective March 1, 2011: Captionist with hourly pay from Range 001 through Range 005. (Revised Salary Schedule, Exhibit B, Attachment 4)

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. FUENTES, TONI, ID #15202, Program Assistant (Categorical), Pos #3904, Classified Bargaining Unit Salary Range 118, Step 5, 15 hours per week, 12 months per year, Office of College Foundation, Saddleback College, resignation effective January 27, 2011. Payment is authorized for any compensated time off. (Permanent Start date: March 13, 2007)
2. GORWIN, ELEONORE, ID #10689, Program Analyst, Pos #4117, Classified Bargaining Unit Salary Range 142, Step 6, 40 hours per week, 12 months per year, Office of Information Technology, District, resignation effective February 28, 2011 and retirement effective March 1, 2011. Payment is authorized for any compensated time off. (Permanent Start date: February 23, 2000)
3. HAN, JACKIE, ID #17921, Senior Accounting Specialist, Pos #4017, Classified Bargaining Unit Salary Range 131, Step 1, 40 hours per week, 12 months per year, Office of College Foundation, Saddleback College, resignation effective February 4, 2011. (Probationary Start date: January 4, 2011)
4. JONES, RUSSELL, ID #4438, Groundskeeper, Pos #2797, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, resignation effective February 28, 2011, retirement effective March 1, 2011. (Permanent Start date: April 23, 1991)
5. ROBERTSON, SCOTT, ID #10523, Ticket Office Operations Assistant, Pos #4026, Classified Bargaining Unit Salary Range 116, Step 6, 29 hours per week, 12 months per year, Division of Fine Arts and Media Services, Saddleback College, resignation effective February 4, 2011. Payment is authorized for any compensated time off. (Permanent Start date: August 28, 2001)

K. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2010/2011 academic years.

Advanced Technology and Applied Science, Saddleback College

Abdul-Latif, Ees	Alam, Nabeel	Anderson, Evan	Aparicio, Yadira
Arruda, Austin	Azzi, Joelle	Bagheri, Farshid	Baker, Lauren
Bales, Dillan	Batanero, Miguel	Benitez, Evan	Bennett, Andrew

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2010/2011** academic years.

Advanced Technology and Applied Science, Saddleback College

Bissell, James	Blyleven, Shannon	Boarman, Nichole	Bondarenko, Kristiana
Brown, Scott	Bruner, Jennifer	Burris, Matthew	Campbell, Allee
Carter, Robyn	Castro, Sergio	Chansler, Trevor	Chung, Elise
Coates, Mark	Conway, Robert	Cooper, Trent	Costa, Patrick
Cynn, Allen	Dacchille, Kristeena	Daly, Molly	Daugherty, Matthew
DeMille, Stephen	Deslano, Mike	Dingle, Jennifer	Downs, Nic
Egner, Britney	Fairless, Chris	Farnham, Joshua	Flynn, Tori
Fuentes, Taylor	Fugger, John	Gabris, Shayne	Gadbois, Jennifer
Gambina, Niccolo	Geach, Raymond	Gillette, Cole	Glenn, Daniel
Good, Kelsey	Grane, Zachary	Gray, Maria	Groon, Kaelin
Handerson, Colton	Hanks, Corey	Hansen, Shawn	Hargis, Scott
Hearn, Christina	Heinsius, Jessica	Holbrook, Kari	Huang, Grace
Hummel, Anthony	Hun, Seila	Hurlbert, Haley	Irish, Brittney
Janos, Taylor	Jenner, Mark	Joniaux, Elizabeth	Kalagian, Wayne
Kameli, Saeed	Kasim, Svetlana	Kebler, Andrew	Kemp, Leif
Keyes, Madison	Kim, Jeffrey	Kirk, Antoinette	Kirkpatrick, Keri
Klamecki, Brian	Knadler, Zach	Lama, Chiara	Lee, Cody
Lefler, Eric	Leon-Duran, Maritza	Lewis, Alysha	Lin, Shin-Pei
Long, Shelby	Lodge, Liam	Mach, Zuri	Mack, William
Macnair, Ryan	Marcarian, Evette	Marquez, Marissa	Martin, Michelle
Martz, Cameron	McDonald, Daniel	McLaughlin, Molly	Medellin, Abel
Mejia, Summer	Meister, Thomas	Miller, Mark	Mills, Sammy
Mitchell, Kristen	Murphy, Matthew	Nagle, Mary	Nakar, Charlene
Nordfelt, Andrew	Norman, Nathan	Novin, Tiam	Oveson, Joy
Page, Tyler	Palacios, Adam	Pape, Ryan	Pasoz, Shaun
Pasqualetto, Matthew	Perlman, Jamie	Peterson, David	Plagger, Steven
Primer, Andrea	Riley, Matthew	Rishi, Jon	Rodriguez, Tracy
Romano, Hugo	Romanowski, Danielle	Rosen, Hope	Ross, Mary
Roumimper, Gerrit	Sadeghzadeh, Reza	Saez, Andre	Sanchez, Sabrina
Sandhu, Jashan Preet	Sayer, Mason	Scott, Andrew	Segura, Raquel Arce
Sifuentez, Kendra	Smyth, Kayla	Southwell, James	Staeheli, Pascal
Statham, Elizabeth	Stearns, C. Todd	Stobaugh, Austin	Streeter, Elise
Strickland, Jeff	Sumbler, Shannon	Toth, Attila	Turner, Christopher
Vaughn, Randall	Volk, Russell	Voss, Jennessa	Weagley, Zach
Wells, Perry	Werner, Nick	Wheeler, Jennifer	White, Danielle
Williams, William	Wolmerath, Shane	Zimmerman, Jeff	

Business Science and Economic Development, Saddleback College

Wilks, Don

Counseling Services and Special Services, Saddleback College

Halterman, Roger	MacLean, Thomas	McClendon, Katherine
Reister, Julie	Schwing, Kim	

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2010/2011** academic years.

Fine Arts and Media Technology, Saddleback College

Brinckerhoff, Sherry	Dellerba, Danielle	Dellerba, Karen	Flournoy, Ryan
Fontaine, Suzette	Hunter, Courtney	Milligan, Jeff	Montegrando, Nan
Stewart, Christopher			

Fine Arts, Irvine Valley College

Cher, Justin	Fritz, Daniel	Hartman, Nicholas	Pendjer, Marica
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DSP&S, School of Guidance and Counseling, Irvine Valley College

Ackelberry, Haylee	Harris, Ashley
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Health Sciences and Human Services, Saddleback College

Marrnotti, Eva

Health, Physical Education and Athletics, Irvine Valley College

Kimm, Edward	Ly, Raymond	Ramirez, Ana
Tey, Kiam		

Humanities and Languages, Irvine Valley College

Agabao, Edzle	Arahata, Nana	Aruga, Sonoka	Fujiki, Yukiko
Fushimi, Tomoko	Gonzalez, Victor	Iida, Hiroko	Ito, Tomoko
Kuki, Mariko	Moriguchi, Teiko	Shitsuta, Kohtaroh	Suzuki, Yu
Ziroki, Shandi			

Learning Center, Irvine Valley College

Kim, Dulum	Safari, Sara
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Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Anorma, Chelsea	Bakhshaeyan, Roza	Brewington, Nelson	Du, Kimberly
Gale, Susan	Kennedy, Letitia	McDonald, Dennis	Moshrefi, Darya
Neal, Joshua	Nguyen, Tuan	Vazquez, Silvia	

School of Life Sciences and Technology, Irvine Valley College

Deneweth, Andrew

ATTACHMENT 1

South Orange County Community College District

STUDENT SERVICES SPECIALIST – Classified Bargaining Unit Salary Range 125 - ID#

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 higher level supervisory or management staff, performs a variety of complex duties involved in providing information and support relating to various Student Services programs including assistance with admissions, matriculation, financial aid, and supportive services including, but not limited to, EOPS and DSPS.

DISTINGUISHING CHARACTERISTICS

This is a journey level class and is expected to be fully aware of the operating procedures and policies of the work unit. Positions in this classification work with a high degree of independence requiring broad knowledge of student services. Greater depth of knowledge is acquired over time, enabling individuals to work with increasing independence and provide enhanced customer service.

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 and advise students with admissions, matriculation, financial aid, and supportive services programs.
2. Assist and advise students applying for federal, state and institutional financial aid programs; research available options and sources; discuss various eligibility criteria and explain ineligibility as necessary; interpret and explain the District's financial aid policies and procedures.
3. Assist and advise students on loan default and its consequences; ensure student compliance with pertinent rules and regulations; maintain knowledge of current financial aid procedures and regulations.
4. Provide students with proper applications, documents, forms and reading materials; order brochures, applications and forms as necessary.
5. Analyze and verify financial data and evaluate student and parent ability to pay for education; evaluate and verify financial aid applications to determine eligibility requirements including parent and student income and assets, household size, untaxed income, investments and business assets and debts.
6. Prepare and award well balanced financial aid packages based upon determined needs; disperse award notification; advise students on terms, conditions, requirements and limitations of awards.
7. Coordinate activities with other District offices and departments.
8. Assist veterans and eligible dependents with required documentation to file for educational benefits; review and make copies of all documentation including personalized academic plans.
9. Coordinate support programs at the ATEP campus; prepare appropriate reports.
10. Maintain detailed records of statistics related to assigned programs.
11. Attend and participate in workshops to remain current and up-to-date on program requirements.
12. Perform related duties as required.

South Orange County Community College District
Page 2 - Student Services Specialist

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Federal, state, and local laws, policies, procedures, rules and regulations pertaining to student admissions, matriculation, financial aid and supportive services.
Methods and techniques of advising students regarding student support programs.
Methods and techniques of public relations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Effective oral and written communication skills.
English usage, spelling, grammar and punctuation.

Ability to:

Interpret and apply federal, state and local policies, procedures, laws and regulations.
Interpret and apply District procedures and policies pertaining to assigned area of responsibility.
Analyze and verify a variety of financial data and evaluate student ability to pay for education.
Prepare and award well balanced financial aid packages based upon determined needs.
Respond to difficult inquiries and requests from students.
Identify student needs and assist students in locating appropriate resources.
Independently prepare routine correspondence and memoranda.
Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technology and learn applicable software applications.
Compile and analyze data and prepare related reports.
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 finance, accounting, business administration, public administration or a related field.

Experience:

Three years of responsible clerical and routine technical experience in a college student services area, including experience in a financial aid office.

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.

South Orange County Community College District
Page 3 - Student Services Specialist

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and 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.

Prepared by Ralph Andersen & Associates, January, 2011

ATTACHMENT 2

South Orange County Community College District

TESTING CENTER SPECIALIST – Classified Bargaining Unit Salary Range 121

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 assigned supervisory or management staff, performs a variety of specialized duties involved in organizing, implementing, reviewing and evaluating the programs, services, operations, activities, staff, and facilities of a community college Testing Center; participate in preparing and administering annual program budgets; ensure compliance with District policies and applicable State and federal regulations; coordinate activities with other divisions and department; select, hire, train, schedule, and oversee the work of assigned staff; and provide responsible administrative support to the Director of Extended Education.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in planning, developing, and implementing the goals, objectives and work plan of the Testing Center; implement policies and procedures; compose departmental manuals.
2. Participate in developing, organizing, and managing the Testing Center operations and ensure compliance with applicable State and federal laws and regulations, and District policies and procedures.
3. Plan, organize, and coordinate the operations and activities of the Testing Center; monitor, review, and evaluate operations and activities; develop and implement improvements and modifications; prepare various reports on operations and activities; compile and analyze data related to activity participation and evaluation; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.
4. Conduct meetings with Testing Center staff to provide information and to discuss and resolve issues and concerns related to daily routines, activities, and Testing Center services.
5. Manage computerized, networked, and specialized registration software, including identification of system problem(s) and their resolution, operate a variety of office equipment and computers.
6. Participate in preparing, implementing, and administering annual budget, ensuring adequate supplies and funding within annual budget amounts; prepare recommendations and justifications regarding budget requests; monitor, and control expenditures according to District policies and applicable regulations.
7. Order and maintain inventories of supplies, materials, and equipment according to established procedures; process and track work orders and requisitions.
8. Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations, and other materials as requested; coordinate and respond to periodic audits.
9. Plan, prioritize, assign, supervise, and review the work of assigned student assistants and staff; provide training to other staff including in understanding and maintaining the integrity of confidential files; review and validate completed work for accuracy.
10. Conduct test proctoring services.

South Orange County Community College District
Page 2 - Testing Center Specialist

REPRESENTATIVE DUTIES

11. Answer questions and provide information to the public and students; investigate concerns; recommend course of action as necessary to resolve concerns.
12. Coordinate and promote program activities with student services and instructional program personnel as needed; serve on campus and District committees, task forces, and other work groups; provide expertise concerning the Testing Center's services.
13. Communicate with other District and College administrators and support personnel, representatives of State and federal agencies, educational institutions, test providing organizations, and others to coordinate programs and activities.
14. Make oral presentations to students, parents, community members, and professional colleagues at various gatherings; develop and direct the distribution of brochures, flyers, and other materials to publicize testing opportunities for students and the public.
15. Handle check processing and deposits, abiding by appropriate financial control measures and following relevant safety and security guidelines.
16. Maintain current knowledge of the regulations, policies, and application requirements and eligibility criteria for test provision services, including computer hardware and software enhancements.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of test proctoring services.
Specialized functions, activities, and operations of area of assignment.
Rules, regulations, requirements, and restrictions related to area of assignment.
Techniques to facilitate effective interaction with people on an individual or group basis.
Data collection and basic research principles and practices
Basic mathematical and statistical principles.
Principles, practices, and procedures of business letter writing and report preparation.
Record keeping methods and procedures.
Principles and practices used to establish and maintain files and information retrieval systems.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Work organization principles and practices.
Principles and techniques used in public relations.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of providing training, work direction, and guidance to lower-level staff and student workers.
English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn District organization, operations, policies, and objectives.
Plan, organize, and coordinate the activities of a comprehensive Testing Center.
Develop, implement, and evaluate the delivery of test proctoring services to students and the public.

South Orange County Community College District
Page 3 - Testing Center Specialist

QUALIFICATIONS

Ability to:

Provide exceptional customer service and public relations with the community, instructors, and students.

Apply excellent organization skills and attention to detail.

Select, train, and provide lead direction to assigned personnel.

Plan and organize test proctoring services to meet schedules and changing timelines.

Maintain the security of confidential materials and an environment that facilitates secure testing.

Effectively coordinate the activities of multiple areas and demonstrate a superior service orientation.

Work effectively with others to achieve common goals.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Compile and analyze data related to Testing Center activities prepare related reports.

Monitor budgets for assigned program areas.

Implement and maintain filing and record-keeping systems.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work independently and effectively in the absence of supervision

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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 education, counseling, or a related field.

A Bachelor's degree from an accredited college or university is desirable.

Experience:

Two years of increasingly responsible administrative and/or programmatic experience that demonstrates an ability to proctor tests and provide administrative support.

LICENSE OR CERTIFICATE:

A valid California driver's license and proof of insurability may be required to drive a District or personal vehicle to attend meetings or perform other related duties as assigned.

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.

South Orange County Community College District
Page 4 - Testing Center Specialist

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to minor noise from office equipment operation; frequent contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and 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.

