

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

AGENDA

Meeting of the Board of Trustees



Monday, April 29, 2013

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
William O. Jay, David B. Lang, Timothy Jemal, James R. Wright, Heather Park – Student Trustee
Gary L. Poertner - Chancellor



Meeting of the Board of Trustees

April 29, 2013

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 Discipline/Dismissal/Release/Employment (GC Section 54957) (8)
 - 1. Public Employee Discipline/Dismissal/Release (2)
 - a. Nursing Instructor (1)
 - b. Publication Technician (1)
 - 2. Public Employee Employment (6)
 - a. Vice President for Instruction, Saddleback College (1)
 - b. Fashion Instructor (1)
 - c. Director of Economic and Workforce Development (1)
 - d. Nurse (1)
 - e. Custodian (1)
 - f. Police Officer (1)
- B. Conference with Real Property Negotiators (GC Section 54956.8)(1)
 - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding price, terms and terms of payment.
- C. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation (GC Section 54956.9(b)(1))

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Nancy Padberg

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Resolutions/Commendations

A. Resolutions

1. Heather Park, Student Trustee
2. Classified Employees Week
3. Scott Fier, Professor of the Year, Saddleback College
4. Farida Gabdrakhmanova, Associate Professor of the Year, Saddleback College
5. Melinda Smith, Emeritus Professor of the Year, Saddleback College
6. Diana Hurlbut, Professor of the Year, Irvine Valley College
7. Mercedes Julian, Associate Professor of the Year, Irvine Valley College
8. Annette Hernandez, Emeritus Professor of the Year, Irvine Valley College
9. Model UN Team, Irvine Valley College

B. Commendations

None

2.5 Public Comments

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

3.0 **REPORTS**

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

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

4.0 **DISCUSSION ITEMS**

4.1 **Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 6 – “Revitalize and Re-Envision Professional Development”**

A presentation on Recommendation 6 of the California Community Colleges Student Success Task Force.

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 March 18, 2013.

5.2 **Irvine Valley College: Honors Psychology, Out-of-State Travel**

Approve the out of state travel request for the honors program to attend a professional psychology conference in Reno, Nevada, from April 25-28, 2013. All costs including travel, food, lodging, and incidentals will be paid by the Psychology/Psi Beta Foundation account and the individuals. There is no impact on the general fund.

5.3 **Irvine Valley College: Mobile Modular Management Corporation Lease Agreement-Addendum No. 2**

Approve lease agreement addendum with Mobile Modular Management Corporation at a cost of \$31,262.

5.4 **Irvine Valley College: Cafeteria Operations Services – Amendment No. 1**

Approve amendment with S & B Foods for the first two one-year extension to their agreement.

5.5 **Irvine Valley College: Life Sciences Building, Change order No. 11**

Approve change order requests for the Irvine Valley College Life Sciences project and authorize staff to execute the corresponding change order.

- 5.6 **Saddleback College: Soft Drink Supplier Agreement – Amendment No. 2**
Approve amendment for the second of the two one-year renewal options with Bottling Group, LLC from July 1, 2013 to June 30, 2014.
- 5.7 **Saddleback College: Cox (Sprint/Nextel) Lease Agreement – Amendment No. 3**
Approve amendment with Cox for the third of five additional five year extensions from January 1, 2012 to December 31, 2016 for an annual lease amount of \$21,600 paid to the College.
- 5.8 **Saddleback College: Cosmetology and Cosmetician Hair California Beauty College Academy Agreement Amendment No. 2**
Approve amendment to the agreement with Hair California Beauty Academy to renew the term for the second one-year extension.
- 5.9 **Saddleback College: Cosmetology and Cosmetician Agreement Amendment No. 4 to Advance Beauty College (formerly Lake Forest Beauty College)**
Approve amendment for a one year extension with Advance Beauty College.
- 5.10 **Saddleback College: Sciences Building Project: Architectural Agreement Amendment No. 2**
Approve amendment with Dougherty & Dougherty Architects, LLP increasing the contract amount by \$27,500. The total revised contract amount is \$2,648,500.
- 5.11 **Saddleback College: Construction Management Services – Amendment No. 1**
Approve amendment with Michael E. Wilson increasing the amount by \$150,000. The total revised contract amount is \$573,504.
- 5.12 **Saddleback College: Foreign Language Services (FLS) International Lease Agreement**
Approve the agreement with Foreign Language Services International for a 3 year term at a monthly rental rate of \$10,243.
- 5.13 **Saddleback College: Certificates/Degrees Revision for the 2013-14 Academic Year**
Approve the proposed changes in curriculum.
- 5.14 **Saddleback College: Annual California Association for Alcohol & Drug Educators (CAADE) Conference**
Approve the eligible student to attend the California Association for Alcohol

& Drug Educators Annual Convention in Reno, Nevada.

- 5.15 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.16 **ATEP: Award of Bid No. 14, Site Foundation and Infrastructure Demolition**
Approve the agreement with U.S. Demolition, Inc., in the amount of \$1,350,006.
- 5.17 **SOCCCD: Contract with Neudesic LLC for Software Development**
Approved contract with Neudesic for software development in the amount of \$45,000.
- 5.18 **SOCCCD: Education Protection Account Funds**
Approve EPA funds spending plan for FY 2012-2013.
- 5.19 **SOCCCD: Legal Services: Atkinson, Andelson, Loya, Ruud & Romo**
Approve increase in spending limit to \$440,000 for Atkinson, Andelson, Loya, Ruud & Romo contracts for FY 2012-2013.
- 5.20 **SOCCCD: Professional Services for Irvine Valley College A-400 Design-Build, Design and Construction Phase**
Approve the agreement with Alternative Delivery Solutions, LLC for an hourly fee of \$185.00 per hour not to exceed \$130,240.
- 5.21 **SOCCCD: District-wide Wireless Network Refresh**
Approve the use of the CMAS contracts with Presidio for an additional amount of \$60,000. The total revised estimated expenditure is \$408,867.91.
- 5.22 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-12 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amend the FY 2012-2013 Adopted Budget.
- 5.23 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.24 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.25 **SOCCCD: March/April 2013 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 P13-03325 through P13-03848 amounting to \$1,804,489.91 and P14-00001 through P14-00024 amounting to \$102,276.91. Approve confirming requisitions dated February 27, 2013 through April 10, 2013 totaling \$641,740.37.
- 5.27 **SOCCCD: Payment of Bills**
Approve check no. 167104 through 168359 processed through the Orange County Department of Education, totaling \$5,972,627.08; and check no. 010610 through 010627, processed through Saddleback College Community Education, totaling \$185,977.06; and check no. 009087 through 009098, processed through Irvine Valley College Community Education, totaling \$78,065.48.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College & Irvine Valley College: 2013-2014 Student Health Fee Increase**
Approve student health fee increase of \$1 for the 2013-2014 academic year.
- 6.2 **SOCCCD: 2014-2015 Academic Calendar**
Approve the proposed Academic Calendar for 2013-2014
- 6.3 **Saddleback College: Energy Master Supply Contracts**
Approve two NAESB agreements with an estimated annual cost of \$600,000 for a five year total contract amount of \$3,000,000 commencing on July 1, 2013.
- 6.4 **Saddleback College: 2013-14 Additional Faculty Hiring Request**
Approve the announcement of the position and recruitment of a full-time speech faculty replacement position, contingent upon funding, at Saddleback College for the 2013-2014 academic year.
- 6.5 **SOCCCD: Board Policy Revision: BP-100: The South Orange County Community College District, BP-101: Mission, BP-103: Board Membership, BP-105: Organization of the Governing Board, BP-106: Board Elections, BP-108: Vacancies of the Board**
Discussion/Approval
- 6.6 **SOCCCD: Board Policy Revision: BP-3811: College Bookstores, BP 5230: Athletics, BP-2100.2: Role and Scope of Authority of the Academic Senates, BP-5625: Students in the Military, BP-4113: Parental Leave for Administrators and Classified Management**

Personnel, BP-109: Board Education, BP-112: Duties and Responsibilities of the Board of Trustees, BP-118: Committees of the Board, BP-120: Regular Meetings of the Board, BP-122: Closed Sessions, BP-124: Special and Emergency Meetings, BP-5601: Certificate Programs, BP-2120: Institutional Planning
Accept for review and study.

- 6.7 **SOCCCD: Request to Revise Sabbatical Project for Spring 2013**
Approve recommendation from Sabbatical Committee to revise approved sabbatical project.
- 6.8 **SOCCCD: SOCCCD Adopt Resolution No. 13-13 Classified Employee Layoff**
Adopt resolution to approve the discontinuance of classified service.
- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.
- 6.10 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Change of Status, Out of Class Assignments, Resignation/ Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Professors of the Year**
Saddleback College and Irvine Valley College Professors of the Year
- 7.2 **SOCCCD: Part-time Faculty Appreciation Month**
Representatives from the Faculty Association will recognize part-time faculty appreciation month at SOCCCD.
- 7.3 **Saddleback College and Irvine Valley College: Veterans Services**
A written report outlining the veterans services provided at Saddleback College and Irvine Valley College (report request made by Trustee Jim Wright at the February Board of Trustees meeting).
- 7.4 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 7.5 **SOCCCD: Becoming Fiscally Accountable**
Development of proper internal controls and audit function to submit application for district to become fiscally accountable.
- 7.6 **SOCCCD: List of Board Requested Reports**
Report to provide status of board requested reports.
- 7.7 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.8 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.9 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through March 31, 2013.
- 7.10 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending March 31, 2013.
- 7.11 **SOCCCD: Quarterly Financial Status Report**
The report is for the period ending March 31, 2013.