Prepared by Johnson and Associates: October, 2010
Approved by the Board of Trustees: January 20, 2011
Revised by Johnson and Associates: February 14, 2011

ATTACHMENT 3

South Orange County Community College District

VETERANS SPECIALIST – Classified Bargaining Unit Salary Range 126 - ID #

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 higher level supervisory or management staff, performs various matriculation, financial aid, and clerical operations within the College Veterans Service Office; provides information and assistance to students regarding Veterans Administration benefits; and performs a variety of technical, clerical and accounting functions relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a journey level class that requires full and comprehensive knowledge of Veterans Administration benefits and is fully aware of operating procedures and policies of the work unit. Duties are performed with minimal direction and require the use of judgment and discretion in decision making.

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. Perform a variety of specialized duties involved in the matriculation processing of new, continuing, and returning veteran students.
2. Plan, organize, and implement College recruitment events focused on the returning veteran population.
3. Participate in outreach programs and conduct orientation sessions for new and potential veteran students; answer questions and provide information concerning the College's expectations for academic achievement goals as it relates to veteran enrollment.
4. Assist Public Information and Marketing staff in establishing marketing plans related to outreach activities and services for veteran students; assist Public Information and Marketing staff in coordinating veteran recruitment announcements; assist in the development and evaluation of veteran public relations and marketing goals.
5. Perform a variety of specialized duties related to providing support services to veteran students with special needs or disabilities.
6. Develop relationships with military entities from which to recruit potential veteran students; ensure a favorable image of the College through organized marketing campaigns and information dissemination.
7. Conduct orientation, assessment, and advisement/guidance sessions, both on and off campus, for new and potential veteran students to answer questions and provide information concerning the College's expectations for both academic and personal goals; participate in activities to expand and enhance the veteran services program.
8. Coordinate the payment or deferred charges for enrollment of all veteran students.
9. Process student applications for Veterans benefits; advise applicants of their entitlement, regulations and policies pertaining to their enrollment; document status changes; provide assistance for questions and inquiries.

South Orange County Community College District
Page 2 - Veterans Specialist

REPRESENTATIVE DUTIES

10. Monitor Veteran academic progress; post grades; update files at semester completion for progress or delinquency; notify student of reinstatement procedures; certify student courses; submit annual requests for approval of college Veterans education program.
11. Maintain veteran student records; make adjustments, corrections and reconciliations; process fee waivers and deferrals.
12. Audit requests for deferral of payment of fees; reconcile reports; assist in the disbursement of veteran aid checks and entitlements.
13. Prepare a variety of letters, documents, reports and requisitions; produce and ensure timely submission of veteran transactions and reports.
14. Perform general clerical work; answer phones; enter information into computer; maintain files and records; receive, sort and distribute mail.
15. Oversee the work of part time and veteran work study students staffed in the Veterans' Center.
16. Provide assistance to all college divisions and departments relating to veterans enrollment.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Federal, state, and local laws, policies, procedures, rules and regulations pertaining to matriculation, financial aid, and Veterans Administration benefits.

Methods and techniques of public relations.

Principles and practices of accounting.

Principles and procedures of financial record keeping and reporting.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Learn procedures and practices of the College Financial Aid Office including Veterans Administration benefits.

Interpret and apply applicable federal, state, District and local policies, procedures, laws and regulations.

Analyze and verify a variety of financial data and evaluate veteran students' entitlement eligibility.

Examine and verify financial documents and reports.

Respond to difficult inquiries and requests from students regarding Veterans Administration options and programs.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to new technologies and learn applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

South Orange County Community College District
Page 3 - Veterans Specialist

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in finance, accounting, business administration or a related field.

Experience:

Two years of increasingly responsible experience in a student services area that includes working directly with veterans benefits.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and 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.

Prepared by Ralph Andersen & Associates, January, 2011

ATTACHMENT 4

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-BARGAINING UNIT SALARY SCHEDULES
2010-2011 (eff. 03/01/10)**

**NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY
SCHEDULE***

*Non-Bargaining Unit, Temporary, Short Term, Hourly employees do not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Any number of hours per day constitutes a day worked. The Department/Division is responsible for tracking the amount of days. All ranges are based on skill level/departmental budget, not longevity.

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Adapted Kinesiology Aide (HRNBU08)	Range 001	Entry Level	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate Level	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	13.00
	Range 008	Skilled Level.....	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app req.....	18.00
	Range 013	HR app req.....	20.00
Child Development Center Aide (HRNBU17)	Range 001	12 ECE Units.....	10.00
	Range 002	18 ECE Units.....	11.00
	Range 003	24 ECE Units.....	12.00
Child Development Center Project Specialist (HRNBU17)	Range 013	Child Dev. Teacher	
		Permit	20.00
Clerk -- Short Term (A&R/Registration/Comm. Ed./Fiscal) (HRNBU09)	Range 001	Entry	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate.....	10.00
	Range 005	10.50
	Range 006	Skilled.....	11.00
	Range 007	11.50
	Range 008	Advanced.....	12.00
	Range 009	12.50
	Range 010	13.00
	Range 011	14.00
	Range 012	15.00

South Orange County Community College District
Page 2 – NBU Salary Schedules, 2010-2011

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Coaching Aide (HRNBU12)	Range 001	14.00
	Range 002	15.00
DSPA Proctor (Short-Term) (HRNBU08)	Range 004	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	13.00
	Range 008	14.00
Lab. Aide (HRNBU11)	Range 001	Entry	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate.....	10.00
	Range 005	10.50
	Range 006	Skilled.....	11.00
	Range 007	11.50
	Range 008	Advanced.....	12.00
Matriculation Proctor (HRNBU13)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	Skilled.....	12.50
	Range 007	13.00
	Range 008	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
Outreach Aide (HRNBU14)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	9.50
	Range 004	Skilled.....	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	Advanced Level..	12.00
	Range 009	12.50
	Range 010	13.00
	Range 011	14.00
	Range 012	15.00

South Orange County Community College District
Page 3 – NBU Salary Schedules, 2010-2011

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Project Specialist (HRNBU02)	Range 001	Entry Level	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	Intermediate Level	13.00
	Range 008	Skilled Level.....	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app req.....	18.00
	Range 013	HR app req.....	20.00
Project Specialist (IT) (HRNBU15)	Range 001	Entry Level	10.00
	Range 002	12.00
	Range 003	15.00
	Range 004	16.00
	Range 005	HR app req.....	17.00
	Range 006	HR app req.....	18.00
	Range 007	HR app req.....	20.00
	Range 008	HR app req.....	25.00
	Range 009	HR app req.....	30.00
	Range 010	HR app req.....	40.00
	Range 011	HR app req.....	50.00
Special Project Coordinator (HRNBU19) **HR permission required prior to use.	Range 001	25.00
	Range 002	30.00
	Range 003	35.00
	Range 004	40.00
	Range 005	45.00
	Range 006	50.00
	Range 007	55.00
	Range 008	60.00
	Range 009	65.00
	Range 010	70.00
	Range 011	75.00
	Range 012	100.00

South Orange County Community College District
Page 4 – NBU Salary Schedules, 2010-2011

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Short-Term Campus Security Officer (HRNBU10)	Range 001	Entry-Level.....	12.00
	Range 002	Intermediate Level	14.50
	Range 003	Skilled Level.....	15.25
	Range 004	15.50
	Range 005	Advanced.....	16.00
	Range 006	18.00
	Range 007	20.00
Teacher Prep. Program (TPP) (HRNBU16)	Range 004	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	12.00
Theatre/Music/Dance (TMD) Aide (HRNBU04)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	Skilled.....	12.50
	Range 007	13.00
	Range 008	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app. req.....	18.00
	Range 013	HR app. req.....	20.00

South Orange County Community College District
Page 5 – NBU Salary Schedules, 20010-2011

STUDENT HELP/WORK-STUDY:

<u>Job Title</u>	<u>Level of Service</u>	<u>Hourly Rate</u>
Student Help (12 Units Fall/Spring; 6 summer) (HRNBU07)		
Range 001	Entry Level.....	8.50
Range 002	Intermediate.....	9.00
Range 003	9.50
Range 004	Skilled.....	10.00
Range 005	10.50
Range 006	11.00
Range 007	11.50
Range 008	Advanced Level..	12.00
Range 009	12.50
Range 010	13.00
Range 011	14.00
Range 012	15.00
Work-Study (EOPS; FWS; CalWorks) (HRNBU07)		
Range 001	Entry Level.....	8.50
Range 002	Intermediate	9.00
Range 003	9.50
Range 004	Skilled Level.....	10.00
Range 005	10.50
Range 006	11.00
Range 007	11.50
Range 008	Advanced Level..	12.00

NBU, Short Term Revision: 08-01-07; Approved 08-27-07
NBU, Short Term Revision: 05-08-08; Approved 05-22-08
NBU, Short Term Revision: 07-21-09; Approved 08-25-09
NBU, Short Term Revision: 01-06-10; Approved 01-25-10

South Orange County Community College District
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PROFESSIONAL EXPERT SALARY SCHEDULE

Non-Bargaining Unit Professional Experts are employed on a temporary basis for a specific project, regardless of length of employment and are not considered part of the classified bargaining unit, as outlined in California Education Code 88003.

<u>Job Title</u>		<u>Hourly Rate</u>
CACT Educator (HRNBU03)	Range 001	68.89
Captionist (HRNBU20)	Range 001 Entry	30.00
	Range 002 Intermediate	35.00
	Range 003	38.00
	Range 004 Skilled	42.00
	Range 005 Advanced	45.00
Certified Test Proctor (HRNBU03)	Range 001 Entry	9.50
	Range 002 Intermediate	10.50
	Range 003 Skilled	11.50
	Range 004 Advanced	12.50
Clinical Skills Specialist (HRNBU03)	Range 001 Entry	15.00
	Range 002 Intermediate	20.00
	Range 003 Skilled	25.00
	Range 004 Senior	30.00
Copywriter (HRNBU03)	Range 001	65.00
	Range 002	75.00
	Range 003	85.00
Interpreter I	Range 001 Entry	13.00
Interpreter II	Range 001 Intermediate	16.00
Interpreter III	Range 001 Skilled – Interp. Training Prog.	25.00
Interpreter IV (HRNBU18)	Range 001 RID/ NAD 3/NIC/EIPA 4.0/Equiv. exp.	30.00
	Range 002 RID/ NAD 4/NIC/EIPA 5.0	35.00
	Range 003 RID/ NAD 4/NIC Adv./+5 yrs exp.	38.00
	Range 004 RID/ NAD 4/NIC Adv./+10 yrs exp.	42.00
Interpreter V (HRNBU18)	Range 001 RID/NAD 5/NIC Master	45.00
Lead Interpreter (HRNBU18)	Range 001	50.00
Model, Professional (HRNBU03)	Range 001 Entry	18.00
	Range 002 Intermediate	19.00
	Range 003	20.00
	Range 004	22.00
	Range 005 Skilled	25.00

South Orange County Community College District
Page 7 – NBU Salary Schedules, 20010-2011

Tutor*** (HRNBU03)	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003		9.50
	Range 004	Skilled	10.00
	Range 005		10.50
	Range 006		11.00
	Range 007		11.50
	Range 008	Advanced	12.00

*** (Possession of AA degree in subject area, or equivalent experience)

South Orange County Community College District
Page 8 – NBU Salary Schedules, 2010-2011

COMMUNITY EDUCATION EXPERTS:

<u>Job Title</u>			<u>Hourly Rate</u>
Aquatics Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002		9.00
	Range 003	Intermediate	9.50
	Range 004		10.00
Sr. Lifeguard (Live Scan Required)			
(HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003	Intermediate	11.50
	Range 004		12.00
	Range 005	Skilled	12.50
	Range 006		13.00
	Range 007	Advanced	13.50
	Range 008		14.00
	Range 009		14.50
	Range 010		15.00
	Range 011		16.00
Recreation Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003	Skilled	9.50
	Range 004	Advanced	10.00
Recreation Leader (Live Scan Required)			
(HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003		11.50
	Range 004	Intermediate	12.00
	Range 005		12.50
	Range 006		13.00
	Range 007		13.50
	Range 008	Skilled	14.00
	Range 009		14.50
	Range 010		15.00
	Range 011	Advanced	20.00
	Range 012	HR approval req.	28.00
	Range 013	HR approval req.	30.00
Community and Contract Education (Live Scan req.)			Salary Specified in
(HRNBU05)			Community Education

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 three full-time faculty members who are eligible for tenure effective 2011-12.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve entering second and third year contracts for full-time faculty members as listed in Exhibit A.

MEMORANDUM



**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

DATE: February 10, 2011

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>
Renee Bangerter	English Composition	SC
Kim Branch-Stewart	Human Services	SC
Robert Chaboya	Electricity/Alternative Energy	IVC
Brooke Choo	Learning Disability Specialist	IVC
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
Christina Nigrelli	Child Development	SC
Thomas O'Leary	Art History	SC
Kenneth Patton	NSF Exec Dir/Rapid Manufacturing	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

PROBATIONARY FACULTY – 1st Year (Cont.)

Robert Stevenson	Mechanical Drafting/CAD	SC
Lise Telson	Counselor	IVC
Benjamin Vargas	Mathematics	IVC
Jeffrey Wilson	English as a Second Language	IVC
Amina Yassine	Spanish/Arabic	SC

PROBATIONARY FACULTY – 2nd 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 Cubbage-Vega	Sociology	SC
Ernest Freund	Physics	IVC
Amy Grimm	Museum Studies/Art History	IVC
M. Andy Ground	Kinesiology/Head Men's Basketball Coach	SC
Michael Hoggatt	Learning Disabilities	SC
Bradley Hughes	Astronomy/Physics	SC
Chin Lam	ESL	SC
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 – 3rd Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Michael Bennett	Adapted Kinesiology	SC
Donald Bradshaw	Accounting and Business	IVC
Betsy Brewington	Nursing	SC
Linda Call	Nursing	SC
Michael Cassens	Psychology	IVC
Terry Chatkupt	Art: Digital Media/Drawing	IVC
Fang-I Chen	Chinese	IVC

PROBATIONARY FACULTY – 3rd Year (Cont.)

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
Diana Hurlbut	Biology	IVC
Maria Kiernan	Emeritus Fine Arts/Studio	SC
Joon Kil	Political Science	IVC
Robert Kopecky	Learning Center Inst./Coordinator	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

PROBATIONARY FACULTY – 4th Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Barbara Huggins	Nursing	SC
Michael Long	Counselor (Generalist)	SC
Anthony Teng	Accounting	SC

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Sciences Building Architectural Services

ACTION: Approval

BACKGROUND

The Saddleback College Math/Science Engineering Building (MSE) is nearly 40 years old **and has significant problems. In October 2010, the State Chancellor's Office asked the district to resubmit the New Sciences project for a fourth year. Each funding delay has** resulted in increased problems with the MSE building. The 2006 Facility Master Plan prioritizes the New Sciences building as the next capital improvement project. Both college Presidents, the Chancellor and the Vice Chancellors acknowledge this project as the number one priority for the district.

The overall project budget is anticipated at \$58,835,000. \$35,635,000 was anticipated from the state and \$23,200,000 was proposed as funded through basic aid.

STATUS

A Request for Qualifications and Proposals (RFP&Q) was developed and sent to eight architectural firms who attended a mandatory pre proposal meeting on January 13, 2011. Seven firms submitted proposals on January 25, 2011. Four firms were selected for the February 2, 2011, first round interviews. On February 7, 2011, two firms participated in second round interviews.

The selection committee recommends Dougherty and Dougherty to perform architectural services on the Saddleback College Sciences building equal to \$2,604,000.

A decision to move forward with the Saddleback College Sciences Building must be made with an understanding that this action will commit the district to fully funding the project.

Funds for the design services are available in the project budget which is \$3,867,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the architectural agreement, Exhibit A, with Dougherty and Dougherty for the Saddleback College Sciences building equal to \$2,604,000.