8.0 **REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

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

9.0 ADDITIONAL ITEMS

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

A P R I L 2 9 , 2 0 1 3

HEATHER PARK STUDENT TRUSTEE

*W*hereas, Heather Park served as the elected Student Member of the South Orange County Community College District Board of Trustees for the 2012-2013 Academic Year; and

*W*hereas, Heather Park represented more than 42,000 students each semester from Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; and

*W*hereas, Heather Park served as president of the Irvine Valley College sociology club, was a member of the administrative justice club and attended campus events at both colleges; and

*W*hereas, Heather Park served with dedication while balancing coursework in sociology, volunteering at local soup kitchens, tutoring, and teaching piano and swimming to children; and

*W*hereas, Heather Park provided a conduit for all students, meeting regularly with the Board of Trustees, the Chancellor, College Presidents, and Saddleback College and Irvine Valley College student governments, ensuring that the student voice be considered and recognized as an integral part of District governance; therefore,

*B*e it resolved the Board of Trustees and Chancellor of the South Orange County Community College District do hereby commend and congratulate Heather Park for her outstanding service as Student Trustee for the 2012-2013 Academic Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

A P R I L 2 9 , 2 0 1 3

CLASSIFIED SCHOOL EMPLOYEE WEEK

*W*hereas, Classified School Employees provide valuable skills, services, and support to students, faculty, administrators, and staff of the South Orange County Community College District; and

*W*hereas, Classified School Employees contribute significantly to the establishment and promotion of a positive and supportive instructional and learning environment to facilitate student success; and

*W*hereas, Classified School Employees play an important and vital role in providing for the health, welfare and safety of the South Orange County Community College District students and staff; and

*W*hereas, Classified School Employees strive for excellence in all areas relative to the educational community and serve as a valued resource and guide for students of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; therefore,

*B*e it resolved that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby recognize, honor and appreciate the many contributions of the Classified Employees to quality education in California and in our District and declare the week of May 19th to 25th, 2013 as *Classified School Employee Week*.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

A P R I L 2 9 , 2 0 1 3

DR. SCOTT FIER SADDLEBACK COLLEGE 2013-2014 PROFESSOR OF THE YEAR

*W*hereas, Dr. Scott Fier, a chemistry instructor described by his students as “an excellent mentor,” whose labors are dedicated to the success of his students, was named Saddleback College’s Professor of the Year; and

*W*hereas, Dr. Scott Fier applies to his teaching style the principles he learned while coaching youngsters, treating a course as a continuing account of how chemistry describes the world around us, engaging his students in a compelling story in an efficient and sequential manner; and

*W*hereas, Dr. Scott Fier has taught at Saddleback College since 1992, and has proven himself to be a highly respected instructor who motivates his students, who in turn flourish under his tutelage; and

*W*hereas, Dr. Scott Fier truly roots for his students, posting the names on his office door of those who earn “A’s” on tests, and keeping framed photos in his office of his top student from each semester; and

*W*hereas, Dr. Scott Fier helps students well beyond their time in his classroom by assisting them with their transfer plans and preparing them to succeed in their classes after they have transferred; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Dr. Scott Fier for his outstanding dedication to his students and well-deserved recognition as Saddleback College’s Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

APRIL 29, 2013

FARIDA GABDRAKHMANOVA

SADDLEBACK COLLEGE

2013-2014 ASSOCIATE PROFESSOR OF THE YEAR

Whereas, Farida Gabdrakhmanova, an interior design instructor at Saddleback College since 2011, was named Saddleback College's Associate Professor of the Year; and

Whereas, Farida Gabdrakhmanova's students describe her as "compassionate," "energetic," and "caring," yet appreciate that she is tough on them when necessary and always provides encouragement that contributes to their success; and

Whereas, Farida Gabdrakhmanova humbly shares this recognition with her colleagues who were her teachers while she was a student at Saddleback and continue to support and encourage her; and with her students, who inspire and motivate her each day with their positive commitment to education; and

Whereas, Farida Gabdrakhmanova teaches to help her students grow, learn, and gain confidence in everything that they do, and with her high expectations shows that she believes in them and wants them to leave college prepared and ready to succeed; and

Whereas, through much hard work and dedication, Farida Gabdrakhmanova secured grant funding so that the interior design program could offer technical classes, including digital visualization, to help students stay current in their chosen profession; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Farida Gabdrakhmanova for her outstanding dedication to her students and well-deserved recognition as Saddleback College's Associate Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

APRIL 29, 2013

MELINDA SMITH

SADDLEBACK COLLEGE

2013-2014 EMERITUS PROFESSOR OF THE YEAR

Whereas, Melinda Smith, a fashion design instructor at Saddleback College since 1999, was named Saddleback College's Emeritus Professor of the Year; and

Whereas, Melinda Smith's passion for clothing and wearable arts started when she learned to sew at the age of nine and she has earned numerous awards for her design acumen, and found a passion for teaching for the past 25 years; and

Whereas, Melinda Smith's classes are famous for their popularity, filling up quickly with students who describe her as "academically challenging," "caring," "engaging," "inspirational," "supportive," and "always prepared"; and

Whereas, Melinda Smith is so highly respected by her students that they report one can hear a pin drop during her lectures; and students say they schedule around her class because she makes each day exciting; and

Whereas, Melinda Smith is beloved by her students for creating a warm and supportive classroom environment that students leave with increased creativity and self-esteem, and are inspired to look at the world in a new way; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Melinda Smith for her outstanding dedication to her students and well-deserved recognition as Saddleback College's Emeritus Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

APRIL 29, 2013

DIANA HURLBUT IRVINE VALLEY COLLEGE 2013-2014 PROFESSOR OF THE YEAR

Whereas, Diana Hurlbut, a faculty member at Irvine Valley College since 1995, is recognized as Professor of the Year for her contributions to the college and her students; and

Whereas, Diana Hurlbut, a native of Connecticut, graduated from UC Irvine in 1980 and received her PhD in Neuropharmacology and Toxicology from UC Irvine in 1988, first teaching at IVC as an adjunct instructor before becoming a full-time faculty member in 2008; and

Whereas, before Diana Hurlbut started teaching full time, she was passionately involved in scientific research, including topics like Reynaud's disease, opiate receptors in the brain, and drug therapy treatment for glaucoma. She has written or contributed to the writing of over 25 papers, book chapters and abstracts; and

Whereas, Diana Hurlbut was very involved in educating the public about HIV and the prevention of AIDS, as well as working with diverse populations and training over 100 individuals to teach about reproductive health; and

Whereas, Diana Hurlbut's students describe her as funny, unusual, enthusiastic, challenging, and a positive influence on their lives, with one student stating, "Dr. Hurlbut broke a big wall in my life which kept me back from studying science...She became my inspiration that nothing could hold me back from reaching my goals...She believes in us more than ourselves and helps us dream big;" therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Diana Hurlbut as the Irvine Valley College Outstanding Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

A P R I L 2 9 , 2 0 1 3

MERCEDES JULIAN IRVINE VALLEY COLLEGE 2013-2014 PART-TIME PROFESSOR OF THE YEAR

Whereas, Mercedes Julian, a member of the Irvine Valley College (IVC) School of Humanities and Languages teaching staff since 1984, is recognized as Part-Time Professor of the Year for her contributions to students; and

Whereas, Mercedes Julian has primarily taught Spanish 10 and 11 and is motivated by the opportunity to share her love of the Spanish language; and

Whereas, Mercedes Julian says “she has been privileged to experience first-hand the growth and development of not only the South Orange County Community College District but of what we now know and love as Irvine Valley College;” and

Whereas, Mercedes Julian states she is motivated by the variety of students and quality of people at Irvine Valley College; and

Whereas, Mercedes Julian is highly respected by her colleagues and is recognized by her students for her passion and encouragement; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Mercedes Julian as the Irvine Valley College Outstanding Part-time Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

APRIL 29, 2013

ANNETTE HERNANDEZ IRVINE VALLEY COLLEGE 2013-2014 EMERITUS PROFESSOR OF THE YEAR

Whereas, Annette Hernandez, a member of the Irvine Valley College (IVC) Emeritus Institute for six years, is recognized as Outstanding Emeritus Professor of the Year for her tremendous contribution to students and art education; and

Whereas, Annette Hernandez is a professional artist who works with students both individually and in group settings, encouraging students to explore self-expression as they achieve their own style and create great works of handcrafted art; and

Whereas, Annette Hernandez is recognized as patient, prepared, inspirational, and stimulating, presenting new techniques and patterns through her art instruction on a weekly basis. One of her students says, "Annette has truly encouraged our whole class to further develop their art skills and share their experiences with others." Some of her students have gone on to exhibit and receive awards at venues like the Orange County Fair, and to teach beading themselves; and

Whereas, Annette Hernandez has earned first place at the Orange County Fair in the professional beading category for the past six years, and was the division winner in 2008, 2011 and 2012, as well as Best in Show in 2011; and

Whereas, Annette Hernandez has served Irvine Valley College and the South Orange County Community College District with great distinction and excellence in teaching, and is respected by her colleagues and recognized by her students for her passion and encouragement; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Annette Hernandez as the Irvine Valley College Outstanding Emeritus Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

APRIL 29, 2013

IRVINE VALLEY COLLEGE MODEL UNITED NATIONS 2013 OUTSTANDING DELEGATION AWARD

Whereas, the 2012 – 2013 Irvine Valley College Model United Nations team, for a second year in a row, took top honors at the National Model United Nations Conference in New York City, competing among 215 colleges and four-year universities, making IVC the most decorated school this year; and

Whereas, Eric Hanson and Summer Gary received the Outstanding Position Paper award for General Assembly First Committee, Jibran Samla and Kaitlin O'Neill received the Outstanding Position Paper award for General Assembly Fourth Committee, and Aurora Solna and Max Hyman received the Outstanding Position Paper award for United Nations Committee on Trade and Development; and

Whereas, IVC's own Farheen Jamil and Kaitlin O'Neill competed against more than one hundred students and were offered positions by the Nation Model UN staff as chairs for the Economic Commission for Africa and the General Assembly First Committee; and

Whereas, IVC's Model UN team included Cale Crammer (Advisor), Farheen Jamil (Chair for Economic Commission for Africa), Kaitlin O'Neill (Chair for General Assembly First Committee), Eric Hanson and Summer Gary (General Assembly First Committee), Audrey Meaney and Theodore Hunt (General Assembly Second Committee), Gabriel Masri and Jibran Samla (General Assembly Fourth Committee), Aurora Solna and Max Hyman (United Nations Committee on Trade and Development); therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate the 2012-2013 Irvine Valley College Model United Nations Team and their advisors for their outstanding year and excellent representation of Irvine Valley College.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 6

ACTION: Discussion

BACKGROUND

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

Recommendation 6 of the report is to “*revitalize and re-envision professional development*”. This recommendation includes the following:

- Create a continuum of mandatory professional development opportunities
- Direct professional development resources toward improving basic skills instruction and support services

STATUS

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to revitalize and re-envision professional development.

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

Minutes from:

March 18, 2013 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
March 18, 2013**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation (GC Section 54956.9(b)(2))

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

At the February 25, 2013 meeting, the board reported approval in closed session of a vote to reject the recommendation to non-reelect two faculty members at Irvine Valley College. Trustee Padberg announced the report should reflect a vote of 7-0.

2.2 Invocation

Led by Trustee Jim Wright

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions / Commendations

A. Resolution: None

B. Commendations: Saddleback College Dean of Liberal Arts, Kevin O'Connor named ACCCA's Volunteer of the Year.

2.5 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

- 4.1 None

5.0 CONSENT CALENDAR ITEMS

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

Trustee Wright requested to pull item 5.5 from the consent calendar.

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on February 25, 2013.
- 5.2 **Saddleback College: Energy Management System Agreement Filing of a Notice of Completion**
Authorize the filing of a notice of completion.
- 5.3 **Saddleback College: Learning Resource Center Renovation Project: Amendment No. 3 to Labor Compliance Agreement Scope of Work**
Approve amendment with Parsons Brinckerhoff resulting in an increase of \$14,155. The total revised agreement amount is \$94,300.
- 5.4 **Irvine Valley College: Life Sciences Building: Change Order No. 10**
Approve change order resulting in an increase of \$27,542 in the project cost. The total revised contract amount is \$11,584,387.11.
- 5.5 **Irvine Valley College: Spring 2013 Badminton Team Out-of-State Travel – Taiwan**
Approve the out of state travel request for the badminton team and their coaches to travel to Taipei, Taiwan from May 23 to June 1, 2013. All costs for travel, food, lodging, and incidentals will be paid by the foundation account and the individuals. There is no impact on the general fund.