Item Submitted By: *David Bugay, Ph.D., Acting Vice Chancellor of Business Services*

ARCHITECTURAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this 1st day of March in the year 2011 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Dougherty + Dougherty Architects LLP, 3194D Airport Loop Road, Costa Mesa, CA 92626-3405, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for Saddleback College Sciences Building more fully defined per the attached FPP, hereinafter referred to as "PROJECT"; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 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.

3. The ARCHITECT acknowledges that all time limits stated in this Agreement are of the utmost importance to DISTRICT. 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.

4. The services covered by this AGREEMENT shall be completed within 48 months of the date of this AGREEMENT.

ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

1. The ARCHITECT's services consist of those described in paragraphs 2 through 29 of Article II and further delineated in Exhibit A, and include normal civil, structural, mechanical, electrical, landscape engineering services, lab designer, and furniture, fixture and equipment consultation services and cost estimating services necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services provided by the DISTRICT.

2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Brian and Betsy Dougherty, as Principal in Charge, Seung Paek as Project Manager and Glen Berry as Laboratory Consultant. Consultants include: Mike Evans with Tree of Life Nursery; Glenn Chung and Linda Sandusky with Hall and Foreman-Civil Engineer; Mehran Pourzanjani with Saiful-Bouguet- Structural Engineer; Rey Sanguenza, with TMAD Taylor & Gaines – MEP Engineers; Robert Stone, Nuvis – landscape engineering; and Ashok Patel, MRICS, of Cumming Clarke, – Cost Estimating. Furniture, Fixture and Equipment selection and procurement to be performed in house. 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.

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

4. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall include alternative approaches to design and construction of the PROJECT.

5. The ARCHITECT has submitted a list of qualified engineers for the PROJECT. 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. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this Agreement. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself.

6. The ARCHITECT and their consultant shall employ Building Information Modeling (BIM) using Revit or other approved software and make regular posting to a website accessible to the District throughout the design process. Clash detection will be employed as one form of consultant coordination. The ARCHITECT will be responsible to manage the BIM Model from the Project start to finish.

a. The ARCHITECT shall establish protocols for :

- i. Model origin, grid and units
- ii. Information sharing and saving
- iii. Clash detection

b. The ARCHITECT shall:

- i. Facilitate collection of sub-consultants model information
- ii. Maintain record copies of all model files
- iii. Combine files and develop necessary vehicle to share information to sub-consultant and to DISTRICT as pdf files
- iv. Perform and report on clash detection as deliverable to each phase
- v. Assist sub consultants with meeting all requirements

c. The ARCHITECT shall be responsible to archive model as a complete bid set and provide same to DISTRICT in pdf format.

- d. The ARCHITECT and their sub-consultants shall use the following criteria for model development:
- i. Model Content: Elements are actual constructed assemblies accurate in terms of size, shape, location, quantity and orientation. Non geometric information may be attached to the modeled elements.
 - ii. Analysis: The model may be analyzed for system performance by applying specific criteria assigned to the model Elements
 - iii. Cost Estimating: A cost estimate may be developed based on the specific data using conceptual estimating techniques.
 - iv. Schedule: Schedule information may be organized in order using a time-scale from detailed model elements and systems.
 - v. Other Authorized Uses: Additional uses of the model may be fully developed if pre-approved and on an as needed basis.

7. The project shall be designed in accordance with the requirements to meet LEED Gold certification and paperwork for certification shall be complete by the ARCHITECT.

8. Commissioning and Energy Modeling are outside the parameters of this agreement and will be services employed by the District though the ARCHITECT will provide recommendations for a minimum of two firms for consideration. 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.

9. The ARCHITECT shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that apply to this project. The outline shall include a written report and diagrammatic drawings which delineate the design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones.) This graphic documentation of the design criteria shall be updated with each subsequent submittal.

10. 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.

11. 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.

12. The ARCHITECT shall employ investigations of existing conditions or facilities performed by the DISTRICT into the design of the new facilities.

13. The ARCHITECT shall develop and provide to the DISTRICT all necessary documentation in order to submit the Geotechnical Report, provided by others, to the California Geological Survey (CGS) and coordinate follow up with Geotechnical Consultant as necessary to obtain CGS approval in order to obtain Division of the State Architect stamped documents.

14. Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design Development Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.

15. 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.

16. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT including funding submittals with the DISTRICT's assistance. Included in this filing shall be an energy modeling document for submittal to the State and in relation to grant funding potentials. The DISTRICT shall pay all fees required by such governmental authorities.

17. 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. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating

and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.

18. The ARCHITECT shall allow access to the BIM documents during both bid and construction.

19. 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.

20. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), 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.

21. The ARCHITECT shall provide interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

22. 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 and the final close out acknowledgement by the Division of the State Architect.

23. 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.

24. 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.

25. 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.

26. 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.

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

28. 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 in paragraph 17, 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.

29. 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 fabricated, installed or completed.

30. 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 (15) days

after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.

31. 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. DSA change orders shall be submitted for approval on an on-going basis throughout the project. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.

32. 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.

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

34. The 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. Significant scope changes resulting from substitution approvals will result in a additional service.

35. 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.

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

37. 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 made in the PROJECT after approval of each phase of the work including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph 10 and changes related to design errors or omissions.

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 assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- i. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.
- j. Providing services of consultants for other than those listed Article II of this agreement.
- k. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described in paragraph 17 of Article II. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

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 has prepared a current overall budget for the PROJECT, including the construction cost budgeted at \$58,835,000. These costs will be reassessed after completion of the design development phase.

3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT. ARCHITECT shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, ARCHITECT shall accept directives only from DISTRICT's designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify ARCHITECT in writing if, at its sole option, it makes a change in the DISTRICT representative.

4. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT as required.

5. The DISTRICT shall furnish geotechnical data when these data are reasonably deemed necessary by ARCHITECT, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.

6. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

7. The ARCHITECT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with ARCHITECT's obligations under this agreement.

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. During the Schematic Design, and Design Development construction cost shall be determined by the DISTRICT's budget for the PROJECT. Construction costs will be assessed during the Design Development phase and upon approval by the District, will be adjusted if necessary for the Construction Document phase.
3. During the bidding phase, construction cost shall be determined by the lowest 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 Construction Document 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 (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 VI – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

The drawings, specifications, presentation materials including slides and models and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that ARCHITECT shall not be responsible for any reuse of the drawings, specifications and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such drawings, specifications and/or other documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, 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 BIM software and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon submittal to the Division of the State Architect and upon completion of the As-built requirement. If work is terminated prior to DSA submittal, 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, 21 days after written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within 14 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 in Article II, compensation shall be computed as follows:

Compensation is based on a fixed fee of \$2,559,000 and a reimbursable allowance of \$45,000 for a total contract amount of \$2,604,000. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Schematic Design Phase:	10 percent
Design Development Phase:	25 percent
Construction Documents Phase:	35 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 and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.

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

5. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed as follows: at standard hourly rates or at a fixed fee per Board of Trustees approved change order.

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 including travel from ARCHITECT's office to consultant's offices and ARCHITECT's office to all DISTRICT locations and meals are excluded.

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

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

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

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

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

g. Books and records relating to this Agreement shall be maintained in accordance with generally accepted accounting principles. DISTRICT or DISTRICT's authorized representative shall have access to, the right to audit and the right to copy pertinent parts of Consultants' books and records. Consultants records shall include but not be limited to accounting records (hard copy, as well as computer readable data); contracts; payroll records; sub-consultant agreements; vendor agreements; purchase orders; leases; original estimates; estimating work sheets; correspondence; receipts; memoranda; and any other supporting evidence deemed necessary to substantiate charges under this agreement. All such books and records shall be preserved for a period of at least 3 years from the date of Final Payment under this Agreement. ARCHITECT shall include appropriate language in consultant's agreements to enforce the provisions of this paragraph.

ARTICLE IX – INDEMNITY AND INSURANCE

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

- a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT including a waiver of subrogation; and
- b. any and all claims for damages because of personal injury or death or damages to property, or other costs and/or charges, directly or indirectly arising out of or attributable to, in whole or in part, to caused by ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants, employees or agents in the performance of their obligations as stated in 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 waiver or indemnity is barred by the applicable statute of limitations.

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

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

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

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

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

ARTICLE 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, 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. Review, approval or acceptance of ARCHITECT's work whether by DISTRICT or others, shall not relieve ARCHITECT from responsibility for errors and omissions in ARCHITECT's work.

10. 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.

11. 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.

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, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

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

DISTRICT

ARCHITECT

SOCCCD

Dougherty & Dougherty

28000 Marguerite Pkwy.

3194 D Airport Loop

Mission Viejo, CA 92692

Costa Mesa, CA 92627

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 ARCHITECT.

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

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

(Signature)

(Signature)

David Bugay, Ph.D.

(Printed name)

(Printed name)

Acting Vice Chancellor

(Title)

(Title)

(Date)

(Date)

(Taxpayer number)

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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

A. BASIC SERVICES

ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over essential buildings and coordinate with and implement the requirements of the funding and regulatory agencies, i.e.: State Chancellor's Office, Division of the State Architect, State Fire Marshal, Health Department, etc.
2. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, structural, civil engineers, landscape architects licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.
3. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.
4. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project.
5. Chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its

representative to participate in these meetings. ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.

6. Review site surveys, subsoil data, chemical, mechanical and other data logs of borings, record documents, etc., furnished to ARCHITECT pursuant to this Agreement and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary. ARCHITECT shall advise whether additional data are needed and, if so, recommend the manner in which it be provided and services obtained.

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

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

9. Be responsible for the design and the layout of data and phones using DISTRICT established standards. The coordination effort shall include location and routing of the raceways, conduits, and outlets and required spaces to accommodate electrical, data and communication wiring. ARCHITECT to coordinate with DISTRICT or their consultants to finalize phone system design.

10. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

11. 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. ARCHITECT to document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of all existing project utilities.

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

14. ARCHITECT is not responsible for:

- a. Ground contamination or hazardous material analysis
- b. Any asbestos testing, design or abatement
- c. Environmental impact report
- d. Historical significance report
- e. Soils investigation
- f. Geotechnical hazard report
- g. Topographic survey

15. 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.

16. Providing interior design and other similar services required for or in connection with color coordination including furnishing unless agreed to as an additional service. ARCHITECT is required to establish a template floor plan to demonstrate that each

space houses the required functions. Such floor plans will include furniture layout for functions and adhere to all ADA circulation requirements. The DISTRICT shall procure furnishing and moveable equipment.

B. DESIGN SERVICES - TASK I

PROJECT INITIATION

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

1. 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.
 - a. ARCHITECT's work plan shall include allowances for the periods of time required for DISTRICT's review and approval of submissions and for approvals by authorities having jurisdiction over the Project. ARCHITECT's work plan, when approved by DISTRICT, shall not be exceeded by ARCHITECT except when DISTRICT and ARCHITECT mutually agree, in writing, to a revised Project Schedule.
 - b. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
2. Participate in a general Project kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.

- a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the Project.
- b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.
- c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
- d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
- e. Review documentation of the project kick-off meeting prepared by the ARCHITECT and comment prior to distribution.

DEVELOPMENT OF ARCHITECTURAL PROGRAM

1. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
2. Complete information check list identifying critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; heating, ventilating and air conditioning requirements; natural gas availability and requirements; and domestic and fire water service requirements.
3. Conduct architectural program meeting with the DISTRICT selected project committee.

4. Develop probable construction cost for the Project; probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT.

Probable costs prepared by the ARCHITECT:

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

appropriate and shall provide input and feedback into the development of the probable cost.

SITE PLANNING

Prepare a Site Plan configuration for the proposed facility. The development of this Site Plan should incorporate or be based upon completion of the following tasks:

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, ARCHITECT shall design the foundation of the Project in accordance with recommendations of the DISTRICT'S soil consultant as provided by the DISTRICT. ARCHITECT must notify the DISTRICT in time to prepare this soil report for ARCHITECT'S use.
2. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.
3. Review proposed plans and confer as necessary with the local jurisdiction to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.
4. Develop a Site Plan showing in detail the elements of the proposed facility and its supporting elements of site development, including the appropriate accommodations of projected parking, resolution of access and on-site circulation, and existing or proposed commitments of land to other uses.

MEETINGS

During the Architectural Programming Design Phase it is anticipated that approximately one (1) meeting per week, not to exceed three meetings, will be convened between the DISTRICT and the ARCHITECT. These meeting will not exceed one day in duration and will be held on the PROJECT's campus location. Decisions made at such

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

DELIVERABLES

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

3 copies of Program Report. (A written program prepared by ARCHITECT that incorporates the DISTRICT's program planning, design objectives, constraints, and criteria including space requirements, relationships, flexibility, expendability, special equipment and systems and a comparison between developed program and FPP program, include narrative explaining any deviations). if appropriate.

3 copies of Site Plan

3 copies of Project Probable Cost

1 copy of Information Checklist

2. ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of Task I work.

PROJECT CESSATION PROVISIONS

Upon completion and review of the functional and Architectural program and master site planning, no further work shall be done unless and until the DISTRICT has approved Task I as complete and has given a written Notice of proceed to ARCHITECT for Task II.

C. DESIGN SERVICES TASK II

SCHEMATIC DESIGN

Schematic Design: Upon written authorization from the DISTRICT, to proceed with the Schematic Design Phase. The ARCHITECT shall prepare for the DISTRICT'S review a Schematic Design Study as follows:

1. Architectural:
 - a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.
 - b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.
 - c. Identify proposed roof system, deck, insulation system and drainage technique.
 - d. Site plan with building located and minimum one (1) foot contour grade intervals. All major site development, 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. Building design shall pay particular attention to orientation, solar consideration and passive energy techniques and shall exceed all adopted energy regulations by 15%.

f. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.

g. Identify code requirements, include occupancy classification(s) and type of construction.

2. Structural:

a. Layout structural systems with dimensions and floor elevations. Identify structural systems (pre-cast, structural steel with composite deck, structural steel bar joists, etc.); with preliminary sizing identified.

b. Identify foundation systems (fill requirements, piles, caissons, spread footings, etc.); with preliminary sizing identified.

3. Mechanical:

- a. Provide "Basis of Design Narrative"
- b. Calculate block heating, ventilation and cooling loads including skin versus internal loading.
- c. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
- d. Show selected system on drawings as follows:
 - i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
 - ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces
 - iii. Schematic piping
 - iv. Temperature control zoning.

4. Electrical:

- a. Provide "Basis of Design Narrative"
- b. Calculate overall approximate electrical loads.
- c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
- d. Show system(s) selected on drawings as follows:

i. Single line drawing(s) showing major distribution system.

ii. Location and preliminary sizing of all major electrical systems and components including:

1. Load centers

2. Main panels

3. Switch gear

e. Identify and define the scope of data/telephone system.

5. Civil:

a. Development of on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.

b. Identify surface improvements including roadways, parking (with assumed wheel weights) preliminary finish grades and drainage.

c. Coordinate finish floor elevations with architectural site plan.

6. Landscaping:

Development and coordination of landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

7. Specifications:

Outline specifications of proposed architectural, structural, mechanical and electrical materials, system and equipment and their criteria and quality standards. ARCHITECT is to use DISTRICT'S standardized equipment/material list for new construction and modernization in development of the project design and specifications.

8. Probable Costs:

a. Schematic Probable costs: This probable cost consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax and subcontractor's mark-up.

b. General conditions shall be applied separately. This probable cost shall be prepared by specification section and summarized by the Construction Specification Institute (CSI) category.

c. The probable cost shall separate the project's building cost from site and utilities cost. ARCHITECT to submit to the DISTRICT the cost estimating format for prior review and approval.

d. Escalation: all probable costs shall be priced out at current market conditions. The probable costs shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

MEETINGS

During the Schematic Design Phase it is anticipated that two (2) meetings monthly, will convene between the DISTRICT and the ARCHITECT to address specific design issues and to facilitate the decision making process. Such meetings shall be held at the PROJECT CAMPUS. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsideration of such decisions shall constitute a change in the scope of services of the ARCHITECTS.

DELIVERABLES

- 6 - Schematic Design Package submittal with alternatives
- 4 - Probable Cost
- 2 - A statement indicating changes made to the program design
- 2 - DSA file, including all correspondence, meeting notes, etc. to date.

PRESENTATION

ARCHITECT along with his sub-consultants shall present and review with the DISTRICT the detailed Schematic Design. The schematic design studies shall be revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.

PROJECT CESSATION PROVISIONS

Upon completion of the schematic design study, the DISTRICT shall have the right to terminate this Agreement upon written notice of such termination to ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided under the Schematic Design Phase.

DESIGN DEVELOPMENT

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

1. Architectural:

- a. Scaled, dimensioned floor plans with final room locations including all openings.
- b. 1/8" scale building sections showing dimensional relationships and materials.
- c. Site plan completely drawn with beginning notes and dimensions including grading and paving.
- d. Preliminary development of details and large scale blow-ups.
- e. Legend showing all symbols used on drawings.
- f. Floor plans identifying all fixed and major movable equipment and furniture.
- g. Further refinement of SD outline specification for architectural, structural, mechanical, electrical, civil and landscape systems and equipment.
- h. Typical reflected ceiling development including ceiling grid and heights for each ceiling showing:
 - i. Light fixtures
 - ii. Ceiling registers or diffusers
 - iii. Access Panels
- i. A tabulation of both the net and gross assignable floor areas, and a comparison to the initial program area requirements.

j. Provide a binder with catalogue cut sheets of all selected equipment. Obtain sign off from District and College Director of Facilities on transmittal sheet.

2. Structural:

a. Structural drawing with all major members located and sized.

b. Establish final building and floor elevations.

c. Preliminary specifications.

d. Identify foundation requirement (fill requirement, piles, etc.) with associated soil pressure, water table and seismic center. Include necessary soil mitigation if required by soils report.

3. Mechanical:

a. Heating and cooling load calculations and major duct or pipe runs substantially located and sized to interface with structural.

b. Schedule major mechanical equipment indicating size and capacity.

c. Devices in ceiling should be located. Begin coordination with electrical and architectural ceiling plans.

d. Recommendations to acquire LEED® certification.

e. Legend showing all symbols used on drawings.

f. More developed outline specifications indicating quality level and manufacturer.

4. Electrical:

- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space(s).
- b. All major electrical equipment should be scheduled indicating size and capacity.
- c. Complete electrical distribution including a one line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
- d. Recommendations to acquire LEED® certification.
- e. Legend showing all symbols used on drawings.
- f. More developed outline specifications indicating quality level and manufacturer.

5. Civil:

- a. Further refinement of SD drawings of points of connection and runs for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, invert elevation location and description of manholes, clean outs, hookups, bedding and installation details.
- b. Further refinement of SD roadways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
- c. Outline specifications indicating quality level and manufacturer.

6. Landscape:

- a. Further refinement of SD concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.
- b. Outline specifications indicating quality level and manufacturer.

7. Specification:

DISTRICT to provide general condition specification and 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.

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 program, master plan and schematic design shall constitute a change in the scope of services of the ARCHITECT. DISTRICT and ARCHITECT shall 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 scoping recommendation
- 2 - Binder of Catalogue Cut Sheets
- 3 - Outline Specifications
- 4 - Probable Cost
- 2 - DSA File, including all correspondence, meeting notes, etc. to date

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.

CONSTRUCTION DOCUMENTS (C/D) 50% STAGE:

- 1. Architectural:
 - a. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
 - b. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.

- c. Architectural details and large blow-ups underway.
- d. Well developed finish, door, and hardware schedules.
- e. Site utility plans underway.
- f. Fixed equipment schedules, details and identification underway.
- g. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.
- h. Color Boards with interior finish samples included for flooring, paint and wall finishes, doorframe and door finishes, casework, tile, countertops, etc.
- i. Finalize any outstanding items for binder with catalogue cut sheets of all selected equipment. Obtain sign off from District and College Director of Facilities listing all added items on transmittal sheet.

2. Structural:

- a. Structural floor plans and sections with detailing well advanced.
- b. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.
- c. Completed cover sheet with general notes, symbols and legends.

3. Mechanical:

- a. Mechanical calculations virtually completed with all piping and ductwork sized.
 - b. Large scale mechanical details underway.
 - c. Mechanical equipment schedule substantially developed.
4. Electrical:
- a. Lighting, power, signal and communication plans including all switching and controls. Fixture schedule and lighting details development underway.
 - b. Distribution information on all power consuming equipment; lighting and device branch wiring development underway. 20% spares must be included per new panel.
 - c. All electrical equipment schedules underway.
 - d. Special system components should be approximately located on plans.
 - e. Completely develop the layout of data/telephone system, including equipment room layouts, raceway and conduit routing and outlet locations.
5. Civil:
- All site plans, site utilities, parking and roadway systems updated to reflect update comments from Design Development review.
6. Landscape:

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

7. Probable cost:

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

8. Specifications:

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

Where articles, materials and equipment 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. Formal review of specifications by the DISTRICT and corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS 75% STAGE

Architect must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

1. Architectural:

- a. Virtually complete site plan.
- b. Virtually complete floor plan, elevations and sections.
- c. Architectural details and large blow-ups near completion.
- d. Finish door, and hardware schedules virtually complete, including most details.
- e. Site utility plan virtually complete.
- f. Fixed equipment details and identification virtually complete.
- g. Reflected ceiling plan virtually complete.
- h. Provide Finish Schedule (with the exceptions of colors) identifying type of material and textures on walls, floors, doors, etc. Architect to recommend color selection for approval by the DISTRICT.
- i. All equipment catalog cuts.

2. Structural:

Completed structural floor plans and sections with detailing well advanced.

3. Mechanical:

- a. Mechanical load calculations complete and all piping and ductwork sized.

b. Large scale mechanical details should be substantially complete.

c. Mechanical schedule for equipment substantially complete.

4. Electrical:

a. Lighting, power, signal and communication plan(s) should reflect all switching and controls. Fixture schedule(s) should be virtually complete.

b. Distribution information on all power consuming equipment; lighting and device branch wiring should be virtually complete.

c. All electrical equipment schedules should be virtually complete.

d. Special system components should be located on plans.

5. Civil:

All site plans, site utilities, parking and roadway systems updated to reflect update revisions from 50% CD's.

6. Landscape:

All landscape, hardscape and irrigation plans updated to reflect update revisions from 50% CD's and completed.

7. Specifications:

Formal review of specifications by the DISTRICT and Facilities/Maintenance group with corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS – 100% SUBSTANTIAL COMPLETION STAGE:

Architect must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

1. Architectural:
 - a. Completed site plan, floor plans, elevations and sections.
 - c. Architectural details and large blow-ups completed.
 - d. Finish, door and hardware schedules completed, including all details.
 - e. Site utility plans completed.
 - f. Fixed equipment details and identification completed.
 - g. Reflected ceiling plans completed.
2. Structural:
 - a. Structural floor plans and sections with detailing completed.
 - b. Structural calculations completed.
3. Mechanical:
 - a. Large scale mechanical details completed.
 - b. Mechanical equipment schedules completed.
 - c. Completed electrical schematic for HVAC equipment.

d. Complete energy conservation calculations and report.

4. Electrical:

a. Lighting and power plan including all switching and controls. Fixture schedule and lighting details completed.

b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.

c. All electrical equipment schedules completed.

d. Special system components plans completed.

e. Electrical load calculations completed.

5. Civil:

All site plans, site utilities, parking and roadway systems completed.

6. Probable Cost:

Update and refine the 50% Construction Document Probable cost.

7. Specifications:

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

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

At one hundred percent (100%), specifications shall be reviewed by the DISTRICT to ensure compliance with required modifications and corrections made as directed at no cost to the DISTRICT.

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 DSA stamp.
2. Specifications: Original technical specifications on reproducible masters or CD/DVD format if acceptable to DISTRICT'S reprographics firm in CSI format.
3. Completely coordinated sub-consultant's work.

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 normally be held at the PROJECT campus. Documented decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or

reconsiderations of such decisions shall constitute a change in the Scope of ARCHITECT Services.

DELIVERABLES

Copies:

4 - Fifty percent (50%) submittal – 4 copies of the fifty percent (50%) working drawings, 4 specifications, and 4 probable costs.

4 - Seventy five percent (75%) submittal – 4 copies of the seventy five percent (75%) working drawings, 6 specifications and 6 sets of equipment cut sheets.

2 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes. (Submit with 50/75% CD submittal).

4 - One hundred percent (100%) submittal – 4 copies of the one hundred percent (100%) working drawings, 4 specifications, one (1) engineering calculations and 4 probable costs.

2 - DSA file including all correspondence, meeting, back check comments, checklists, etc. to date. (Submit with 100% CD submittal).

2 - A statement at each stage of CD 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. (Submit with all submittals, 50%, 75%, and 100%).

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. ARCHITECT shall assist the DISTRICT in the prequalification process.

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.

ARCHITECT shall be present during the bid opening.

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 prime 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. All Construction Administration work required of the ARCHITECT shall be also be required of ARCHITECT's subconsultants as pertains to their scope of work.

- 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 twenty-one (21) 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 twenty one (21) 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 weekly visits to the job site for 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.

ARCHITECT shall provide the DISTRICT with a digital photo survey of weekly progress consisting of no less than five photos related to overall, general progress and the appropriate number of photos necessary to document any field issues requiring resolution. Photos shall be emailed to the DISTRICT's project manager with a narrative describing contents within 48 hours of the weekly meeting.

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 operations and maintenance manuals, and warranty documents for all equipment and installed systems. The ARCHITECT shall review contractor's submittal for completeness and submit to DISTRICT.

j. ARCHITECT provide a complete DSA file to the DISTRICT, including all correspondence, meeting notes, back check comments, checklists, inspection affidavits, etc. to the DISTRICT at acceptance.

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 with the Division of the State Architect.

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.
- k. ARCHITECT shall provide architectural/engineering advice to the DISTRICT on start-up, break-in and debugging of facility systems and equipment; and participate in/ develop punch lists including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
- l. The ARCHITECT shall work with the DISTRICT and their consultants in complete close out of the project. This phase will be considered complete upon a complete submittal to the Division of the State Architect of all close out documentation.
- m. ARCHITECT shall perform a building walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all facilities/ improvements. ARCHITECT shall meet with the maintenance and facilities representatives and make recommendations for which, if any, warranty items will be requested prior to warranty expiration.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

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

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

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

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

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

<u>Architectural Services</u>	<u>Fee Per Hour</u>
Principal	\$165
Project Manager	\$135
Job Captain	\$115
Technical Architectural	\$100
Technical Engineering	\$95
Administrative Personnel	\$85

Structural Engineers **

Principal	\$195
Project Management	\$180
Senior Engineer/Project Engineer	\$160
Project Engineer	\$150
Sr. Analyst	\$135

Sr. Engineer	\$130
Engineer	\$115
Junior Engineer	\$95
Senior Structural Coordinator	\$130
Project Draft person	\$95
Senior Draft person	\$85
Draft person	\$75
Controller	\$130
Presentation Designer	\$120
Administrative Assistant	\$70
Other support Staff	\$60

Mechanical Engineers **

Principal	\$190
Project Manager	\$170
Project/Senior Engineer	\$150
Engineer	\$125
Designer	\$115
CADD Operator	\$85
Construction Administrator	\$125
Word Processor/Clerical	\$65

Civil Engineers **

Principal	\$195
Project Manager	\$165
Sr. Engineer/Eng/Surveyor/Sr. Designer/Planner	\$135
Staff Engineer/ Designer/ Assist/ PM Planner	\$115
Survey Analyst	\$105
Draft CADD	\$95
Project Asst./ Asst. Engineer/Expeditor	\$80
Administrative	\$60
2 Person Survey crew	\$200
1 Person Survey crew	\$150
2 person High Definition Survey crew	\$360

Landscape Architects **

Sr. Principal	\$155
Principal	\$135
Sr. Associate	\$115
Associate	\$100
CADD Technician I	\$90
CADD Technician II	\$75
Draft person	\$65
Administrative	\$70

Cost Estimator **

Principal	\$200
Associate Principal	\$175
Chief Estimator	\$162
Project Manager	\$145
Sr. Estimator	\$135
Jr. Estimator	\$115
Technical Services	\$90
Administrative Services	\$65

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Project Schedule and Basic Aid Assignment

ACTION: Approval

BACKGROUND

Board of Trustee member, David Lang, requested an analysis that would accelerate project scheduling to capitalize on the current low construction rates.

STATUS

Exhibit A identifies proposed projects, estimated costs and a schedule for distributing basic aid that would fund each major project phase fully before commencement. Six projects are recommended for immediate consideration including:

- Saddleback College: Sciences Building, ATAS Building, Loop Road
- Irvine Valley College: Barranca Road Connection, A-400 Renovation
- ATEP: First building of Phase 3A.

Of these six projects, only the Saddleback College Sciences Building has a possible state match. Therefore, accepting the accelerated schedule for the remaining five projects does not increase overall district expenditures.

One additional temporary person, perhaps through consultant services, is recommended to address the increased work load.

A recommendation to move forward with these projects includes a redistribution of previously assigned basic aid funds as follows:

Board Approved Budget Assignments	Project Balance	Proposed Reassignment
SC M/S/E Bldg. Soil & Slab Repair	2,208,290	SC Sciences Building
SC M/S/E Plaza Repairs	5,011,712	
SC M/S/E Renovation	2,569,344	
SC M/S/E Bldg Ventilation System Upgrade	5,000,000	
		\$14,789,346
ATEP Staffing, Equipment, Program Development	3,108,389	ATEP First Building Phase 3A
ATEP Renovation	7,070,385	
ATEP Tech Refresh	63,523	
ATEP Site Development Negotiations	484,117	
ATEP Hangar & Chapel Utilities	1,000,000	
ATEP Parking Lot Renovation	773,586	
		\$12,500,000

In 2010-2011, the uncommitted Basic Aid balance is estimated at \$33,692,396. Staff recommends that \$30,000,000 of the Basic Aid receipts be assigned for capital improvement projects.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees:

- 1) Approve proceeding with the Saddleback College New Sciences building and reassign \$14,789,346 from Basic Aid dollars previously committed to other Saddleback College projects to the Saddleback College Sciences Building.
- 2) Approve proceeding with the ATEP First Building for Phase 3A and reassign \$12,500,000 from Basic Aid dollars previously committed to other ATEP projects to the ATEP First Building for Phase 3A.
- 3) From the 2010-2011 uncommitted Basic Aid receipts assign \$29,000,000 to the Saddleback College Sciences Building and \$1,000,000 to Irvine Valley College A-400 Renovation.

Narrative for Project Acceleration Plan

This narrative describes how to interpret the attached graphic analysis and a brief description of its development.