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

- 5.6 **Irvine Valley College: Curriculum Revisions for the 2013-14 Academic**

Year

Approve curriculum changes for the 2013-14 academic year pursuant to Title 5, Section 53200 et seq.

- 5.7 **Saddleback College and Irvine Valley College: Community Education, Summer 2013 – Additional Courses**
Approve additional Community Education courses, presenters, and compensation for Summer Session 2013.
- 5.8 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.9 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/Ratify Trustees' requests for attending conferences.
- 5.10 **SOCCCD: 2014-2015 Academic Calendar**
Accept for review and study the proposed Academic Calendar for 2014-2015.
- 5.11 **SOCCCD: District-wide Wireless Network Refresh**
Approve the use of the CMAS contracts with Presidio at a cost estimated at \$348,867.91.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-09 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amend the FY 2012-2013 Adopted Budget.
- 5.13 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.15 **SOCCCD: February/March 2013 Contracts**
Ratify contracts as listed.
- 5.16 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-03063 through P13-03324 amounting to \$9,416,055.44. Approve confirming requisitions dated February 6, 2013 through February 26, 2013 totaling \$69,684.79.
- 5.17 **SOCCCD: Payment of Bills**
Approve check no. 166434 through 167103 processed through the Orange County Department of Education, totaling \$4,539,122.91; and check no.

010595 through 010609, processed through Saddleback College Community Education, totaling \$20,219.46; and check no. 009082 through 009086, processed through Irvine Valley College Community Education, totaling \$2,982.94.

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Five Year Construction Plan

Approve the District's Order of Priority for the Five Year Construction Plan.

On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 6-1 vote with Trustee Wright casting a negative vote.

6.2 SOCCCD: CCCT Board Election 2013

Recommendation for SOCCCD Board members to nominate seven candidates to the CCCT Board of Directors.

On a motion made by Trustee Jemal and seconded by Trustee Wright, this item was approved on a 6-1 vote with Trustee Jay abstaining.

6.3 SOCCCD: Board Policy Revision: BP-3420: Local Law Enforcement Discussion/Approval

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

6.4 SOCCCD: Board Policy Revision: BP-100: The South Orange County Community College District, BP-101: Mission, BP-103: Board Membership, BP-105: Organization of the Governing Board, BP-106: Board Elections, BP-108: Vacancies of the Board Accept for review and study.

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

6.5 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Reclassification of Academic Faculty Positions, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Hire Full-Time Faculty Under Equivalency, Reorganization of Academic Administrator Position, Resignation/ Retirement/Conclusion of Employment.

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

6.6 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/ Conclusion of Employment, Volunteers.

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

6.7 SOCCCD: Adopt Resolutions No. 13-10 and 13-11 Classified Employee Layoffs

Adopt resolutions to approve the discontinuance of classified service.

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

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Speakers

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

7.2 SOCCCD: Basic Aid Report

Report on projected receipts and approved projects.

7.3 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

7.4 SOCCCD: Monthly Financial Status Report

The reports display the adopted budget, revised budget and transactions through February 28, 2013.

7.5 SOCCCD: Retiree (OPEB) Trust Fund

The report is for period ending February 28, 2013.

7.6 Saddleback College and Irvine Valley College: Business Partnerships

A written report outlining the status of current partnerships between Saddleback College, Irvine Valley College and the business community (report request made by Trustee Tim Jemal at the January Board of Trustees meeting).

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 7:33 p.m. in memory of Irvine Valley College English Professor, Kirk Gorrie.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Honors Psychology, Out-of-State Conference Travel

ACTION: Approval

BACKGROUND

Irvine Valley College is committed to providing high-quality education and a full range of scientific and cultural activities for students. The Psychology Department and its psychology honors club (Psi Beta) has arranged for students to attend and participate in the annual meeting of the Western Psychological Association conference.

As part of offering high quality education to students, the Irvine Valley College Psychology Department is offering an opportunity for students to attend the 2013 conference to be held at the Grand Sierra Convention Hotel in Reno, NV. Students will present research posters, attend symposia, distinguished lectures, and a variety of poster sessions.

STATUS

The Irvine Valley College School of Social Sciences and Department of Psychology propose to take 17 students to the professional psychology conference from April 25-28, 2013. The individual cost breakdown summary is presented in Exhibit A. All costs including travel, food, lodging, and incidentals will be paid from donations contributed by students, parents, and faculty to the Psychology/Psi Beta Foundation account at Irvine Valley College. There is no impact to general funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the School of Social Sciences, Department of Psychology, out of state student travel to the Western Psychological Association Conference.

**INDIVIDUAL COST BREAKDOWN SUMMARY
AND PROGRAM DESCRIPTION**

IRVINE VALLEY COLLEGE
SCHOOL OF SOCIAL SCIENCES AND BEHAVIORAL SCIENCES

PSYCHOLOGY PROGRAM / PSI BETA CLUB
OUT-OF-STATE TRAVEL CLASS
WESTERN PSYCHOLOGICAL ASSOCIATION CONFERENCE

ESTIMATED COSTS OF CONFERENCE ATTENDANCE

COSTS TO BE PAID BY STUDENTS	
Conference registration (17 students, \$65 each)	\$910.00
Food (17 students, 4 days, \$31/day)	2,108.00
TOTAL COST	\$3,018.00
OUT OF POCKET COST PER STUDENT (17 Students)*	\$177.53
APPROXIMATE COSTS TO BE PAID BY PSYCHOLOGY/PSI BETA FOUNDATION ACCOUNT	
Student airfare to and from conference (17 students, \$425 each)	\$7,225.00
Student lodging (6 rooms at \$375 per room for 4 nights)	\$2,250.00
TOTAL COSTS TO FOUNDATION ACCOUNT	\$9,475.00
GRAND TOTAL	\$12,493.00

*Three IVC instructors will attend using professional development fund to pay their expenses.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Mobile Modular Management Corporation Lease Agreement- Addendum No. 2

ACTION: Approval

BACKGROUND

Irvine Valley College requires the continued use of two (2) 24' x 40' DSA approved modular buildings for the purpose of educational instruction. The original contract (Exhibit C) with Mobile Modular Management Corporation and the current contract addendum (Exhibit B) for the two (2) units expires on August 19, 2013. The college desires a second addendum of this multi-year lease agreement effective August 20, 2013 and will terminate on January 20, 2016.

STATUS

The total lease value for the two (2) units over the lease period is \$31,262.00 and will be invoiced/paid on an annual basis as follows:

First Year	\$12,936.00
Second Year	\$12,936.00
Remaining 5 months	\$ 5,390.00

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Lease Agreement Addendum No. 2 (Exhibit A) with Mobile Modular Management Corporation, effective August 20, 2013 to January 20, 2016 at a total cost of \$31,262.



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752

Ph (951) 360-6600 Fax (951) 360-6622

www.MobileModularRents.com

Contract Addendum

Date: 4/16/2013

Customer : South Orange County Community College
Billing Address: 2800 Marguerite Parkway
City/State/Zip: Mission Viejo, CA 92692

Attn: Jeff Hurlbut
Phone : 949-451-5546
Fax:
E-mail: jhurlbut@ivc.edu

Project Name :
Site Address : 5500 Irvine Center Dr
City/State/Zip: Irvine, CA 92618

This will serve as an addendum to the contract agreement entered into between (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor).

South Orange County Community College

ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.

Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.

Renewal Information

Contract No.	Original Term	Original Start Rent Date	Building ID	Item Description	Addendum Start Date	Addendum Stop Date	Term	Annual Rental Rate
549501	36	8/21/2006	42397	Classroom, 24x40 DSA (Item1001)	8/20/2013	1/20/2016	29 mos	\$6,468.00
549506	36	8/21/2006	42610	Classroom, 24x40 DSA (Item1001)	8/20/2013	1/20/2016	29 mos	\$6,468.00

Any edits to this Contract Addendum will void entire Addendum.

. Rental rates do not include any applicable taxes. Return delivery and preparing equipment for return will be quoted at time of return.

Bill Frequency for this contract is Annually.

Additional Contract Addendum Notes:

Mobile Modular Management Corporation

South Orange County Community College

Printed Name

Printed Name

Title

Title

Signature

Signature

Date

Date

Call (951) 360-5163 with any questions or comments, ask for Maggy Espinoza

Thank you for contacting Mobile Modular.

****Note:** Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752

Ph (951) 360-6600 Fax (951) 360-6622

www.MobileModularRents.com

Contract Addendum

Date: 2/21/2013

Customer : South Orange County Community College
Billing Address: 2800 Marguerite Parkway
City/State/Zip: Mission Viejo, CA 92692

Attn: Jeff Hurlbut
Phone : 949-451-8546
Fax:
E-mail: jhurlbut@hvc.edu

Project Name :
Site Address : 5500 Irvine Center Dr
City/State/Zip: Irvine, CA 92618

This will serve as an addendum to the contract agreement entered into between South Orange County Community College (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor).
ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.
Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.
Renewal Information

Contract No.	Original Term	Original Start Rent Date	Building ID	Item Description	Addendum Start Date	Addendum Stop Date	Term	Annual Rental Rate
548501	36	8/21/2008	42887	Classroom, 24x40 DSA (Item1001)	8-20-2009	8/18/2013	48 mos	\$6,488.00
548508	36	8/21/2008	42810	Classroom, 24x40 DSA (Item1001)	8-20-2009	8/18/2013	48 mos	\$6,488.00

Any edits to this Contract Addendum will void entire Addendum.

. Rental rates do not include any applicable taxes. Return delivery and preparing equipment for return will be quoted at time of return.
B2 Frequency for this contract is Annually.

Additional Contract Addendum Notes:

Mobile Modular Management Corporation

Dawn Harrison
Printed Name

Operations Manager
Title

Dawn Harrison
Signature

3-4-13
Date

South Orange County Community College

Debra L. Fitzsimons
Printed Name

Vice Chancellor, Business Services
Title

Debra L. Fitzsimons
Signature

3/7/13
Date

Call (951) 360-5163 with any questions or comments, ask for Maggy Espinoza

Thank you for contacting Mobile Modular.