Starting with the left column titled “Projects” the following six projects are identified with their estimated budgets highlighted in **brown** and current assigned dollars highlighted in **dark green**:

Project Name	Project Budget	Assigned Basic Aid
Saddleback College Sciences Building	\$58,835,000	\$ 3,867,000
Irvine Valley College Barranca Road Connection	\$ 2,850,000	\$ 2,850,000
ATEP First Building for Phase 3A	\$23,500,000	\$ 0
Saddleback College ATAS Renovation	\$ 8,755,055	\$ 1,956,000
Irvine Valley College A-400 Renovation	\$ 3,004,051	\$ 0
Saddleback College Loop Road	\$ 7,914,500	\$ 3,436,260

The **medium green bar** in the second column identifies the total Basic Aid dollars requested for reassignment. The breakdown of that total was identified previously in this agenda item. The district and Saddleback College worked together on the recommendation for reassignment of dollars from various Saddleback projects to the Sciences Building. No similar meeting was necessary for Irvine Valley College as there is no available dollars for redistribution.

The **peach bar** in the second column represents anticipated revenue from New Market Tax Credits.

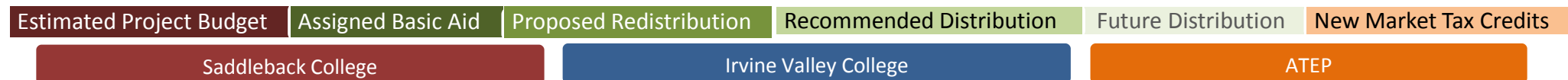
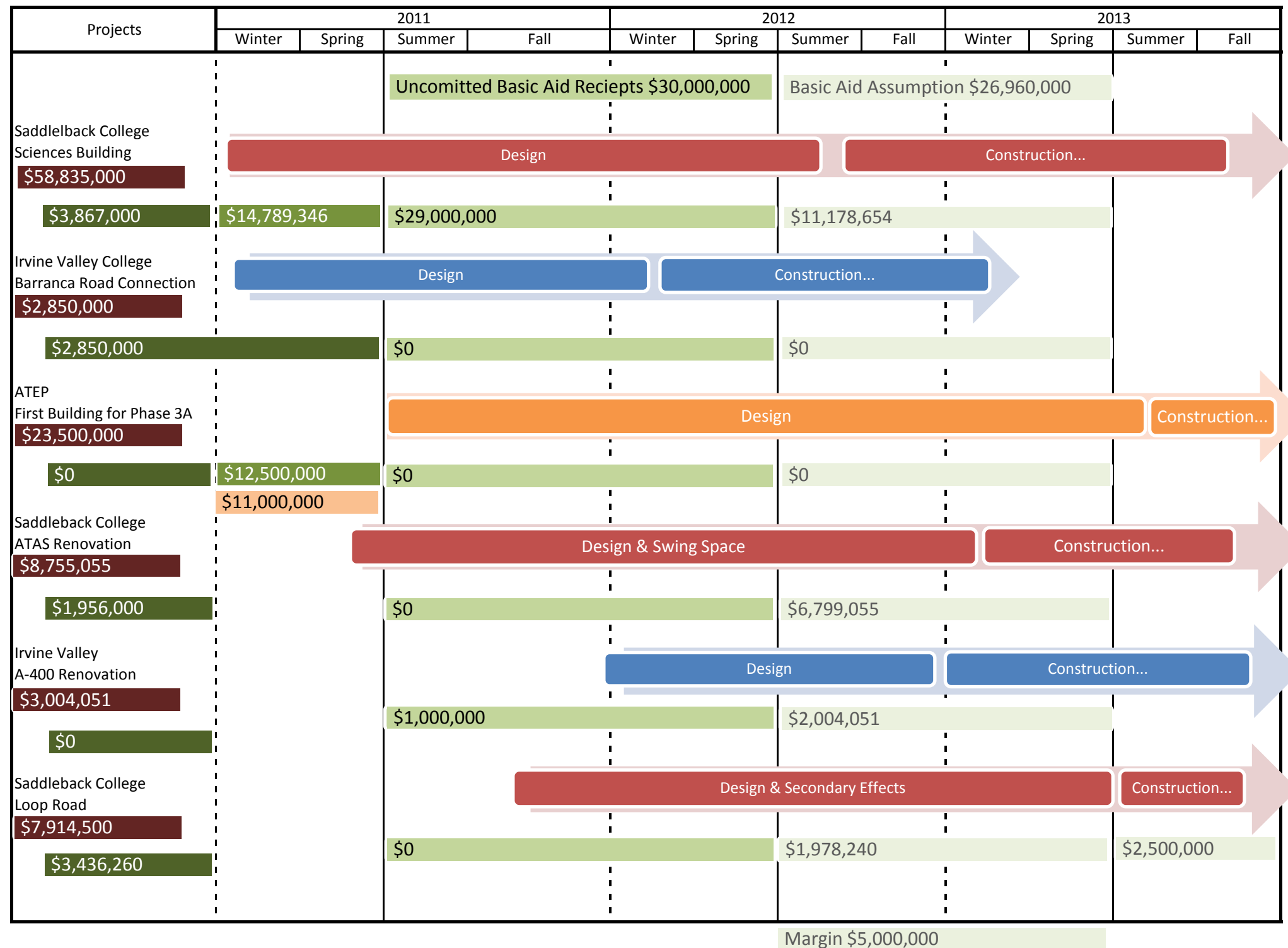
The **light green bar** identifies uncommitted basic aid receipts and distribution of same in 2010-2011.

The **lightest green bar** identifies basic aid receipts assumptions and distribution between the various projects after receipt in 2011-2012. This bar shows a grey number for potential future distributions with no allocation requested at this time.

Each of the project names is followed by a colored bar with the **red bars** representing Saddleback College, the **blue bar** representing Irvine Valley College and the **orange bar** representing ATEP. Each of these bars is divided into two parts, one for design and associated issues and the other for construction. Note that no construction start is scheduled until after the project is fully funded.

Resource Loaded Schedule
Proposed Basic Aid Expenditures
February 28, 2011

Exhibit A



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: New Markets Tax Credit Transaction: Brokerage Services Agreement: Sandler O'Neill & Partners, L.P.

ACTION: Approval

BACKGROUND

The Board of Trustees approved participation in the Pilot Program for New Markets Tax Credit (NMTC) financing for ATEP at the August 4, 2010 board meeting. The NMTC program provides federal income tax credit to stimulate private investment in eligible low income census tracts. The ATEP site is located in an eligible census tract for NMTC.

Sandler O'Neill & Partners, L.P. is an investment broker who identified a prospective Participant who is interest in participating in the NMTC Transaction.

STATUS

Sandler O'Neill & Partners, L.P. will act as a broker in introducing the District to one or more third parties in a proposed New Markets Tax Credit transaction to fund projects at the Advanced Technology & Education Park campus. Approval of the engagement letter with Sandler O'Neill & Partners, L.P. will enable the proposed NMTC Transaction to move forward, to the benefit of the District. The costs for this transaction would be included in the closing fees for the NMTC transaction. The fees for their services are two percent (2%) of the total transaction.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (EXHIBIT A) with the investment broker, Sandler O'Neill & Partners, L.P.

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INVESTMENT BANKING GROUP

February 16, 2011

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
Attention: Dr. David Bugay, Vice Chancellor

Subject: Brokerage Services for New Markets Tax Credit Transaction

Dear Dr. Bugay:

This letter agreement (the "Agreement") confirms your acknowledgement and understanding that Sandler O'Neill & Partners, L.P. ("Sandler O'Neill") will act as broker in introducing South Orange County Community College District (the "District") to one or more third parties who are "accredited investors" as described in Section VI.b below (each such party who has been introduced by Sandler O'Neill to the District is referred to as a "Participant" hereunder) in a proposed New Markets Tax Credit transaction to fund projects at the Advanced Technology & Education Park campus (the "NMTC Transaction"). It is anticipated the Participant(s) will serve as a purchaser of the New Markets Tax Credit Equity Investment (the "Purchaser"). The closing of the NMTC Transaction is subject to the execution of various agreements and related documents (collectively, the "Closing Documents") to be executed by the Participant(s) in the NMTC Transaction, including the District.

- I. SOLICITATION. The District acknowledges and agrees that the only service being provided by Sandler O'Neill is or will be the introduction of the District to one or more of the Participant(s).
- II. FEES. The District agrees to pay Sandler O'Neill a fee for its services hereunder (the "Broker's Fee") equal to two hundred basis points (2%) times the total equity invested by each of the Participants in the NMTC Transaction, payable in full on the closing date as specified in the Closing Documents. All fees due and payable hereunder will be paid to Sandler O'Neill via Fed Wire. Sandler O'Neill's wire instructions are attached as Exhibit A hereto. The District's obligation to pay the Broker's Fee is conditioned on the closing of the NMTC Transaction, and if the closing does not occur no Broker's Fee shall be payable.

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Sandler O'Neill acknowledges that the District has existing relationships with the potential Participants listed in Attachment A, and Sandler O'Neill will not receive a Broker's Fee to the extent that any entity listed in Attachment A, or an affiliate thereof, acts as a Purchaser.

- III. LIMITATION ON SCOPE OF SERVICES. The District explicitly acknowledges and agrees by execution of this letter that Sandler O'Neill does not intend to verify any of the information regarding the NMTC Transaction prepared and provided solely by the District or the Participant(s) (the "Information"), nor does Sandler O'Neill intend to review the NMTC Transaction or the Closing Documents. The District acknowledges by execution of this Agreement that Sandler O'Neill, its respective directors, officers, employees and agents, or its affiliates, have not and will not make any representation or warranty, express or implied, as to the accuracy or completeness of the Information, or concerning the District or the Participant(s), by this Agreement or otherwise and that Sandler O'Neill is and shall act solely as an introducing broker in connection with this transaction. Sandler O'Neill agrees that it shall not provide any written or oral information to Participant(s) that is inconsistent with the Information in any manner and shall require the Participant(s) to rely solely on the Information and/or Closing Documents for purposes of its due diligence and decision to participate in the NMTC Transaction.

The District acknowledges that nothing contained in this letter is intended to constitute a commitment or warranty by Sandler O'Neill that the NMTC Transaction can be closed on terms acceptable to the District.

- IV. NON-CIRCUMVENTION. The District acknowledges and agrees that, upon receipt of information, oral or written, from Sandler O'Neill concerning the identity of the Participant(s), neither the District, nor any of its officers, agents or representatives will, directly or indirectly, seek to effect the NMTC Transaction involving any representative of the Participant(s) or affiliate of the Participant(s), other than through Sandler O'Neill.

The District agrees that if, within 24 months of the date of this letter, the District consummates any NMTC Transaction involving any Participant(s) identified on the "Protection List" (as defined in Section VII below) (or any affiliate of a Participant(s) identified on the Protection List), the District will pay to Sandler O'Neill, upon such consummation, a fee equal to two hundred basis points (2%) times the total amount of the New Markets Tax Credit Investment on the closing date specified in the closing documents.

- V. INDEMNIFICATION. The District agrees to indemnify and hold Sandler O'Neill and its respective directors, officers, employees and agents, and its affiliates (Sandler O'Neill and each such person being an "Indemnified Sandler O'Neill Party") harmless from and against any and all losses, claims, damages or liabilities, joint or several, to which such Indemnified Sandler O'Neill Party may become subject under applicable federal or state law, or

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otherwise, related to or arising out of the services contemplated by this Agreement or arising out of the engagement of Sandler O'Neill pursuant to, and the performance by Sandler O'Neill of, the services contemplated by this letter) and will reimburse any Indemnified Sandler O'Neill Party for all reasonable expenses (including reasonable counsel fees and expenses) as they are incurred, including reasonable expenses incurred in connection with the investigation of, preparation for or defense of any pending or threatened claim or any action or proceeding arising therefrom, whether or not such Indemnified Sandler O'Neill Party is a party.

The District will not be liable under the foregoing indemnification provision to the extent that any loss, claim, damage, liability, or expense is found in a final judgment by a court of competent jurisdiction to have resulted from Sandler O'Neill's bad faith, willful misconduct or gross negligence.

The District and Sandler O'Neill agree that Sandler O'Neill shall have no liability to the District or the Participant(s) in connection with any participation in the NMTC Transaction except as provided herein.

The District agrees to seek all rights, remedies and redress for any breach by the Participant(s) in connection with the execution and performance of any terms, covenants and conditions of the Closing Documents directly against the Participant(s) and not Sandler O'Neill except as provided herein.

VI. REPRESENTATIONS AND WARRANTIES OF SANDLER O'NEILL REGARDING REGULATION D. By executing this Agreement, Sandler O'Neill explicitly warrants and represents to the District as follows:

- a. It is registered as a broker/dealer in each state in which an offer will be made;
- b. It will not provide any Information to any person or entity other than an "accredited investor" within the meaning of Regulation D ("Regulation D") under the Securities Act of 1933, as amended (the "Securities Act") or the meaning of Section 2(a)(15) of the Securities Act, who or which has been pre-qualified and has been an established client of Sandler O'Neill at least sixty (60) days before the offering.
- c. It has in place policies and procedures intended to assure compliance with Regulation D and the requirements of this Agreement.
- d. Sandler O'Neill will have a reasonable basis for believing, and will in good faith believe, that each Purchaser is an accredited investor or institutional investor before receiving Information.
- e. The District will be entitled to copies, or originals as appropriate, of the policies and procedures, the Information provided to the Purchasers, selling materials, lists or notes reflecting the selection of the Purchasers, the basis for selection, compliance

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certificates, subscription documents, certification from the individuals providing services hereunder regarding review of the subscription documents, and the individual's understanding of the Purchaser.

- f. It will provide the services requested hereunder in full compliance with federal and state law.
- g. It understands that it may not bind either District or Participant(s) to a NMTC Transaction or any other transaction contemplated hereunder.

VII. TERM. Sandler O'Neill's engagement hereunder shall terminate on the earlier of (i) the closing of the NMTC Transaction, or (ii) two (2) years from the date hereof, or (iii) upon fifteen (15) day written notice of cancellation, it being expressly understood that the provisions relating to the payment of fees, indemnification, and non-circumvention will survive any such termination. Within ten (10) business days after the termination of Sandler O'Neill's engagement hereunder, Sandler O'Neill shall deliver to the District a list of all potential Participants that were introduced to the District by Sandler O'Neill (the "Protection List"), which Protection List shall exclude all entities listed on Attachment A and their affiliates. Sandler O'Neill's failure to timely deliver such Protection List shall be deemed to constitute a representation and warranty by Sandler O'Neill that there are no names on the Protection List.

VIII. COMMUNICATIONS. All communications (including overnight delivery or facsimile) should be made as follows:

If to Sandler O'Neill:

Sandler O'Neill & Partners, L.P.
919 Third Avenue, 6th Floor
New York, NY 10022
Attn: General Counsel

If to the District:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
Attention: Dr. David Bugay

IX. MISCELLANEOUS.

a. This Agreement and the legal relationships between the parties herein shall be governed and construed in accordance with the laws of the State of New York without giving effect

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to conflicts of law principles.

b. This Agreement constitutes the entire Agreement between Sandler O'Neill and the District with respect to the subject matter hereof and supersedes all prior understandings, negotiations and discussions, whether oral or written.

c. This Agreement may not be assigned or delegated by either party without the other party's consent.

d. The waiver by either party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach by such other party.

e. The parties acknowledge that the remedy at law for a breach of this Agreement will be inadequate, and that in the event of a violation of this Agreement, either party shall, in addition to whatever other remedies it may have, be entitled to injunctive relief.

f. If any provision of this Agreement is declared void or unenforceable or against public policy, such provision shall be deemed severable from this Agreement and the balance of this Agreement shall remain in full force and effect.

g. In the event of any litigation or judicial action to enforce any of the provisions of this Agreement or any right of either party hereunder, the prevailing party, as determined in a final judgment by a court of competent jurisdiction, shall be entitled to recover its court costs and reasonable attorneys' fees from the other party. The parties agree that the exclusive jurisdiction and venue for all disputes arising out of or related to this Agreement shall be the Orange County Superior Court for the State of California and/or the United States District Court for the Central District of California - Southern Division (Orange County).

h. Time is of the essence in the performance of each party's obligations under this Agreement.