**Note: Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.

OK to submit to District 3/5/13



SPEED LEASE AGREEMENT **MOBILE MODULAR MANAGEMENT CORPORATION**

11450 Mission Blvd, Mira Loma, CA 91752

Ph (951) 360-8800 Fax (951) 360-6622

www.MobileModularRents.com

Exhibit C
Page 1 of 2

Lease #: 549506	Lease Term (Mos*): 36 Start Date: 08/01/06	Sales Rep: David Morgan Email: dmorgan@mobilemodularrents.com	Date Printed: 05/15/06
Lessee: South Orange County Community College 28000 Marguerite Parkway Mission Viejo CA 92692 Raul Villalba Ph: (949) 582-4680 Fax: (949) 364-1731		Site Information: Project Name: Irvine Valley College CEC 1-4; CEC 5&6 Irvine Valley College: 5500 Irvine Center Drive IRVINE County: ORANGE Rob Bennett (949) 451-5489 PO #:	

Charges:

1. Rent-Annual	\$7,056.00	9. Furniture	\$0.00	11. Return Delivery	\$937.00
2. Delivery	\$937.00	10. Security Deposit**	\$3,000.00	12. Dismantle	\$1,201.00
3. Block/level	\$1,682.00	<div>Subtotal of #'s 1 - 10: <u>\$12,675.00</u></div> <div>Amount subject to tax: \$7,056.00</div> <div>Tax rate***: 0.000%</div> <div>Tax: \$0.00</div> <div>PLEASE REMIT THIS AMOUNT >> <u>\$12,675.00</u></div>		13. Cleaning Fee	\$0.00
4. Modifications	\$0.00			<div>* This lease agreement defines a month as 30 calendar days.</div> <div>** Security Deposit to be applied against account balances at end of lease.</div> <div>*** Actual tax rate at time of delivery will be charged.</div>	
5. Skirting	\$0.00				
6. Ramps / Steps	\$0.00				
7. Seismic Restraint	\$0.00				
8. Other / misc	\$0.00				

Special Notes: 24x40 DSA Classroom. Pricing based upon the La Habra City School District Piggyback Bid # 2003-1, inclusive of CPI increases; 24x40 DSA Classroom. Pricing based upon the La Habra City School District Piggyback Bid # 2003-1, inclusive of CPI increases; RH door; Stand-alone foundation system; Temporary fencing is the responsibility of Irvine Valley College; Site must have all building corners marked by Irvine Valley College prior to delivery; Ramp transitions to grade are by Irvine Valley College; The only additional costs that should be incurred would be relative to site conditions, such as side loading, reverse loading, rolling or maneuvering the building into place based upon site conditions.

Prices may be adjusted for unknown circumstances, e.g. driver waiting time, pilot car requirements, special permits, difficult site, increases in fuel prices, labor increases, etc.

This transaction is subject to credit approval, all Attachments noted below, and to the Terms and Conditions which are made a part hereof, which customer acknowledges that he/she has received and read. Customer acknowledges that a Fax copy of this agreement with signature is legally binding.

Have your insurance company comply with Terms and Conditions #11 unless waived. Skirting and Seismic/Wind restraint(s) pricing does not include removal/disposal unless noted otherwise. Please treat our equipment with respect. All damages other than normal usage will be billed for at the end of lease.

Insurance value: \$54,000

Nominal Building Box Size

24 x 40

sn-000A c/I-Web0194 DSA Mfg

sn-000A c/I-Web0195 DSA Mfg

Please sign below and fax back to us at: (951) 360-6622

Attachments made a part of this agreement:

Attachments A, O and Terms and Conditions of the MMMC Lease Agreement

Lessee: South Orange County Community College

The Undersigned affirms that he/she is duly authorized to sign and commit to this Agreement for the above named customer.

Please Print Name: _____

Mobile Modular Management Corporation (MMMC)

Sales Rep: _____

Date: _____

Accepted By (X): _____

Date: _____

rev.2/02

Please remit payment to: McGrath RentCorp-Mobile Modular, P.O. Box 45043, San Francisco, CA 94145-0043

IMPORTANT: MMMC REQUIRES A MINIMUM OF 30 DAYS NOTICE ON ALL RETURN DELIVERIES

07/08/05

May-15-06 12:00 From:MOBILE MODULAR

+18093606622

T-893 P 004/009 F-826



SPEED LEASE AGREEMENT
MOBILE MODULAR MANAGEMENT CORPORATION
11450 Mission Blvd, Mira Loma, CA 91752
Ph (951) 360-6600 Fax (951) 360-6622
www.MobileModularRents.com

Lease #: 549501	Lease Term (Mos.): 36 Start Date: 08/01/06	Sales Rep: David Morgan Email: dmorgan@mobilemodularrents.com	Date Printed: 05/15/06
Lessee: South Orange County Community College 28000 Marguerite Parkway Mission Viejo CA 92692 Raul Villalba Ph: (949) 582-4680 Fax: (949) 364-1731		Site information: Project Name: Irvine Valley College CEC 1-4; CEC 5&6 Irvine Valley College: 5600 Irvine Center Drive IRVINE County: ORANGE Rob Bennett (949) 451-5489 PO #:	

Charges:

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2. Delivery	\$937.00	10. Security Deposit**	\$3,000.00	12. Dismantle	\$1,201.00
3. Block/level	\$1,682.00	Subtotal of #'s 1 - 10:	\$12,675.00	13. Cleaning Fee	\$0.00
4. Modifications	\$0.00	Amount subject to tax:	\$7,056.00	* This lease agreement defines a month as 30 calendar days. ** Security Deposit to be applied against account balances at end of lease. *** Actual tax rate at time of delivery will be charged.	
5. Skirting	\$0.00	Tax rate***:	0.000%		
6. Ramps / Steps	\$0.00	Tax:	\$0.00		
7. Seismic Restraint	\$0.00	PLEASE REMIT THIS AMOUNT >>			
8. Other / misc	\$0.00				

Special Notes: 24x40 DSA Classroom. Pricing based upon the La Habra City School District Piggyback Bid # 2003-1, inclusive of CPI increases; RH door; Stand-alone foundation system; Temporary fencing is the responsibility of Irvine Valley College; Site must have all building corners marked by Irvine Valley College prior to delivery; Ramp transitions to grade are by Irvine Valley College; The only additional costs that should be incurred would be relative to site conditions, such as side loading, reverse loading, rolling or maneuvering the building into place based upon site conditions.

Pricing may be adjusted for unknown circumstances, e.g. driver waiting time, pilot car requirements, special permits, difficult site, increases in fuel prices, labor increases, etc.

This transaction is subject to credit approval, all Attachments noted below, and to the Terms and Conditions which are made a part hereof, which customer acknowledges that he/she has received and read. Customer acknowledges that a Fax copy of this agreement with signature is legally binding.

Have your insurance company comply with Terms and Conditions #11 unless waived. Skirting and Seismic/Wind restraint(s) pricing does not include removal/disposal unless noted otherwise. Please treat our equipment with respect. All damages other than normal usage will be billed for at the end of lease.

Insurance value: \$64,000
Nominal Building Box Size
24 x 40
sn-000A c/-Web0194 DSA Mfg
sn-000A c/-Web0195 DSA Mfg

Please sign below and fax back to us at: (951) 360-6622

Attachments made a part of this agreement:
Attachments A, O and Terms and Conditions of the MMMC Lease Agreement

Lessee: **South Orange County Community College**

The Undersigned affirms that he/she is duly authorized to sign and commit to this Agreement for the above named customer.

Please Print Name: _____

Mobile Modular Management Corporation (MMMC)

Sales Rep: _____
Date: _____

Accepted By (X): _____

Date: _____

rev.2/02

Please remit payment to: McGrath RentCorp-Mobile Modular, P.O. Box 45043, San Francisco, CA 94145-0043

IMPORTANT: MMMC REQUIRES A MINIMUM OF 30 DAYS NOTICE ON ALL RETURN DELIVERIES

07/05/06

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Cafeteria Operations Services, Amendment No.1

ACTION: Approval

BACKGROUND

On April 25, 2011, the Board of Trustees approved a five year agreement for the Cafeteria Operations Services with S & B Foods at Irvine Valley College beginning July 1, 2011. In accordance with Education Code Section 88004.5, the contract was approved for one year of service with four additional one-year extensions. To acknowledge the investment required by a vendor providing food service, the contract was written so that the first two one-year extensions are offered at the Contractor's option and the remaining two one-year extensions are at the District's option.

STATUS

Though the first two one-year extensions are at the Vendor's option, a written amendment must be in place to formalize District acceptance. The Food and Beverage Committee did not understand this nuance and did not request this amendment for the first of the two one-year extensions.

The College's Food and Beverage Committee recommends amending this agreement to accept the Contractor's option to renew for the first two - one year renewals under the same terms and conditions (Exhibit A) to address both two year extensions from July 1, 2012 to June 30, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 to the agreement (Exhibit B) with S&B Foods for the first two one-year extensions to their agreement from July 1, 2012 to June 30, 2014.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 92692

BID NO. 301
CAFETERIA AGREEMENT FOR IRVINE VALLEY COLLEGE

S&B Foods Contract Consideration
<u>Commission:</u> 12% of net sales or A minimum annual commission of \$50,000 (whichever is greater on cafeteria and vending sales)
<u>Up Front Commission:</u> \$10,000 upon signing and by 9/1/2011
<u>Annual Catering Credit:</u> \$2,500 for In Service Catering Breakfast/Lunch twice yearly
<u>President's Office Catering Allowance:</u> \$500 per contract timeframe
<u>ASIVC Catering Credit:</u> \$2,000 annually
<u>Discounts:</u> 10% discount daily - ASG Card 20% discount – Once monthly as agreed between S&B and IVC Food and Beverage Committee
<u>Events:</u> Monthly themed outdoor barbeque coinciding with campus holidays/activities
<u>Term:</u> Five years; First One year term-Contract execution upon Board approval , first two one-year extensions are S&B Foods option, second two one-year extensions are District options with IVC Food and Beverage Committee's recommendation.

**AMENDMENT NO. 1 TO THE
CAFETERIA OPERATION AGREEMENT
FOR
IRVINE VALLEY COLLEGE**

THIS AMENDMENT shall modify the original agreement dated July 1, 2011, by and between the **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "DISTRICT," and **S & B Foods**, hereinafter referred to as "CONTRACTOR"

WHEREAS, Article XII of the original agreement provides that the terms, rates, and provisions of said agreement may be amended by mutual consent of the parties by written modification only; and

WHEREAS, Article II of the original agreement provides for an option for renewal, under the same terms and conditions, for four additional one-year periods, two at the CONTRACTOR'S option and two at the DISTRICT's option; and

WHEREAS, the CONTRACTOR has decided to engage their right of renewal for the first two of the four one-year extensions;

NOW, THEREFORE, the parties agree as follows:

1. TERM.

The term of the agreement is hereby extended for two years, starting on July 1, 2012 and ending on June 30, 2014, under the same terms and conditions of the original agreement.

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

"DISTRICT"

South Orange County Community College District

By: _____
Dr. Debra L. Fitzsimons

Title: Vice Chancellor, Business Services

Date: _____

"CONTRACTOR"

S & B Foods

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Science Building: Change Order No. 11

ACTION: Approval

BACKGROUND

The Board of Trustees approved basic aid funding for the Irvine Valley College Life Sciences project for a total budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved an \$11,387,287 construction contract with Edge Development Inc. Edge defaulted and Liberty Mutual, surety for Edge, will use Amoroso Contractors to take the contract to project completion. Previously approved change orders increased the contract by \$197,100.11 for a revised amount of \$11,584,387.11.

STATUS

Exhibit A includes Board Change Orders No. 11. It describes the required modifications contained in Change Order Requests (COR) numbers 46, 116, 143, 146, 147, 9T, 14T, 15T, 47T, 48T, and 49T. Approval of change order No. 11 will result in an increase of \$33,938.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$11,618,325.11.