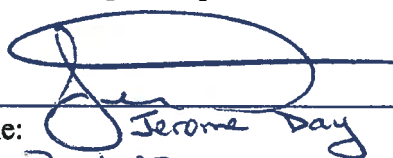
i. The following provision is required to be included in this Agreement pursuant to that certain Agreement between the City of Tustin and the South Orange County Community College District for Conveyance of a Portion of MCAS, Tustin and the Establishment of an Advanced Technology Educational Campus dated April 22, 2004: *There shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, sexual orientation, marital status, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the land that is the subject matter hereof, nor shall the transferee itself or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants or vendees of the land.*

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Please confirm that the foregoing correctly sets forth our agreement by signing in the space provided below and returning to Sandler O'Neill the duplicate copy of this letter enclosed herewith to our offices.

SANDLER O'NEILL & PARTNERS, L.P.

By: Sandler O'Neill & Partners Corp.,
the sole general partner

By: 
Name: Jerome Day
Title: Partner

Accepted and agreed to as of the date first written above:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
Name:
Title:



EXHIBIT A

SANDLER O'NEILL & PARTNERS, L.P.

WIRING INSTRUCTIONS

Bank Name: Gibraltar Private Bank & Trust
ABA: 267-090-455
Account Name: Sandler O'Neill & Partners, L.P.
Account Number: 70000395
Reference: Broker Fee; Attn: Rich Fuchs
Bank Address: 220 Alhambra Circle
Coral Gables, FL 33134
Account address: 919 Third Avenue, 6th Floor
NY NY 10022



ATTACHMENT A

Bank of America
Boston Private Bank and Trust Company
Boston Community Capital/Boston Community Loan Fund
Building Hope
Capital Crossing Bank
Capital One
Citibank
City First Bank of D.C.
District of Columbia/OSSE
Eagle Bank
GE Capital
JPMorganChase/Bank One
Key Bank
M&T Bank
MHIC
Nonprofit Finance Fund
North Fork Bank/Greenpoint Bank
Partners for Common Good
Sovereign Bank
Suntrust Bank
The Reinvestment Fund
TransCapital Funds
United Bank
U.S. Bank
Wells Fargo Bank/Wachovia
Wainwright Bank and Trust Company
Zions Bank

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Authorization to Form Nonprofit Corporation for the South Orange County Community College District

ACTION: Approval

BACKGROUND

Our advisors from Public Economics Incorporated (PEI) for the pending New Market Tax Credit transaction have indicated a requirement for the District to have a California nonprofit 501(c)(3) corporation in place to facilitate transactions. The District does not have such a corporation in place since the current South Orange County Community College District Facilities Corporation ("Facilities Corporation") is a 501(c)(4) corporation.

STATUS

The new nonprofit public benefit corporation will be formed to support the South Orange County Community College District ("District"). The District board members will serve as directors of the new corporation, as they currently do with the existing Facilities Corporation. Approval of the formation of this new nonprofit corporation will allow the new nonprofit corporation to potentially have its first organizational meeting at the next District Board meeting set for March 28, 2011. As the corporation name must be unique and not be that of a currently active corporation, it is recommended that the following name be considered: FACILITIES CORPORATION 2011 OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the Chancellor and the law firm of Atkinson, Andelson, Loya, Ruud & Romo to proceed with the actions necessary to form a new California nonprofit public benefit corporation to be known as FACILITIES CORPORATION 2011 OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, and to file the proposed Articles of Incorporation (Exhibit A), attached, with the California Secretary of State.

Item Submitted By: *David Bugay, Ph.D., Acting Vice Chancellor of Business Services*
Item prepared by: *Randy W. Peebles, Ed.D., Associate Vice Chancellor of Economic Development*

ARTICLES OF INCORPORATION
OF
FACILITIES CORPORATION 2011 OF THE SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
A California Nonprofit Public Benefit Corporation

ARTICLE I

NAME

The name of this corporation is: Facilities Corporation 2011 of the South Orange County Community College District.

ARTICLE II

CORPORATE STATUS

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes. The corporation is organized and operated exclusively for religious, charitable, scientific testing for public safety, literary, or educational purposes, to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), and the prevention of cruelty to children or animals within the meaning of section 501(c)(3) of the Internal Revenue Code and section 23701 (d) of the California Revenue and Taxation Code.

The specific purpose of this corporation is to provide assistance to the South Orange County Community College District (the "District") by acquiring, leasing, constructing or financing various public facilities, land, equipment and other improvements and property for the use, benefit and enjoyment of the District.

Such activities are within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law.

No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Section 501(h) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal

revenue law, and this corporation shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of or in opposition to any candidate for public office, except as provided in Section 501(h) of the Internal Revenue Code or the corresponding provision of any future United States internal revenue law.

ARTICLE III

INITIAL AGENT FOR SERVICE OF PROCESS

The name of the initial agent of this corporation for service of process is:

Gary Poertner
28000 Marguerite Pkwy
Mission Viejo, CA 92692

ARTICLE IV

IRREVOCABLE DEDICATION AND DISSOLUTION

The property of this corporation is irrevocably dedicated to public and charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to either (i) such organization organized and operated exclusively for educational purposes, which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or (ii) a state or political subdivision of a state of the United States to be used exclusively for public purposes. That organization shall be the South Orange County Community College District if it qualifies as a distributee under this Article IV.

Sharon Woodard, Incorporator

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>
1/15/11 9am	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Michael Hearst	Intro. to local plant communities of the foothills
1/19/11 7 pm	TAS 225	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Rick Behl	Basic geology; geology of OC
1/28/11 9 am	FA 309	Diane Lewis	TA 189, Steam Style Costumes	Brittaney Talbot	Puppet manipulation
1/29/11 9am	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Rick Behl	Basic geology; geology of OC
2/5/11 9am	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Rick Behl	Basic geology; geology of OC
2/9/11 9 am	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Allan Schoenherr	Intro. to local shrub communities
2/9/11 7 pm	TAS 225	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Allan Schoenherr	Intro. to local shrub communities
2/10/11 1 pm	SSC 212	Amira Wegenek	Psyc 2, Research Methods in Psychology, & Psyc 3, Biological Psychology	Rain Boswroth, Ph.D.	Myths of deaf culture and research studies investigating deaf perceptual abilities
2/14/11 1 pm	BGS 131/132	Patricia Sullivan	ID 110, Fundamentals of Interior Design	Scott Ferguson	Greening of paint
2/16/11 7 pm	TAS 225	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Trude Hurd	Intro. to local wildlife
2/17/11 9 am	FA 309	Diane Lewis	TA 189, Steam Style Costumes	Brittaney Talbot	Puppet manipulation
2/19/11 8 am	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Sally Menzel	Beginning birding
2/19/11 1 pm	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Debra Clark	OC Early human uses of the landscape
2/23/11 7pm	TAS 225	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Trish Smith	Restoration ecology
2/27/11 8 am	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	Gary Meredit	Beginning birding
3/5/11 9 am	Field Trip	Elisabeth Brown	Env 200, Volunteer Naturalist Training	John Gannaway	Techniques of leading nature walks

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
3/5/11 9 am	BGS 135	Christina Smith	CD 115, Literacy in Early Childhood	Debra Weller	Building literacy in English language learners
3/7/11 2:30 pm	BGS 356	Amira Wegenek	Psyc 2, Research Methods in Psychology, Psyc 3, Biological Psychology, & Psyc 30, Social Psychology	Ayse Pinsar Saigin, Ph.D.	Action perception social neuroscience and robotics
3/8/11 10 am	SSC 212	April Cubbage-Vega	Women's and Gender Studies Speaker Forum	Marisa Presley	Understanding domestic violence
3/10/11 9 am	FA 309	Diane Lewis	TA 189, Steam Style Costumes	Brittaney Talbot	Puppet manipulation
4/4/11 1 pm	BGS 131-132	Patricia Sullivan	ID 110, Fundamentals of Interior Design	Pat Becker	Light & new government regulations
4/6/11 7 pm	HS 105	Georgina Guy	HS 172, Physiological Effects and Pharmacology of Alcohol and Drugs	Rebecca Garcia	Prescription drug and over-the-counter medication
4/14/11 9 am	FA 309	Diane Lewis	TA 189, Steam Style Costumes	Brittaney Talbot	Puppet manipulation
4/25/11 1 pm	BGS 131-132	Patricia Sullivan	ID 110, Fundamentals of Interior Design	Tracie Swallow	Arizona tile from quarry to consumer
4/28/11 9 am	FA 309	Diane Lewis	TA 189, Steam Style Costumes	Brittaney Talbot	Puppet manipulation

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>
4/14/11 7-9 pm	PAC Auditorium	Academic Senate and ASIVC	Distinguished Academic Lecture Series	Dr. Cecile Whiting	Seeing Los Angeles in art and photography of the 1960s
2/23/11 11:30am-12:30pm	SSC Quad	Helen Locke, Director of Student Affairs	Black History Month	Mark E. Whitlock	Black history movement

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 1/20/11 Total Basic Aid Estimated Receipts of \$394.2M less Total Approved Projects in the amount of \$360.5M leaves a \$33.7M 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>
2010 – 2011	\$38,984,025
2011 – 2012	\$39,538,907
2012 – 2013	\$38,545,185
2013 – 2014	\$37,493,544

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of January 20, 2011 Board Meeting**

	1999-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	Total
Actual Basic Aid Receipts	\$74,365,248	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$39,022,021	\$355,217,605
Estimated Basic Aid Receipts 2010/11								\$38,984,025
								\$394,201,630
								\$360,509,234
								\$33,692,396

Total Receipts
Total Approved Projects
Uncommitted Basic Aid Funds

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$11,919,662	\$23,498,276	\$35,417,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$11,303,957				\$11,303,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$4,750,000				\$4,750,000
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$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				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC M/S/E Bldg Ventilation System					\$5,000,000	\$5,000,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC New Science Building (M/S/E annex)					\$3,867,000	\$3,867,000
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	\$210,000					\$210,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$7,976,770			\$7,976,770
SOCCCD Legal Defense for Invocation Complaint	\$2,000,000					\$2,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,874,192					\$1,874,192
Total Approved Projects	\$45,326,631	\$47,988,533	\$35,855,357	\$99,523,685	\$131,815,028	\$360,509,234

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 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	19,367,618		2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	1,419,004	19,367,618
Campus Appearance Improvement IVC & SC	1,000,000						378,837	215,312	405,851	1,000,000
ATEP Operating Budget*	11,303,957		266,981	706,587	1,119,887	1,841,834	2,273,645	2,401,548	2,693,475	11,303,957
ATEP Staffing, Equipment, Program Development	4,000,000					-	20,689	171,285	3,808,026	4,000,000
ATEP Renovation	15,034,576	370,243	630,096	1,035,239	3,838,068	1,318,978	103,660	450,213	7,288,078	15,034,576
ATEP Building Demolition	7,000,000					-	61,693	12,192	6,926,115	7,000,000
ATEP Hangar & Chapel Utilities	1,000,000					-	-	-	1,000,000	1,000,000
ATEP Site Development Negotiations	4,750,000				12,066	887,067	1,080,568	592,509	2,177,791	4,750,000
ATEP Development	3,750,000					565,425	1,041,250	750,807	1,392,519	3,750,000
ATEP Parking Lot Renovation	950,000						-	176,205	773,795	950,000
College/District Contributions for Debt Retirement - COPS	4,380,701	1,543,653	1,351,330	1,485,718	-	-	-	-	-	4,380,701
Debt Retirement Contribution	34,400,000	21,000,000	5,000,000	4,200,000	4,200,000	-	-	-	-	34,400,000
IVC Business & Technology Innovation Center	12,882,000		-	25,860	981,852	5,563,594	2,392,351	1,477,228	2,441,115	12,882,000
IVC Design and Install Entrance from Barranca	2,850,000			9,950	-	-	-	41,576	2,798,474	2,850,000
IVC Fine Arts Building	4,652,000					61,163	115	-	4,590,722	4,652,000
IVC Floor Repairs	58,340		57,458	882	-	-	-	-	-	58,340
IVC Life Sciences Project	17,410,000					-	81,776	793,360	16,534,864	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	369,456	544			-	-	-	-	370,000
IVC Landscaping (PAC & BSTIC)	1,796,000						-	105,493	1,690,507	1,796,000
IVC Performing Arts Center	17,006,209	57,850	623,625	4,235,617	10,727,931	1,137,271	38,469	185,445	-	17,006,209
IVC Science Equip & TV Studio	500,000	492,814	7,186			-	-	-	-	500,000
IVC Sports Facilities	896,000	896,000				-	-	-	-	896,000
IVC Replace Main Water Valves	275,000							6,035	268,965	275,000
IVC Replace Natural Gas Piping A&B Quads	230,000							3,088	226,912	230,000
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000							-	400,000	400,000
IVC SSC HVAC System	800,000							1,346	798,654	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	2,219,540	6,980,000
IVC A-300 Bldg Remodel	2,481,000				49,177	94,785	1,529,452	228,508	579,078	2,481,000
IVC Early College Program	60,000					19,626	40,374	-	0	60,000
Retiree Benefits	35,417,938	2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	2,500,000	8,000,000	35,417,938
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000		57,748		9,684	61,163	115	-	2,208,290	2,337,000
SC M/S/E Plaza Repairs	5,081,000					-	69,288	-	5,011,712	5,081,000
SC M/S/E Renovation	2,608,344					-	39,000	-	2,569,344	2,608,344
SC Building Repairs - TAS Building	1,956,000		26,775	97,135	28,465	-	1,048	-	1,802,576	1,956,000
SC Building Repairs - Library Remodel	20,141,000	40,000	37,892	-	-	-	-	511,511	19,551,596	20,141,000
SC Demolition of Lower Campus Buildings	1,719,000	965,373	15,917	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	558,852	4,130,000
SC Village Expansion	3,942,000						463,110	2,942,595	536,294	3,942,000
SC Golf Driving Range Net Replacement	300,000			1,800	43,400	46,600	5,000	5,000	198,200	300,000
SC Health Science/District Office Building	15,251,655	7,156,088	7,887,463	189,994	5,096	13,014	-	-	0.460	15,251,655
SC Hire Consultant for Parking/Traffic Study	48,500		24,250	-	-	-	-	-	24,250	48,500
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	46,200	1,288,800			-	-	-	-	1,335,000
SC BGS Mold Abatement and Air Quality Improvements	8,724,200			682,740	3,735,624	4,277,090	28,746	-	-	8,724,200
SC New Science Building (M/S/E annex)	3,867,000				29,595	-	-	-	3,837,405	3,867,000
SC Science Equip & TV Studio	500,000	499,908	92			-	-	-	-	500,000