Funds are available within the approved project budget which is \$24,861,000. Other costs covered by this project budget include architectural fees, inspections, testing, buildings and equipment.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Requests (COR) numbers 46, 116, 143, 146, 147, 9T, 14T, 15T, 47T, 48T, and 49T for the Irvine Valley College Life Sciences project as described in EXHIBIT A and authorize staff to execute the corresponding change order with the contractor which will result in an increase of \$33,938 in the total project cost. The revised contract amount is \$11,618,325.11.

IVC - Life Sciences Building

Exhibit A

Bid #303

Board Change Order #11

April 29, 2013

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO # 9 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
303	General Contractor	Edge Development Inc/Amoroso - Benchmark Consulting - Liberty Mutual (Surety)		\$11,387,287.00	\$197,100.11	\$33,938.00	\$11,618,325.11	
		27368 Via Industria, Suite 101 Temecula, CA 92590	TOTAL	11,387,287.00			11,618,325.11	8

COR No.	Date	Description	Requested	Status	Amount	Time Extension
46	4/3/2013	RFI 196 – 6x6x1/2 brick ledger angle along grid 4	by architect	reviewed	\$0.00	0
116	4/3/2013	ASI 14 – Roof conduits and penetrations	by architect	reviewed	\$4,000.00	0
143	4/3/2013	RFI 361.1 - Change panel locations for 2P1, 2P2, 2P3, & 2LA	by architect	reviewed	\$5,000.00	0
146	4/3/2013	ASI 16 – Change marker board height	by architect	reviewed	\$0.00	0
147	4/3/2013	ASI 17 – Storm drain box elevation change	by architect	reviewed	\$0.00	0
9T	4/3/2013	ASI 6 - Landscape clarifications for IRWD	by architect	reviewed	\$537.00	0
14T	3/15/2013	RFP 14T – Replace two VAV boxes with larger units	by architect	reviewed	\$5,807.00	0
15T	4/5/2013	RFP 15T – Change grass sod to native grass	by owner	reviewed	\$4,487.00	0
47T	4/5/2013	RFP 47T – RFI 1037 – Fire alarm control to elevators	by architect	reviewed	\$4,319.00	0
48T	4/10/2013	RFI 1119 - Provide and install window shade pocket	by architect	reviewed	\$8,446.00	0
49T	4/5/2013	RFI 1123 – Add lights to boiler room	by architect	reviewed	\$1,342.00	0

TOTAL THESE CHANGE ORDER REQUESTS

\$33,938.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Soft Drink Supplier Agreement –
Amendment No. 2

ACTION: Approval

BACKGROUND

On June 22, 2009, the Board of Trustees approved a three year agreement with two one-year renewals for the Soft Drink Supplier at Saddleback College beginning July 1, 2009, with Bottling Group, LLC doing business as the Pepsi Bottling Group.

STATUS

Saddleback College recommends amending this Agreement to accept the second of two one-year renewal options from July 1, 2013 to June 30, 2014 for the same terms and conditions with contract considerations noted in Exhibit A. The original agreement is on file in the District Purchasing department.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 of the agreement (Exhibit B) for the second of the two one-year renewal options to the Soft Drink Supplier Agreement with the Bottling Group, LLC, from July 1, 2013 to June 30, 2014.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 92692

BID NO. 1086

SOFT DRINK AGREEMENT FOR SADDLEBACK COLLEGE

Pepsi Contract Consideration	
<u>Commission*:</u> Annual Sponsorship fee: \$50,000/500 Case sales/year with a prorated variable if fewer cases are sold 20 oz. Carbonated beverages and Aquafina: 30% of sales minus California Redemption Value Gatorade and Glass Front vendors: 15% of sales minus California Redemption Value *Payable to Saddleback College Foundation President's Account	
<u>Volume Growth Incentive:</u> Volume exceeds annual volume of 10,800 combined gallons and cases*: An additional \$2.50/24 unit case and \$1.25 per 12 unit case *Paid only on incremental cases purchased by College and not sold through vending machines	
<u>Product Donations:</u> Up to 400 cases of a combination of 12 oz. carbonated soft drinks and 16.9 cases of Aquafina/year First, third and fifth signing anniversary: Scholarship funds to Saddleback College for a total of \$2,500 per occurrence. Sideline Kits: Valued at \$1,000 and distributed each year after September 1 st . Promotional Sampling Days: Sampling vehicles two days per year in tandem with radio station sponsor.	

**AMENDMENT No. 2
TO THE
SOFT DRINK SUPPLIER AGREEMENT
FOR
SADDLEBACK COLLEGE**

THIS AMENDMENT shall modify the original agreement dated July 1, 2009, by and between the **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "DISTRICT," and **Bottling Group, LLC**, hereinafter referred to as "CONTRACTOR"

WHEREAS, Article 2 of the original agreement provides that the term shall be for a three(3) year period beginning on June 30, 2009, with two-one year options for renewal under the same terms and conditions;

WHEREAS, the College and the CONTRACTOR have agreed to extend services for another year, and;

NOW, THEREFORE, the parties agree as follows:

1. TERM.

The term of the agreement is hereby extended for one more year, starting on July 1, 2013, and ending on June 30, 2014, under the same terms and conditions of the original agreement.

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

"DISTRICT"
South Orange County Community College District

"CONTRACTOR"
Bottling Group, LLC

By: _____
Dr. Debra L. Fitzsimons

Title: Vice Chancellor, Business Services

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cox (Sprint/Nextel) Lease Agreement,
Amendment No.3

ACTION: Approval

BACKGROUND

On April 22, 1996, the Board of Trustees approved a five year lease with Cox (Sprint/Nextel) to construct wireless communications facilities on 500 square feet of the Saddleback Library and Learning Resource Center rooftop and includes the right and option to extend the Term for five (5) additional periods of five (5) years each.

STATUS

Cox (Sprint/Nextel) is exercising its option to renew the lease agreement for an additional five (5) year period beginning January 1, 2012, and ending December 31, 2016. The request for extension was misplaced and resulted in a delay to request Board approval for this renewal.

Cox (Sprint/Nextel) shall pay \$21,600 to the College annually for the right to lease rooftop space. The College recommends approving this option for an extension.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 3 to the agreement (EXHIBIT A) with Cox (Sprint/Nextel) for the third of five additional five year extension to their agreement from January 1, 2012 to December 31, 2016 for an annual lease amount of \$21,600 paid to the College.

**AMENDMENT No. 3 TO THE
COX (SPRINT/NEXTEL) AGREEMENT
FOR
SADDLEBACK COMMUNITY COLLEGE**

THIS AMENDMENT shall modify the original agreement dated January 2, 1997, by and between the **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "DISTRICT," and **COX (SPRINT/NEXTEL)**, hereinafter referred to as "CONTRACTOR"

WHEREAS, Recital 2 of the original agreement provides that the Lessee has the right and option under the Lease to extend the Term for five (5) additional periods of five (5) years each; and

WHEREAS, the CONTRACTOR has decided to engage their right of renewal for the third of the five renewal periods;

NOW, THEREFORE, the parties agree as follows:

1. TERM.

The term of the agreement is hereby extended for five years, starting on January 1, 2012 and ending on December 31, 2016, under the same terms and conditions of the original agreement.

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

"DISTRICT"
South Orange County
Community College District

"CONTRACTOR"
COX (Sprint/Nextel)

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cosmetology and Cosmetician Hair California
Beauty College Academy Agreement Amendment No. 2

ACTION: Approval

BACKGROUND

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

On January 20, 2011, the Board of Trustees approved an agreement with Hair California Beauty Academy of Orange, CA to June 30, 2012, with options to renew for three additional one year terms for Cosmetology and Cosmetician instruction at Saddleback College. Amendment No. 1 approved an extension of the agreement for the first of the three one-year options to renew.

STATUS

Saddleback College requested the District renew the Cosmetology and Cosmetician contracts for the second one-year extension beginning July 1, 2013 and ending June 30, 2014.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College Cosmetology and Cosmetician Amendment No. 2 to the agreement (Exhibit A) with Hair California Beauty Academy to renew the term for the second one-year extension beginning July 1, 2013 and ending June 30, 2014.

**AMENDMENT NO. 2
TO VOCATIONAL COSMETOLOGY EDUCATION CONTRACT
WITH HAIR CALIFORNIA BEAUTY ACADEMY
FOR SADDLEBACK COLLEGE**

April 29, 2013

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

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

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

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

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

1. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2013, to June 30, 2014, under the same terms and conditions as the original agreement and amendment No. 1.

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

"DISTRICT"
South Orange Community College District

"CONTRACTOR"
Hair California Beauty College

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

By: _____
Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

**AMENDMENT NO. 2
TO VOCATIONAL COSMETICIAN EDUCATION CONTRACT
WITH HAIR CALIFORNIA BEAUTY ACADEMY
FOR SADDLEBACK COLLEGE**

April 29, 2013

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

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

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

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

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

2. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2013, to June 30, 2014, under the same terms and conditions as the original agreement and amendment No. 1.

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

"DISTRICT"
South Orange Community College District

"CONTRACTOR"
Hair California Beauty Academy

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

By: _____
Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cosmetology and Cosmetician Agreement
Amendment No. 4 to Advance Beauty College (formerly Lake Forest
Beauty College)

ACTION: Approval

BACKGROUND

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

On August 31, 2009, the Board of Trustees approved a two (2) year agreement with options to renew for three additional one year terms for Cosmetology and Cosmetician instruction at Saddleback College with Lake Forest Beauty College of Laguna Hills. Amendment No. 1 approved a name change from Lake Forest Beauty College to Athena College of Beauty. Amendment No. 2 approved an extension of the agreement for the first of the three year options to renew. Amendment No. 3 approved a name change from Athena College of Beauty to Advance Beauty College, included an hourly rate increase from \$3.50 to \$4.50 and approved an extension of the agreement for the second of the three year options to renew.

STATUS

Saddleback College requested the District renew the Cosmetology and Cosmetician contracts for the third and final one year extension beginning July 1, 2013 and ending June 30, 2014.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 4 (Exhibit A) for the third and final one year extension with Advance Beauty College for the Saddleback College Cosmetology and Cosmetician agreements.

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

**AMENDMENT NO. 4
TO VOCATIONAL COSMETOLOGY EDUCATION CONTRACT
WITH ADVANCE BEAUTY COLLEGE
FOR SADDLEBACK COLLEGE**

APRIL 29, 2013

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

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

WHEREAS, Amendment No. 3 of the original agreement approved a name change from Athena College of Beauty to Advance Beauty College; and

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

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

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

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

1. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2013, to June 30, 2014, under the same terms and conditions as the original agreement and including Amendments 1, 2 and 3.

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

“DISTRICT”

South Orange Community College District

“CONTRACTOR”

Advance Beauty College

By: _____

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

By: _____

Contractor’s Signature

Printed Name

Title

Date: _____

Date: _____

**AMENDMENT NO. 4
TO VOCATIONAL COSMETICIAN EDUCATION CONTRACT
WITH ADVANCE BEAUTY COLLEGE
FOR SADDLEBACK COLLEGE**

April 29, 2013

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

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

WHEREAS, Amendment No. 3 of the original agreement approved a name change from Athena College of Beauty to Advance Beauty College; and

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

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

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

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

2. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2013, to June 30, 2014, under the same terms and conditions as the original agreement and including amendments 1, 2 and 3.

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

“DISTRICT”

South Orange Community College District

“CONTRACTOR”

Advance Beauty College

By: _____

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

By: _____

Contractor’s Signature

Printed Name

Title

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Sciences Building Project: Architectural Agreement Amendment No. 2

ACTION: Approval

BACKGROUND

On February 28, 2011, the Board of Trustees approved an agreement with Dougherty & Dougherty Architects, LLP to provide architectural services for the Sciences Building project at Saddleback College for \$2,604,000. On April 30, 2013 Amendment No. 1 was approved in the amount of \$17,000 equaling a new contract amount of \$2,621,000.

STATUS

Architectural services are needed to evaluate a cost saving potential and are beyond the original agreement.

Staff recommends approval of additional architectural services for an amount of \$27,500.00, and a revised contract amount of \$2,648,500.00.

Funds are available in the project budget which is \$58,835,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2, EXHIBIT A, to Dougherty & Dougherty Architects, LLP, architectural services scope of work for an amount of \$27,500.00 with the revised contract amount of \$2,648,500.00 for the Sciences Building project at Saddleback College.

**AMENDMENT NO. 2
TO ARCHITECTURAL SERVICES AGREEMENT
SCIENCES BUILDING
SADDLEBACK COLLEGE**

April 29, 2013

THIS AMENDMENT shall modify the original agreement dated March 1, 2011, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **DOUGHERTY & DOUGHERTY ARCHITECTS, LLP**, 3194 Airport Loop Road, Costa Mesa California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article 10.15, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article 8, establishes the compensation of the agreement at \$2,604,000.00; and

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

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

1. Article 8, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to include additional engineering services and as follows:

ORIGINAL AGREEMENT AMOUNT:	2,604,000.00
AMENDMENT NO. 1:	17,000.00
AMENDMENT NO. 2:	27,500.00
REVISED CONTRACT AMOUNT:	\$2,648,500.00

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
Dougherty & Dougherty Architects, LLP

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

By: _____
Consultant's Signature

Printed Name

Title

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Construction Management Services, Amendment No. 1

ACTION: Approval

BACKGROUND

On May 24, 2010, the Board of Trustees approved a three year agreement with two one-year options to renew for the Saddleback College Construction Management Services with Michael E. Wilson. The college engages these services to address the current project volume.

STATUS

Saddleback College requested the District renew the Construction Management Services for the first of the two one-year extensions beginning July 1, 2013 and ending June 30, 2014 with an annual amount not to exceed \$150,000 and a new contract value of \$573,504. The original agreement is available for review in the District Purchasing Department.

Funding is available through Scheduled Maintenance, Capital Outlay and the College's General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 of the agreement with Michael E. Wilson (Exhibit A) for the first of the two one-year extensions beginning July 1, 2013 and ending June 30, 2014, for Saddleback College Construction Management Services with an annual amount not to exceed \$150,000 and a new contract value of \$573,504.

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

**AMENDMENT No. 1
TO CONSTRUCTION MANAGEMENT SERVICES AGREEMENT
AT SADDLEBACK COLLEGE**

April 29, 2013

THIS AMENDMENT shall modify the original agreement dated July 1, 2010, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Michael E. Wilson, 325 Holly Oak Place, West Covina, CA 91791 (626) 332-2732, hereinafter referred to as "CM."

WHEREAS, Article 9 of the original agreement establishes the term for three years with the option of two, one-year extensions mutually agreed to in writing between DISTRICT/COLLEGE and CM; and

WHEREAS, SADDLEBACK COLLEGE has requested that the DISTRICT renew the agreement for the first of the two one-year extensions; and

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

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

1. Article 9 shall read:

The term of this agreement is hereby extended from July 1, 2013, to June 30, 2014, under the same terms and conditions as the original agreement and amendment No. 1.

FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:

- | | |
|--|-----------|
| 1. Extend the Construction Management Services from July 1, 2013, to June 30, 2014 for the same terms and conditions as the original contract for a not to exceed fee of | \$150,000 |
|--|-----------|

Total	\$150,000
-------	-----------

for a total contract amount of \$573,504.

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

“DISTRICT”

South Orange County Community College District

“CM”

Michael E. Wilson

By: _____

Dr. Debra L. Fitzsimons

Title: Vice Chancellor, Business Services

Date: _____

By: _____

Michael E. Wilson

Title: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Foreign Language Services (FLS) International
Three Year Lease Agreement

ACTION: Approval

BACKGROUND

Foreign Language Services (FLS) provides English language programs to international students and currently has six locations across the United States. FLS is accredited by Accrediting Council on Continuing Education and Training (ACCET).

FLS is an Intensive English Program (IEP) and will provide English language training to students who are studying in the United States on an F-1 visa. Currently, Saddleback College and Irvine Valley College cannot accept F-1 international students to solely study English. The colleges are approved to accept students who meet a minimum level of English language proficiency and plan to complete a degree, certificate, and/or transfer certification. As a result, FLS will serve a different population than that served by Saddleback College's ESL Department. The Saddleback College ESL faculty are in support of this agreement.

The college space that has been designated for FLS is Village 3-2 for classroom space and Village 23-2 for office space. This location will result in lessened parking impacts as the proposed assigned ELS parking is a distance from the main campus. FLS estimates that the potential Saddleback College location will accommodate 60 - 80 FLS students and that 20-40 FLS students will decide to attend Saddleback College at the conclusion of their English language training at FLS.

In the lease agreement, it is stipulated that FLS will pay the college \$10,243/month which includes custodial, maintenance services, and campus police services. There is a separate vendor rate for parking in the lease of \$200 per year or \$20 per month, which will be deposited into the parking fund.

Hosting an Intensive English Program (IEP) at Saddleback College provides several benefits to the college which include: additional income to the college from the lease agreement and international student tuition fees from FLS students who decide to study at Saddleback College, increased diversity on campus, marketing for Saddleback College to international students overseas, referrals of FLS students to Saddleback College, assistance with housing placement of FLS students who become Saddleback College international students, and an increase in international student enrollments.

Village 23-2 is already shown on the Saddleback College's space inventory as deactivated so there will be no impact for this space in the Saddleback College

space inventory for state purposes. The Village 3-2 classroom will become deactivated as a result of this lease. Deactivated space does not count in the college's space inventory or cap load ratios when evaluating state construction funding eligibility. Renewal of this agreement, beyond the initial three year period, will take into account Saddleback College's intention of demolishing a large portion of the college village consistent with our education and facilities master plan.

STATUS

FLS is bringing 75 recruiters from around the world to tour the Saddleback College campus this month in anticipation of this lease arrangement.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) between South Orange County Community College District and Foreign Language Services (FLS) International for a 3 year term, with an option for a 2 year extension, commencing on June 1, 2013, at a monthly rental rate of \$10,243 per month.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*
Dr. Tod A. Burnett, President

LEASE AGREEMENT

THIS LEASE is made and entered into this 8th day of April, 2013 by and between the South Orange County Community College District, hereinafter referred to as "Lessor", and FLS International, hereinafter referred to as "Lessee."

WITNESSETH

WHEREAS, Lessor is the owner of certain real property in the City of Mission Viejo, County of Orange, State of California, commonly known as 2800 Marguerite Parkway, Mission Viejo, California 92692, and more particularly described as Saddleback College Village 3-2 and Village 23-2 in EXHIBIT A attached hereto and made a part of this reference (the "PROPERTY").

WHEREAS, the PROPERTY is not currently needed by Lessor for college classroom buildings.

WHEREAS, Lessor is authorized and desires to enter into a lease of PROPERTY pursuant to the provisions of Education Code section 81360, et. seq.

WHEREAS, Lessee desires to lease the PROPERTY from Lessor.

NOW, THEREFORE, Lessor hereby leases the PROPERTY to Lessee on the terms and conditions hereinafter set forth.

1. **Term and Commencement.**

This lease shall be for an initial term commencing on June 1, 2013 and ending three (3) years thereafter ("Initial Term"). Upon completion of the Initial Term, the lease may be extended for an additional two (2) year period if the extension is agreed to in writing by both parties to this Agreement.

2. **Rent and Manner of Payment.**

Lessee shall pay to the Lessor, as minimum monthly rent during the Initial Term of this Lease an amount which includes gas, electric, water, maintenance services, and campus police services. The monthly rental rate for classroom and office space will be \$10,243 per month.

Lessee, not less than thirty (30) days prior to the commencement of each annual term shall notify Lessor in writing as to whether either or both parcels shall be utilized during the next annual term so that the rental rate may be adjusted accordingly. If Lessee shall change its utilization of said parcels during any annual term, the monthly rent shall be prorated and increased or decreased as appropriate. Payments will be submitted to the Office of Administrative Services (AGB 124) at Saddleback College.

Lessee agrees that at all times during the term of this Lease, including Additional Terms, it shall be liable for payment of the minimum monthly rent then in effect for not less than one parcel, regardless of whether Lessee shall use and occupy either parcel.

Said rent, which includes the payment for all required utilities and security services, except as otherwise provided for hereinafter, shall be payable in advance on the first day of each month, commencing on the date the term commences, and continuing during the term.

Lessee shall pay the monthly rent, without deduction or offset, except as provided for herein, in lawful money of the United States of America, to Lessor at the address set forth in Paragraph 30 hereunder.

Any other desired services (i.e. copying, phone, internet, etc.) will be arranged and paid for by FLS International. FLS International will provide their own furniture and equipment.

3. Option to Extend Term.

The Term of this Lease may be extended by mutual consent of the parties for an additional two (2) year period. All provisions contained in this Lease, except for minimum monthly rent, will remain the same.

4. Rent During Additional Term.

The parties shall have sixty (60) days prior to the expiration of the Initial Term in which agree on minimum monthly rent during each of the two (2) years of the Additional Term. If the parties agree on the minimum monthly rent for each year of the Additional Term, they shall immediately execute an amendment to this Lease stating the minimum monthly rent.

If the parties are unable to agree on the minimum monthly rent for each of the two (2) years of the Additional Term within that period, this lease shall expire at the end of the Initial Term. Neither party to this Lease shall have to right to have a court or other third party set the minimum monthly rent.

5. Security Deposit.

The sum of **\$4,700** received from Lessee upon submission of its bid proposal shall be retained by Lessor during the term of this Lease, including any Additional Term, as a security deposit for the performance by Lessee of the provisions of this Lease. If Lessee is in default, Lessor can use the security deposit, or any portion of it, to cure the default or to compensate Lessor for all damage sustained by Lessor resulting from Lessee's default. Lessee shall immediately on demand pay to Lessor a sum equal to the portion of the security deposit expended or applied by Lessor as provided in this Paragraph so as to maintain the security deposit in the sum equally deposited with Lessor. If Lessee is not in default at the expiration or termination of this Lease, Lessor shall return the security deposit to Lessee. Lessor's obligations with respect to the security deposit are those of a debtor and not a trustee. Lessor can maintain the security deposit separate and apart from Lessor's general funds or can commingle the security deposit with Lessor's general and other funds. Lessor shall not be required to pay Lessee interest on the security deposit.