**South Orange County Community College District
Expenditure History for Approved Projects**

SC Science/Applied Science Bldg	14,850		14,850	-	-	-	-	-	-	14,850
Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward	Total
SC Sports Facilities	817,310	778,625	26,695	11,990		-	-	-	-	817,310
SC Bridge Replacement	1,700,000							2,693	1,697,307	1,700,000
SC M/S/E Bldg Ventilation System Upgrade	5,000,000							-	5,000,000	5,000,000
SC Pool Deck Replacement	1,500,000							23	1,499,977	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000							166,833	1,333,167	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	177,569	2,542,000
SC Loop Road	3,442,000					-	-	5,740	3,436,260	3,442,000
SOCCCD: Replace HR & Bdgt Dev Systems	897,740			208,797	672,943	16,000	-	-	0	897,740
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260				3,515,073	5,304,918	4,111,633	1,099,661	70,975	14,102,260
SOCCCD: Districtwide Telephone System	4,499,498	127,271	3,636,911	627,911	107,404	-	-	-	0	4,499,498
SOCCCD: Fiscal and HR Systems Repl.	27,500			27,500		-	-	-	-	27,500
SOCCCD: Consultant District Educational & Facilities Master Plan	735,010			370,010		-	-	-	365,000	735,010
SOCCCD: HR Recruitment Work Plan	85,911		85,911			0	-	-	-	85,911
SOCCCD: Legislative Advocacy Services - Basic Aid	210,000	15,700	24,002	24,298	24,000	14,000	34,354	13,140	60,506	210,000
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830			184,690	85,327	59,813	-	-	-	329,830
SOCCCD: IT Projects SC/IVC/AEP Instruct & Student Svc	7,976,770							2,906,089	5,070,681	7,976,770
SOCCCD: Legal Defense for Invocation Complaint	2,000,000								2,000,000	2,000,000
SOCCCD: Additional 1% Contingency	1,278,101							-	1,278,101	1,278,101
SOCCCD: Trustee Election/General Election Expense	1,874,192	453,867				-	527,830	-	892,495	1,874,192
Totals	360,509,234	37,632,547	26,988,395	33,077,552	44,726,959	38,085,375	27,063,189	23,641,810	129,293,407	360,509,234

	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward
Commitments	83,542,630	57,751,446	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	10,992,495
Cumulative Commitments	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	360,509,234
Receipts	74,365,248	40,162,878	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,984,025
Cumulative Receipts	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	394,201,630
Cumulative Expenses	37,632,547	64,620,942	97,698,494	142,425,453	180,510,828	207,574,017	231,215,827	360,509,234
Cash Balances	36,732,701	49,907,184	63,728,835	71,897,893	84,505,391	108,621,567	124,001,778	33,692,396

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 28, 2011

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

Reallocation of basic aid funding has allowed this project to move forward. Bid opening was March 31, 2010. Board awarded construction in May. The Notice to Proceed was issued on June 14, 2010. Construction is underway with abatement 100% complete and demolition 100% complete. A progress meeting was held with Division Heads and the Dean in October. The final furniture and equipment selection meetings were held on January 11, 2011 with all eight departments, Division Heads and the Dean. *Overhead and in-wall MEP installation continues on all three floors. Steel erection for the new stairway and curtain wall system continues.* 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

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008, to re-compete for funding. Funding was pushed back first to December, 2009, and again to September, 2010. The State Chancellor's Office has asked the District to re-submit with a shift for funding to the 2012-2013 fiscal year. Though final budget numbers will not be resolved until the State Chancellor's Office completes the funding process, the overall project budget is anticipated at \$58,835,000 with \$35,635,000 anticipated from the state and \$23,200,000 proposed as funded through basic aid. *An agenda item is before the Board this month to move the project forward using basic aid funds and approve the architect.*

3. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2009 and again on September 1, 2010. The State Chancellor's Office has asked the District to re-submit with a shift for funding to the 2013-2014 fiscal year. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$30,120,000 with \$21,084,000 anticipated from the state and \$9,036,000 proposed as funded through basic aid.

4. LOOP ROAD

The Board approved the Loop Road project in March, 2009. Currently, the project is estimated at \$5,650,000 which may be an inadequate amount. Architectural selection was Board approved in February, 2010. The kick-off meeting was held in May with monthly progress meetings. In September, the project team including the Engineering Group met with the City of Mission Viejo. In October the Army Corp of Engineers reviewed site drainage and discharge planning. *A follow up meeting was held with the City of Mission Viejo this month for input. The city accepted the design and the project related reports.*

The discovery phase is on schedule. \$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.*

5 M/S/E PLAZA RENOVATION

The Board approved the Math/Science/Engineering (M/S/E) building plaza project in March, 2009. Uneven settlement under the plaza area between the Library and the M/S/E building has resulted in slab heaving, cracking and water penetration at the M/S/E building. The College has requested that this project be temporarily postponed. The overall project budget is \$5,081,000 funded through basic aid.

6. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project in November, 2008. There were two construction packages, one for site work and one for the buildings. The Surety for MJ Contractors and the District executed a Takeover Agreement. Construction is complete. The Notice of Completion for the building portion was filed in June 2010. The final for the site work was filed in August 2010. DSA Close Out and close out of the outstanding stop notices filed with the surety are underway. The overall project budget is \$3,942,000 funded through basic aid.

7. 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. Construction documents were submitted to DSA in September and DSA completed the plan check review in early December and returned the plans with minor corrections. A required supplemental soils report was sent to DSA. No modification to the original design was required as a result of the soils report findings. The corrected plans were returned to DSA *last month* for back check and approval. *DSA approval of plans for construction was obtained this month. Final bid documents are being prepared and the bidding process has commenced.*

8. DISTRICT I.T. SERVER ROOM RENOVATION PROJECT

On July 28, 2008, the Board approved a basic aid allocation of technology funding for the colleges and the District. On July 26, 2010, the Board approved the Award of Bid to upgrade the HVAC System and other utilities in the District Server Room. Construction of the project commenced on November 15, 2010. The project construction is complete at this time and punch list items are in the final stages. The Notice of Completion will be submitted to the Board next month. DSA close out is underway. The overall budget for the project is \$489,133.00 funded through basic aid.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding.

2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The final equipment order is complete and on target to meet reimbursement deadlines. DSA closeout is complete. The overall project budget is \$25,593,000 with \$12,711,000 from the state and \$12,882,000 funded through basic aid.

3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. The Notice of Completion was filed on July 8, 2010. DSA close out is underway. The overall project budget is \$6,980,000 funded through basic aid.

4. LIFE SCIENCES PROJECT

The Board of Trustees approved the architects for the Life Sciences project in November, 2008. DSA approval was received on December 2, 2010 *and has been forwarded to the State Chancellor's office for approval to move into the bid phase.* Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$24,848,000 with \$17,377,000 from the state and \$7,468,000 funded through basic aid. The Board has funded this project to \$17,410,000 to address the lack of bond funding from the state. A full budget assessment will be addressed at bid anticipated in January.

5. 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 State Chancellor's Office has asked the District to re-submit with a shift to funding to the 2013-2014 fiscal year. There is a reduction in the allocated points. If this project is required to recomplete for funding, it will not be as competitive. 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.

7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project March, 2010. Currently, the project is estimated at \$2,850,000. The first of two plan check fees has been submitted to the City of Irvine. This review precedes final design and submittal to DSA. The discovery phase is *complete and a recommendation to move into design is being*

advanced this February board meeting. The overall project budget is \$2,850,000 funded through basic aid.

8. GREAT LAWN PROJECT

The Board of Trustees approved the Landscape Improvements project in March, 2009. Contractor's Contract was approved August, 2010. A kick off meeting was held on October 13, 2010. The Contractor declared bankruptcy on December 6, 2010. Staff is working with the Surety to re-engage for project completion. The schedule will be impacted. The overall project budget is \$1,796,000 funded through basic aid.

ATEP

1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation 99% complete. Contractor seems incapable of completing final work. A separate contractor will perform last 1% with deduction taken from final retention release. The contractor has requested a review of previously submitted change orders. District staff has partially released retention and is working with ModSpace on finalizing a few outstanding items. To date, total change orders represent 3.01% of the original contract amount.

2. ATEP BUILDING DEMOLITION

The Board approved both Phase A and B contractors on October 25, 2010. A preconstruction meeting was held with the Phase A contractor on October 29, 2010 with Notice to Proceed given for the week of November 22, 2010. A second demolition phase is under design to include the hanger at the southwest edge of the property. Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$7,000,000 funded through basic aid.

3. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: List of Board Requested Reports
ACTION: Information

BACKGROUND

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it was requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Vice Chancellor of Business Services.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report Prepared By:	Date Submitted to the Board of Trustees
12/06/10	Report on construction of a Science Building at Saddleback College	Trustee Padberg	February 2011	David Bugay	January 20, 2011
12/06/10	Study of construction of new football stadium at Saddleback College	Trustee Padberg	February 2011	David Bugay	January 20, 2011
3/25/10	Retirees Receiving over \$100,000 Annually	Trustee Fuentes	April 26, 2010	Gary Poertner	April 26, 2010
2/22/10	Nepotism	Trustee Fuentes	April 26, 2010	David Bugay	April 26, 2010
11/17/09	Efficiencies, Reductions and Planning in 2010-2011	Trustee Fuentes	January 2010	Gary Poertner	January 2010
11/17/09	Presentation on Statewide Community College Survey Results	Trustee Fuentes	December 7, 2009	Gary Poertner	January 25, 2010 December 7, 2009
9/24/09	Saddleback College Communication Arts Program	Trustee Padberg	November 17, 2009	Tod Burnett	January 25, 2010 November 17, 2009
9/24/09	Saddleback College Film Program	Trustee Padberg	November 17, 2009	Tod Burnett	November 17, 2009
8/31/09	Salaries of College Professors in Orange County	Trustee Fuentes	October 26, 2009	David Bugay	October 26, 2009

TO: Board of Trustees
FROM: 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 December 31, 2010. A review of current revenues and expenditures for the 2010/11 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 December 31, 2010

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		32,509,540	32,509,540	0	32,509,540
REVENUES:					
Federal Sources	8100-8199	\$ 2,564,525	3,565,020	1,000,495	398,255
Other State Sources	8600-8699	16,296,621	16,381,643	85,022	6,687,832
Other Local Sources	8800-8899	173,259,570	173,259,570	0	98,674,116
Total Revenue		192,120,716	193,206,233	1,085,517	105,760,203
BASIC AID				0	
INCOMING TRANSFERS	8980-8989			0	
TOTAL SOURCES OF FUNDS		224,630,256	225,715,773	1,085,517	138,269,743
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	63,929,116	63,789,454	(139,662)	30,490,228
Other Staff Salaries	2000-2999	40,299,840	40,639,463	339,623	16,121,010
Employee Benefits	3000-3999	32,778,731	33,009,696	230,965	14,635,562
Supplies & Materials	4000-4999	5,896,551	5,597,758	(298,793)	1,241,542
Services & Other Operating	5000-5999	20,432,292	21,105,582	673,290	7,450,095
Capital Outlay	6000-6999	11,594,750	11,872,313	277,563	2,079,303
Payments to Students	7500-7699	141,406	148,751	7,345	112,533
Total Expenditures		175,072,686	176,163,017	1,090,331	72,130,273
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	884,000	884,000	0	884,000
Basic Aid Transfers Out		35,991,530	35,991,530	0	8,000,000
Intra Fund Transfers Out	7400-7499	0	0	0	0
Debt Service	7100-7199	425,000	420,186	(4,814)	207,931
Total Other Sources (Uses)		37,300,530	37,295,716	(4,814)	9,091,931
TOTAL USES OF FUNDS		212,373,216	213,458,733	1,085,517	81,222,204
ENDING FUND BALANCE		12,257,040	12,257,040	0	57,047,539
Reserve for Economic Uncertainties		10,266,798	10,266,798	0	
Location Reserves for Economic Uncertainties		1,990,242	1,990,242	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of December 31, 2010

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		12,067,376	12,067,376	0	12,067,376
REVENUES:					
Unrestricted Budget Allocation		\$ 79,713,405	79,713,405	0	43,580,875
Restricted Budget Allocation		8,776,364	9,266,352	489,988	4,325,282
Total Revenue		88,489,769	88,979,757	489,988	47,906,157
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS		100,557,145	101,047,133	489,988	59,973,533
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	39,244,469	39,245,404	935	18,729,681
Other Staff Salaries	2000-2999	20,624,933	20,717,507	92,574	8,151,045
Employee Benefits	3000-3999	18,070,410	18,213,584	143,174	8,212,041
Supplies & Materials	4000-4999	4,111,371	4,172,109	60,738	865,757
Services & Other Operating	5000-5999	8,776,517	9,030,051	253,534	3,092,411
Capital Outlay	6000-6999	7,672,742	7,608,930	(63,812)	1,643,500
Payments to Students	7500-7699	66,461	69,306	2,845	32,139
Total Expenditures		98,566,903	99,056,891	489,988	40,726,574
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	400,000	400,000	0	400,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	0	0	0	0
Total Other Sources (Uses)		400,000	400,000	0	400,000
TOTAL USES OF FUNDS		98,966,903	99,456,891	489,988	41,126,574
LOCATION OPERATING BALANCE		1,590,242	1,590,242	0	18,846,959
Reserve for Economic Uncertainties		1,590,242	1,590,242	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of December 31, 2010

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		3,961,914	3,961,914	0	3,961,914
REVENUES:					
Unrestricted Budget Allocation		\$ 43,579,530	43,579,530	0	24,208,270
Restricted Budget Allocation		5,086,710	5,920,830	834,120	3,240,191
Total Revenue		48,666,240	49,500,360	834,120	27,448,461
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS		52,628,154	53,462,274	834,120	31,410,375
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	21,604,498	21,463,901	(140,597)	10,957,782
Other Staff Salaries	2000-2999	12,253,481	12,645,668	392,187	4,995,389
Employee Benefits	3000-3999	10,882,142	11,033,457	151,315	4,816,118
Supplies & Materials	4000-4999	1,535,181	1,176,444	(358,737)	338,728
Services & Other Operating	5000-5999	4,072,278	4,527,278	455,000	1,794,045
Capital Outlay	6000-6999	1,146,629	1,481,895	335,266	279,692
Payments to Students	7500-7699	74,945	79,445	4,500	80,394
Total Expenditures		51,569,154	52,408,088	838,934	23,262,148
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	234,000	234,000	0	234,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	425,000	420,186	(4,814)	207,931
Total Other Sources (Uses)		659,000	654,186	(4,814)	441,931
TOTAL USES OF FUNDS		52,228,154	53,062,274	834,120	23,704,079
LOCATION OPERATING BALANCE		400,000	400,000	0	7,706,296
Reserve for Economic Uncertainties		400,000	400,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

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, 2010 for the 2010/2011 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

District: (890) SOUTH ORANGE

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,706,923	180,702,584	181,588,225	177,476,020
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	177,706,923	180,702,584	181,588,225	177,476,020
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	120,989,151	133,868,154	136,661,585	154,916,081
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	47,257,511	48,636,000	44,656,082	37,145,716
B.3	Total Unrestricted Expenditures (B.1 + B.2)	168,246,662	182,504,154	181,317,667	192,061,797
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,460,261	-1,801,570	270,558	-14,585,777
D.	Fund Balance, Beginning	18,913,568	28,373,829	26,572,259	26,842,817
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	18,913,568	28,373,829	26,572,259	26,842,817
E.	Fund Balance, Ending (C. + D.2)	28,373,829	26,572,259	26,842,817	12,257,040
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.9%	14.6%	14.8%	6.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	24,196	25,759	26,233	27,838
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		68,557,616	63,018,783	50,371,854
H.2	Cash, borrowed funds only		10,000,000	10,000,000	15,000,000
H.3	Total Cash (H.1 + H.2)	63,037,659	78,557,616	73,018,783	65,371,854

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)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,476,020	177,476,020	97,892,615	55.2%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	177,476,020	177,476,020	97,892,615	55.2%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	154,911,267	154,916,081	66,716,116	43.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	37,150,530	37,145,716	8,941,931	24.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	192,061,797	192,061,797	75,658,047	39.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-14,585,777	-14,585,777	22,234,568	
L.	Adjusted Fund Balance, Beginning	26,842,817	26,842,817	26,842,817	
L.1	Fund Balance, Ending (C. + L.2)	12,257,040	12,257,040	49,077,385	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.4%	6.4%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified
-------------------------	------------	----------	------------

View Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

EXHIBIT A
Page 2 of 3

(Specify) YYYY-YY		Permanent		Temporary					
		Total Cost Increase	% *	Total Cost Increase	% *				
a. SALARIES:									
	Year 1:								
	Year 2:								
	Year 3:								
b. BENEFITS:									
	Year 1:								
	Year 2:								
	Year 3:								

* 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.