6. Lessee's Operations.

The Property and all improvements constructed and maintained thereon shall be used by Lessee and for no other use or purposes. Lessee shall not itself use or permit any other person or entity to use the Property, or any part thereof, for any purposes which may materially damage or harm the Property or any improvements on or adjacent thereto, or the image or attractiveness thereof, or in any manner which shall constitute waste, nuisance or public annoyance; and Lessee shall conform to, and cause all persons using or occupying any part of the Property to comply with, all public laws, ordinances and regulations from time to time applicable thereto and to all operations thereon.

7. Use of Property.

Lessee shall have the right to use and occupy the Property solely for the purpose of operating a private English as a Second Language (ESL) instructional program during the hours of 8:00 A.M. and 6:00 P.M. daily, Monday through Friday. Notwithstanding, Lessee's staff may access and utilize relocatable building offices and classrooms on the Property at other than the above specified days and times.

Lessor agrees that during the term of this Lease, Lessee shall have the exclusive right to conduct a private ESL program at Saddleback College ("College") for F-1 Visa students. Lessor further agrees that during the term of this Lease, it shall not encourage enrollment of Lessee's students in College's ESL, Amnesty or related programs which College may offer. Notwithstanding, Lessor shall allow the enrollment of Lessee's students in such programs upon payment of required tuition and fees.

8. Construction and Installation.

Lessee shall maintain on each parcel comprising the Property the existing portable structures consisting of not more than 2,376 square feet each, to be used during the term of this Lease as classrooms and offices. Notwithstanding the foregoing it is understood and agreed that Lessee shall assume the sole responsibility and expense of obtaining all necessary governmental approvals and permits to allow Lessee to construct, install and operate its educational program in said portable structures. Lessee shall not make any alterations, additions, or improvements to the Property without Lessor's prior written consent.

Lessee shall promptly repair upon written notice by Lessor to Lessee all damage to the Property or other property owned by Lessor, if any directly caused by Lessee's construction, installation or removal of its portable structures or other improvements to a condition that existed immediately prior to such damage.

9. Cooperation; Indemnity.

Lessor shall fully cooperate with Lessee by executing and joining in applications for governmental permits or approvals covering Lessee's use, construction and/or occupation of the Property, provided that Lessee shall reimburse Lessor for any and all reasonable expenses attributable to said cooperation.

10. Maintenance of Property.

Lessee shall, during the term of this Lease, maintain the interior and exterior of the portable structures in order and good condition.

If Lessee fails to perform its obligations under this paragraph, Lessor may at its option, after ten (10) days written notice to Lessee, enter upon the Property and put the same in good order, condition and repair and the cost thereof shall become due and payable immediately as additional rent by Lessee to Lessor upon demand.

11. Alterations.

Lessee shall not make any alterations, additions, or improvements to the Property except as provided in Paragraph 8 without Lessor's prior written consent.

12. Utilities.

Lessee shall install and pay for required telephone lines, equipment and services. Lessor will install an emergency telephone in Lessee's office area as part of the College telephone system.

13. Taxes and Assessments.

Lessee shall be responsible for, and agrees to pay, not later than ten (10) days prior to delinquency, any and all taxes assessments, levies, fees and other governmental charges of every kind or nature (hereinafter collectively called "taxes") levied or assessed by any municipal, county, state, federal or other taxing or assessing authority upon, against or with respect to (a) the PROPERTY, (b) personal property of any kind placed, maintained or located within, upon or about the PROPERTY, (c) all alterations, additions or improvements of whatsoever kind or nature, if any, made to the PROPERTY, and (d) rentals or charges payable by Lessee to Lessor, irrespective of whether any of the items described in the clauses (a) through (d) above are assessed as real or personal PROPERTY, and irrespective of whether any of such items are assessed to or levied against Lessor or Lessee. Lessee shall, not later than the 10-day period described above, or upon written request of the Lessor if payment is made earlier, furnish to the Lessor a copy of the receipted tax bill or other proof of said payment. Lessee hereby agrees to protect and hold harmless Lessor and the PROPERTY and all improvements in, on, or about the same from all liability for any and all such taxes, together with any interest, penalties, or other sums thereby imposed, and from any sale or other proceeding to enforce payment thereof. If any such taxes are not paid when due, Lessor may pay the same, and charge the amount thereof to Lessee, who agrees to pay the same on demand, together with ten percent (10%) interest per annum, or the maximum allowed by law, whichever is the lesser, from the date of expenditure by Lessor.

14. Liens and Claims.

A. Lessee shall not suffer or permit to be enforced against the PROPERTY, or any part thereof, or any improvements thereon, any mechanics', materialmen's, contractors or subcontractors' liens arising from or any claim or damage growing out of the work of any construction, installation, repair, restoration, removal, replacement or improvement, or any

other claim or demand howsoever the same may arise, but Lessee shall pay or cause to be paid all of said liens, claims or demands before any action is brought to enforce the same against said PROPERTY or improvements. Lessee agrees to indemnify and hold Lessor and PROPERTY free and harmless from all liability for any and all such liens, claims, demands and actions (collectively, the "Liens") together with reasonable attorneys' fees and all costs and expenses in connection therewith.

- B. Notwithstanding the foregoing, if Lessee shall in good faith contest the validity of any such Lien, then Lessee shall at its sole expense defend itself and Lessor against the same and shall pay and satisfy any expense or cost or any judgment that may be rendered thereon before the enforcement thereof against Lessor or the PROPERTY, upon the condition that if Lessor shall require, Lessee shall furnish to Lessor, a surety bond satisfactory to Lessor in an amount at least equal to such contested Lien, indemnifying Lessor against liability for the same, and holding the PROPERTY free from the effect of such Lien, or if Lessor shall request, Lessee shall procure and record the bond provided for in the California Civil Code, or any comparable statute hereinafter enacted providing for a bond freeing the PROPERTY from the effect of such Lien.

15. Encumbrances.

- A. As used in this Lease, "Lender" shall mean any bank, savings and loan association, insurance company, trustees of a pension trust, or any other person or entity making a loan to Lessee secured, in whole or in part, by a Trust Deed; and "Trust Deed" shall mean any deed of trust, mortgage or other security instrument imposing a first lien of Lessee's Leasehold estate and securing such loan.
- B. Lessee shall not execute or make any Trust Deeds in favor of any Lender, and shall not hypothecate or encumber Lessee's leasehold estate in and to this PROPERTY in any manner or respect whatsoever, including without limitation allowing or creating any easements, liens, mortgages or restrictions of any kind.

16. Signage.

Lessee shall not place any signs on the PROPERTY without prior written consent of Lessor.

17. College Classroom Use.

As part of the consideration of this Lease:

- (1) Lessor shall upon a pre-arranged basis, rent available college space to Lessee.
- (2) Lessee shall upon a pre-arranged basis, rent its facilities to Lessor.
- (3) Lessor further agrees that on a pre-arranged basis, Lessee may utilize available College Conference rooms on a not to interfere basis.

18. College Student Fees.

Not applicable.

19. Staff and Student Parking.

FLS staff and students will purchase vendor permits annually, directly from the Campus Parking Department at the cost of \$200 for an annual permit, \$20 for monthly permit, or can purchase daily permits from permit machines in parking lots. Permits are not transferrable. Fees subject to change per college annual review of fees.

20. Enrollment in College Instructional Programs.

Lessee's students may enroll in any College instructional program for which they are eligible upon payment of required tuition and fees.

21. Student Services and Student Conduct.

Lessee shall at no cost to Lessor, be solely responsible for furnishing any and all admissions, counseling, housing, and other relation services to its students not enrolled in College instructional programs. For students enrolled in both Lessee's and College's instructional programs, if such concurrent enrollment impacts upon the College's student services functions such as counseling, admissions or records, the parties shall negotiate a mutually agreeable increase in the monthly rental rate for the year of impact and subsequent annual terms. The parties shall immediately execute an amendment to this Lease stating the revised minimum monthly rental rates.

FLS International students shall be subject to campus rules governing general public guests on campus. In the event that an FLS student violates those rules, the College may, at its discretion, immediately remove consent of the FLS International student from the campus in accordance with penal code 626.4. If consent is removed from FLS International student and student is escorted off campus, FLS International site administrator will be notified promptly.

22. Advertising.

The College and FLS International may refer to their cooperative relationships, including mention of location, facilities, activities, and special programs. Saddleback College logo can only be used with prior approval and all marketing materials that identify Saddleback College by name and logo must be reviewed and cleared by Saddleback College.

23. Lessor's Non-Liability and Indemnity.

A. Lessor shall not be liable for any loss, damage or injury of any kind or character to any person or property, (a) arising from any use of the PROPERTY, or any part thereof, (b) caused by or arising from any use of the PROPERTY, or any part thereof, (b) caused by or arising from any act or omission of Lessee, or of any of its students, agents, employees, licensees or invitees, (c) arising from any accident on the PROPERTY or any fire or other casualty thereon, (d) occasioned by the failure of Lessee to maintain the PROPERTY in safe

condition, or (e) arising from any other cause whatsoever, except as occasioned by the sole negligence of Lessor or its employees. Lessee, as a material part of the consideration of this Lease, hereby waives on its behalf all claims and demands against Lessor for any such loss, damage or injury of Lessee.

- B. Lessee shall indemnify, and hold harmless Lessor and its officers and employees from and against any and all claims, actions, damages, liabilities and expenses, including attorneys' fees in connection with loss of life, personal injury and/or damage to PROPERTY arising from or out of any occurrence in, upon or about the PROPERTY, or the occupancy OR USE BY Lessee of the PROPERTY or any part thereof, or arising from or out of Lessee's failure to comply with any provision of this Lease, or otherwise occasioned wholly or in part by any act or omission of Lessee, its agents, representatives, employees, servants, invitees or licensees. In case Lessor shall, without fault on its part, be made a part to any litigation commenced by or against Lessee, then Lessee shall protect and hold it harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Lessor in connection with any such litigation. Lessor may, at its option, require Lessee to assume Lessor's defense in any action covered by this section through counsel satisfactory to Lessor.