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

District: (890) SOUTH ORANGE

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

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:

David Bugay, Ph.D.

CBO Phone:

Use format 999-555-1212
949-582-4699

CBO Signature:

Date Signed:

Chief Executive Officer Name:

Gary L. Poertner

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Beth Mueller

Title:

District Director of Fiscal Services

Telephone:

Use format 999-555-1212
949-582-4661

Fax:

Use format 999-555-1212
949-347-0380

E-Mail:

bmueller@socccd.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:
Christine Atalg (916)327-5772 catalg@ccco.edu or Glen Campora (916)323-6899 gcampora@ccco.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, 2010. Our cash balances at the end of December 31, 2010 were One Hundred Eighty-Four Million, Thirty-Two Thousand, Four Hundred Twenty-One Dollars and 87/100 (\$184,032,421.87) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Six Hundred Fifteen Thousand, Two Hundred Thirty-Two Dollars and 99/100 (\$25,615,232.99) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.82% and the LAIF investment pool is yielding an average of 0.46% for the fiscal quarter ending December 31, 2010. 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.

STATUS

This report is for the period ending December 31, 2010 (Exhibit A). The portfolio is comprised of 49.9% Fixed Funds (Bonds) and 50.1% Common Stocks (Domestic and International). The fair market value at December 31, 2010 is Fifty Eight Million, Six Thousand, and Eight Hundred Sixty Seven Dollars (\$58,006,867).

January 7, 2011

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

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

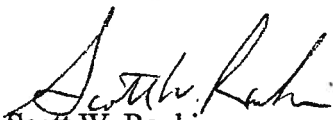
The fourth quarter of 2010 showed continued positive market momentum allowing investors to finish the year with nice returns. With a fair market value at December 31st of \$58,006,867.08, your portfolio was up 4.05% for the quarter and has a 5.56% annualized return since the June 24, 2008, inception date net of program fees.

Your portfolio is a diversified mix of bond funds (49.9%), and common stock funds (50.1%). It was designed to be invested over a long time frame since the initial deposit of \$50,791,103 on June 24, 2008. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>4th Qtr 2010</u>	<u>Year-To-Date</u>	<u>Since Inception</u>
South Orange CCCD	4.05%	12.14%	5.66% annualized return
S&P 500	10.76%	15.06%	1.60% (Domestic Stocks)
MSCI EAFE	6.61%	7.75%	-4.00% (International stocks)
Barclays Aggregate	-1.29%	6.56%	6.63% (Domestic Bonds)

The business-cycle recovery in the global economy that began in the summer of 2009 is over. Now, it is an expansion. At \$62 trillion, the global economy is larger than ever before, and at nearly \$15 trillion, the US economy is also larger than it was at the onset of the Great Recession. As the global economy expands, our analyses continue to suggest that most risk assets – equities, corporate bonds, REITS and commodities – remain attractive relative to most safe-haven asset classes such as cash and sovereign debt. Therefore our portfolios continue to be underweight positions in government bonds and cash and overweight global equities.

Very truly yours,


Scott W. Rankin
Senior Vice President

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.

President, Saddleback College
President, Irvine Valley College
Associate Vice Chancellor of Economic Development, ATEP
Associated Student Government of SC
Associated Students of IVC
Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association
California School Employees Association
Saddleback College Classified Senate
Irvine Valley College Classified Senate
District Services Classified Senate
Police Officers' Association



MEMORANDUM

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

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR FEBRUARY 28, 2011 BOARD OF TRUSTEES' MEETING

The Saddleback College Foundation was pleased to welcome Chancellor Poertner, Board President Nancy Padberg, and Trustees Marcia Milchiker and Dr. Frank Meldau at the Saddleback College Foundation Gala on Saturday, February 5th in the college's gymnasium. Over \$85,000 was raised at the event, with more than 300 guests in attendance. Highlights of the event included the Alumna of the Year Award, which was presented to Frances Dilorinzo. Also highlighted were speech and debate students who performed a Readers Theater production, a sumptuous meal prepared by culinary arts students, and entertainment by Roland and Ariane. Centerpieces were designed by interior design students.

President Burnett welcomed more than 75 high school counselors to the college's conference for high school counselors on February 15th. Speakers included Dean Kevin O'Connor, Dean Jerilyn Chuman, Professors Carol Ziehm, Mark McElroy, Miki Mikolajczak, and Joann Alford, CTE Counselor Penny Skaff, and Director of Admissions and Records Jane Rosenkrans.

Saddleback College was thrilled to play the IVC Lasers in Part II of the third annual Presidents' Cup basketball competition. Thank you to Dr. Glenn Roquemore and the Lasers basketball teams for hosting a fantastic event.

Office of Instruction

Joey Sellers' Jazz Studies Program commemorated Jazz Day on February 5th with a full day of jazz activities which included clinics with high school ensembles leading to a concert by the Saddleback Big Band and New York jazz trombonist Conrad Herwig in the McKinney Theatre. On February 9th through March 10th, the Art Gallery presents an awe-inspiring exhibit called *Journey of the Spirit From Dream to Reality*. An Artist's Reception was held on February 8th from 6-9 pm, along with an Artist's Talk on February 17th and a Meet the Artist reception on February 26th from 2 to 4 pm. All activities were free. On February 10th a free piano recital was held in Room 101 at noon with Saddleback faculty members Matt Hare and Cathy Tibbitts. The Department of Theatre Arts presented *Wait Until Dark* in the McKinney Theatre on February 25th through March 6th.

At Saddleback, a variety of new projects and programs have emerged in the last few years to increase student success. One of these programs, the Freshman Academy, identifies new students who have received low matriculation scores in math, English, and reading. Typically, students who are two levels below college skills in all three of these areas are the least likely to succeed. In its second year, the Freshman Academy has already demonstrated that these students, when placed in a cohort-based set of classes in the three key subject areas, as well as a college success course and special tutorial assistance, can indeed meet with success.

In fact, the Freshman Academy has been recognized as a program of promise by the Tillery Institute at Berkeley, which has twice visited Saddleback, conducting interviews and assessing the effectiveness of the academy. Most importantly, Saddleback has been using the academy to understand better the needs and the challenges of underprepared new students, the goal to derive college-wide strategies that will more effectively serve not only these students but all others as well.

The Saddleback College Automotive Technology department provides the Orange County Automotive Dealers Association Troubleshooting Contest student testing used to qualify the student teams for the local Orange County High Schools. We are very proud to participate for the past 18 years in the wonderful event.

Kia Motor America has donated a 2011 Kia Optima and a 2011 Kia Sorrento to the Auto Tech department at Saddleback College. These new cars will be used in “live” lab activities by our students. . The value of these vehicles is well over **\$50K dollars** !

The Graphic Design department recently produced a **motion graphics promotional clip** to advertise an important event produced by the Associated Student Government. Utilizing Adobe After Effects, the featured software in Mr. Claflin’s 289 Motion Graphics class, the one minute promo advertised the on-campus screening of “Inception”, the 2010 Leonardo Di Caprio hit film. The promotional clip was aired repeatedly over the holiday weekend on Channel 39, Saddleback’s cable access channel.

The geography department is offering their 2nd Geography Field Studies course this spring. The course is: GEOG 102 and Maureen Smith will be taking students to the Eastern Sierras April 1-3rd.

The psychology department welcomes Dr. Rain Bosworth, PhD, who will be giving a talk on campus this February 10th at 1pm in SSC 212. Dr. Bosworth is a respected scientific researcher at UCSD. He investigates brain plasticity in Deaf adults and in infants with visual impairments. Dr. Bosworth has found exciting research results demonstrating that Deaf signers' visual processing may be altered due to experience with American Sign Language. These results have been published in Psychological Science and other prominent scholarly journals.

Psychology and Sociology have submitted SB1440 (Padilla) compliant transfer degrees for approval to assist students in their ability to transfer and earn AA and BA degrees via transfer.

CTE Month was held during the month of February, with panel discussions and a job fair highlighting CTE programs. Interviews were done on KSBR and the marketing committee agreed to provide \$2,000 to promote the events through online advertising on OCRegister.com.

The Science Lecture Series is underway, featuring speakers through March 28, 2011. The Science Lecture Series is a weekly forum designed to give students and the Saddleback College community the chance to meet renowned scientists and learn about their area of expertise. Lectures are free and take place on Fridays from 10:30 a.m. to noon in the Science and Mathematics Building (SM) room 313.

Office of Public Information and Marketing


The Office of Public Information and Marketing rolled out the marketing launch of Saddleback Mobile on February 7th. Announcements were posted on Facebook and Twitter and an advertisement was placed on the Saddleback College website linking to a web page with information about the product. Fliers were also posted throughout campus. In the first two days of the launch more than 260 people downloaded the Saddleback Mobile app for iphone, bringing the total as of February 9th to more than 570 downloads. Press releases were sent out on the foundation gala, accreditation, CTE Month, ambulance donation to the Health Sciences Division, and the Science Lecture Series.



IRVINE VALLEY COLLEGE

OFFICE OF THE PRESIDENT

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

FROM: Glenn R. Roquemore, President 

DATE: February 10, 2011

SUBJECT: **President's Report for the February 28, 2011 Board of Trustees Meeting**

IVC Speech and Debate Honors

In December, the Irvine Valley Speech and Debate Team competed at the 2010 PSCFA Fall Championships held at Mt. San Antonio College. The Pacific Southwest Collegiate Forensics Association is the Southern California Forensics league that sponsors such tournaments. Many students received awards in a variety of events. Four debate teams earned silver awards, five students received speaker awards, and eleven individual events advanced to the final round. In addition, IVC co-director of Forensics, Edwin Tiongson, was awarded the 2010 PSCFA Wyman-Howe Coaches Award. This annual award given by the Pacific Southwest Collegiate Forensics Association is presented to the coach that represents the best qualities of coaching excellence. Since 2001 Professor Tiongson has been with Irvine Valley Forensics Team and during that time he also served as the league vice-president and president. His service to forensics is well known, and he often serves as an official administering league and invitational tournaments. His coaching excellence is also well known with the team garnering six national championships since Edwin joined them.

IVC Foundation Sets Foundation Awards Dinner for April 26

This year's Irvine Valley College Foundation Awards Dinner will be held on Tuesday, April 26, 2011 at 7:00 p.m. at the beautiful and exclusive Big Canyon Country Club in Newport Beach. Three individuals will be recognized for their enthusiastic support of the college with a presentation of the IVC Medal, the Foundation's highest honor. Medal winners include: William Woollett, Jr. (Irvine's first city manager who served from 1972 to 1989), Irvine Police Chief Dave Maggard and Professor Colin McCaughey (who teaches Administration of Justice at IVC).

Gregorio Luke, IVC Guest Lecture Series

Gregorio Luke, former Consul for the Cultural Institute of Mexico in Los Angeles, Deputy Director of the Mexican Cultural Institute of Washington D.C., and First Secretary of the Embassy of Mexico in Washington D.C., as well as the former Director of the Museum of Latin American Art in Long Beach was the IVC Distinguished Guest Lecturer on Monday, January 31, in the IVC Performing Arts Center. Luke's lecture on Mexican art and history was sponsored by the IVC Academic Senate and the Associated Students.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Institution

IVC Joins Santa Monica and Golden West Colleges in Recycling Jobs Program

On January 26, Assistant Labor Secretary Jane Oates officially announced the collaborative partnership between Santa Monica, Irvine Valley, and Golden West Colleges to develop a for-credit program in Recycling and Resource Management. This program, believed to be the first of its kind, will be launched in fall 2011 to provide students with an industry-recognized certificate. The program offerings will grow into a two-year transferable degree and a state-approved, professional certificate. Assistant Secretary Oates hopes that this regional job-training program will become a national model. The Recycling and Resource Management job-training program is funded by a \$4.87 million Community-Based Job Training Grant awarded last year by the U.S. Department of Labor. The program dubbed "Jobs through Recycling and Resource Management" will provide job training in this high-growth, high-demand field.

IVC Foundation Receives Anonymous Donation

The Irvine Valley College Foundation recently announced that it has received an anonymous \$15,000 donation for the Theatre Department. The college received this generous gift through the Orange County Community Foundation, an organization that works with donors who want to grant effective and enduring gifts to nonprofit organizations in Orange County.

Astounding Inventions

IVC's popular "Astounding Inventions" event was held on Saturday, January 29 in the Hart Gym at Irvine Valley College. Admission and parking were free and food was available for purchase. The kids and their families were invited to experience and interact with demonstrations by our very own IVC faculty, including Kiana Tabibzadeh, Dale Carranza, Rich Zucker, Ilknur Erbas-White, Ernest Freund, Roy McCord, Brennan Wallace, Jodi Titus and George Brogan. Also included were interactive displays, exhibits and demonstrations by the Discovery Science Center, CSU Long Beach Mobile Science Museum, the Beckman High School Robotics team and many others. This year's event boasted over 400 entrants. Astounding Inventions is now in its 24th highly successful year of promoting science education and innovation. The event is presented by Greenberg Traurig, LLP and the Irvine Valley College Foundation. Other major sponsors include: Rosemount Analytical, SRS Labs, AT&T, Cox, Irvine Ranch Water District, Iwamoto Kong, Klein O'Neill & Singh, Wells Fargo, and Western Digital.

Soccer Standout Honored

Irvine Valley freshman standout Fredy Razo has been named a National Soccer Coaches Association of America (NSCAA) West Regional second team player for Division III Junior Colleges. Razo, who was also named first team all-Orange Empire Conference, broke the IVC men's soccer school record for goals this past season with 26 goals. He ended with 26 goals and six assists for 58 points for the Lasers. His goal and point total ranked second in the state. Razo had seven multi-goal matches. IVC ended with a record of 15-5-2 overall. Razo helped Irvine Valley finish in second place in the conference to reach the second round of the Southern California Regional Playoffs.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Institution



MEMORANDUM

TO: Chancellor Gary Poertner
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Associate Vice Chancellor of Economic Development

DATE: February 10, 2010

RE: ATEP Development Report for the February 28, 2011 Board of Trustees Meeting

DEMOLITION

The Phase I demolition initially projected to finish in late March is in the final weeks of wrapping up operations. The Phase II demolition will begin in March or April and run for 120 days. The contractor request for bids for the helicopter hangar is slated to go out to bid in late March or early April.

ORANGE COUNTY BUSINESS COUNCIL RESEARCH

Dr. Wallace Walrod, Vice President of Economic Development and Research for the Orange County Business Council, gave presentations at both college campuses to constituent groups. The presentation was the result of a District contracted research project made last year to support program growth and development for both colleges and ATEP.

CITY OF TUSTIN

Chancellor Gary Poertner, Acting Director of Public Affairs & Intergovernmental Relations Tere Fluegeman and Associate Vice Chancellor Randy Peebles attended the Tustin Mayor's Inaugural Dinner honoring Jerry Amante on Feb. 3, 2010. It was a great time to meet and talk with City of Tustin leadership and City Council members. It was apparent that city staff and council members were very pleased with the progress toward development of ATEP.