24. Insurance.

- A. All policies of insurance provided for herein shall be written as primary policies (without "contribution" or solely" in excess of coverage carried by Lessor' provisions) with reasonable and solvent Insurance companies authorized to do business in California with a policyholder's rating of "A" (Excellent) or better and a financial rating of "X" or better in Bests' Insurance Report—Fire and Casualty. Prior to the commencement of the term hereof, Lessee shall supply to Lessor (and at all times during the term of the Lease keep on file with Lessor) a true and correct copy of all such policies or a certificate of insurance accurately reflecting the coverage required hereby, together with satisfactory evidence showing that all premiums thereon have been paid, and thereafter, as additional premiums become due, Lessee shall supply Lessor with satisfactory evidence that said premiums have been paid. In the event that Lessee fails to procure, maintain and/or pay for at the times and for the durations specified in this Lease, any insurance required by this Lease, or fails to carry insurance required by law or governmental regulation, Lessor may (but without obligation to do so) at any time or from time to time, and without notice, procure such insurance and pay the premiums therefore, in which event Lessee shall repay the Lessor all sums so paid by Lessor, together with ten (10%) percent interest per annum or the maximum allowed by law, which is the lesser and thereon at any costs or expenses incurred by Lessor in connection therewith, within ten (10) days following Lessor's written demand to Lessee for such payment.
- B. Lessee, at its sole cost and expense, shall, during the entire term hereof, procure, pay for and keep in full force and effect: (a) comprehensive public liability and property damage insurance with respect to the PROPERTY and the operation of, or on behalf of Lessee in, on or about the PROPERTY for not less than One Million Dollars (\$1,000,000.00) combined limit per occurrence for bodily injury, death and property damage liability; and (b) worker's compensation coverage as required by law, together with employers liability coverage and students' accident insurance.

- C. Each policy evidencing insurance required to be carried by Lessee pursuant to this Paragraph shall contain the following provisions and/or clauses: (a) a provision that such policy and the coverage evidencing thereby shall be primary and that any coverage carried by Lessee shall be non-contributing with respect to any policies carried by Lessee; (b) a provision including Lessor and any other parties in interest designated by Lessor as an additional insured; (c) a waiver by the insurer of any right to subrogation against Lessor, its agents, employees and representative which arises or might arise by reason of any payment under such policy or by reason of any act or omission of at least equal to such contested Lien indemnifying Lessor against liability for the same, and holding the PROPERTY free from the effect of such Lien or if Lessor shall request, Lessee shall procure and record the bond provided for in the California Civil Code, or any comparable statute hereinafter enacted providing for a bond freeing the Property from the effect of such Lien.

25. Campus Exclusive:

Saddleback College agrees that during the term of this agreement and any renewals, FLS International will be the exclusive outside intensive private ESL program that will be offered on the college campus. FLS understands that Saddleback College intends to operate its own ESL program.

26. Right of Entry.

Lessor or its authorized representatives may from time to time, at any reasonable hour, enter upon and inspect the PROPERTY, or any portion thereof or improvements thereon to ascertain compliance with this Lease, but without obligation to do so or liability therefore.

27. Assignment and Subletting.

Lessee will not assign, let or sublet the whole or any part of its interest in this Lease without the prior written consent of Lessor.

28. Termination.

- A. At any time during the Initial Term or Additional Term then in effect, upon ninety (90) day written notice, either the Lessor or the Lessee shall have the option, in their sole discretion, to terminate this Lease in its entirety.
- B. Upon the expiration of the term of this Lease, or upon the sooner termination thereof as provided for herein, Lessee shall immediately, peaceable and quietly yield up to Lessor possession of said PROPERTY in good order and condition. Unless otherwise agreed upon by and between the parties, Lessee shall remove, within a reasonable period of time not to exceed sixty (60) days following the expiration or termination of this Lease, such portable structures, foundations, personal property, equipment and improvements situated on the PROPERTY, and shall restore the PROPERTY to its original condition at Lessee's sole expense, unless otherwise agreed upon by Lessor.

29. **Breach.**

In the event of any breach of this Lease by Lessee, Lessor shall notify Lessee in writing of such breach, and Lessee shall have thirty (30) days in which to cure said breach. Lessor may, but shall not be required to, terminate this Lease immediately if the breach is not cured.

30. **Waiver.**

- A. No delay or omission of Lessor to exercise any right or remedy shall be construed as a waiver of any such right or remedy or of any default by Lessee hereunder. The acceptance by Lessor of rent or any other payments hereunder shall not be a waiver of any preceding breach or default by Lessee of any provision hereof, other than the failure of Lessee to pay the particular rent or any other payments accepted, regardless of Lessor's knowledge of such preceding breach or default at the time of acceptance of such rent or any other payments, or a waiver of Lessor's right to exercise any remedy available to Lessor by virtue of such breach or default.
- B. Any waiver by Lessor of any breach or default must be in writing and shall not be a waiver of any other breach or default concerning the same or any other provision of the Lease.

31. **Notice.**

Any notice required to be served hereunder shall be in writing and shall be deemed given and served upon delivery if delivered personally, or three (3) days after depositing in the United States mail, via certified or registered mail, postage pre-paid addressed to:

Lessor: South Orange County Community College District
Vice Chancellor Business Services
2800 Marguerite Parkway
Mission Viejo, CA 92692
Copy to: Vice President for Administrative Services, Saddleback College

Lessee: FLS International
301 N. Lake, Ste. 310
Pasadena, CA 91101
Attention: Dal Swain, CEO

32. **California Law.**

This Lease shall be construed and enforced in accordance with the laws of the State of California.

33. **Entire Agreement.**

This Lease, together with the attachment hereto, set forth the entire Agreement between Lessee and Lessor, and any amendment or other modification of this Lease must be in the form of a written amendment agreed upon by both parties.

34. Severability.

If any term, covenant, condition, or provision of this Lease 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.

IN WITNESS WHEREOF, said Lessor and Lessee have caused this Lease to be executed by their duly authorized officers on the date first above written

LESSOR:

LESSEE:

South Orange County Community College District

FLS International

By _____
Signature

By  _____
Signature

Debra Fitzsimons
Print Name

Dal Swain
Print Name

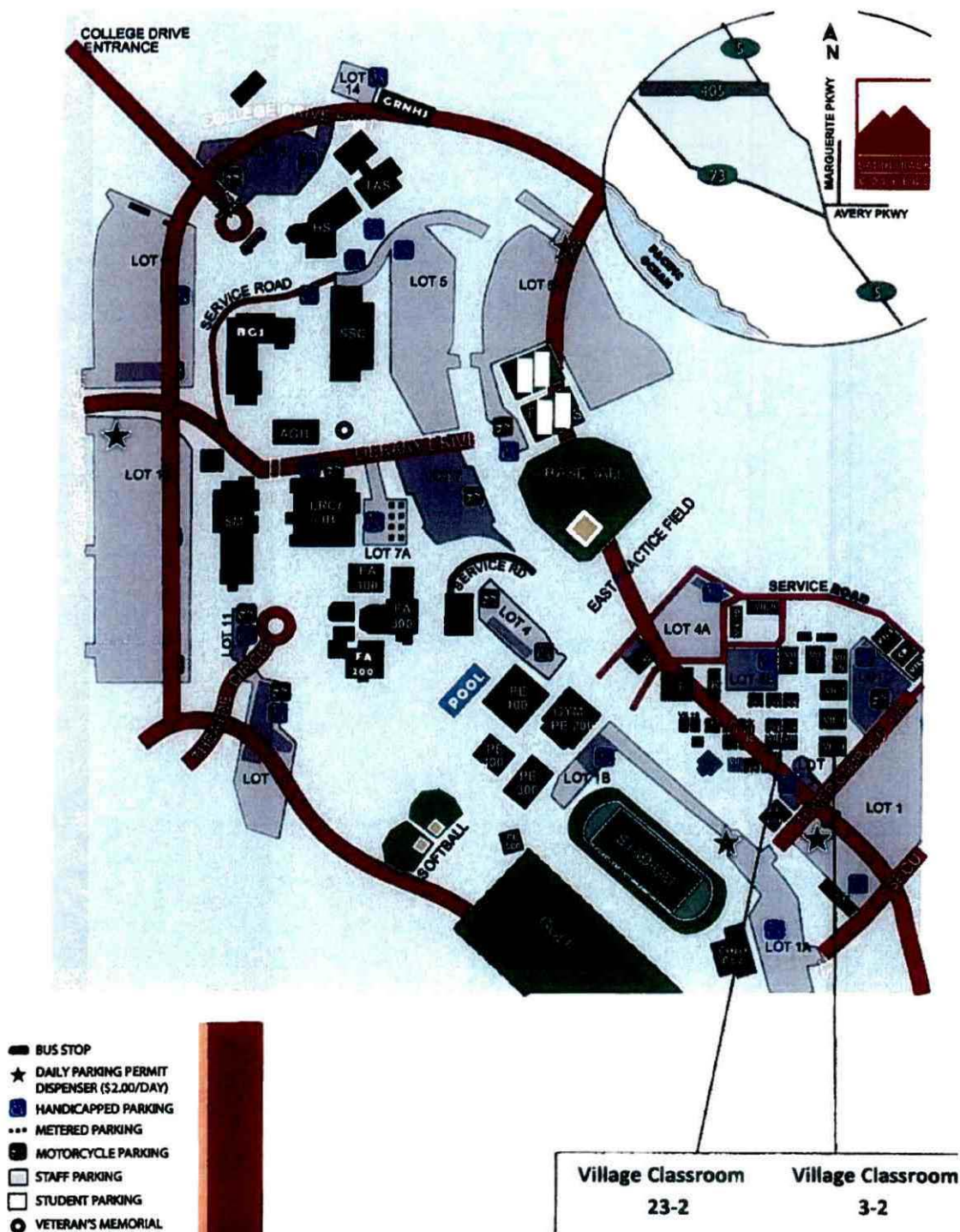
Vice Chancellor-Business Services
Title

CEO
Title

Date

4/12/13
Date

Site of FLS proposed lease in relocatable buildings 3-2 and 23-2.



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Certificates/Degrees Revision for the 2013-14 Academic Year

ACTION: Approval

BACKGROUND

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

STATUS

Saddleback College proposes revisions to the certificates/degrees of the college. Exhibit A includes revised certificates/degrees that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2013-2014 Academic Year.

RECOMMENDATION

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Accounting 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.

Course ID	Title	Units
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	
or		3
BUS 14	Legal Environment of Business	
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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 214, 215; BUS 1, 102, 103, 104, 125; CIM 1, 112, ~~171, 174, 174A, 216, 218~~; ECON 2, 4.

Revised**Accounting 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.

Course ID	Title	Units
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 275*	Auditing	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
Select from Restricted Electives		3

Restricted Electives:

ACCT 120	Introduction to Financial Planning	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 221*	Accounting Information Systems	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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 214; BUS 1, 102, 103, 104, 125; CIM 1, 112, CIMN 100, 100A, CIMA 104, 106; ECON 2, 4.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Computerized Accounting Specialist
Certificate Program**

This program provides students who plan to enter the accounting field with knowledge of accounting principles and practices to record transactions for various types of businesses using a double-entry accounting system, as well as the latest commercial software, and the ability to analyze financial statements.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
ACCT 216*	Individual Income Tax	4
CIM 216+	Spreadsheets: Excel	3
CIM 223B*	Computerized Accounting: QuickBooks— Advanced	1.5
	Select from Restricted Electives	3
Total		19.5

Restricted Electives:

ACCT 120	Introduction to Financial Planning	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 202A, 202B, 203, 214, 215; BUS 102, 103, 104, 125; CIM 1, 112, 171, 174, 174A, 216B*, 218; ECON 2, 4.

Revised

**Computerized Accounting Specialist
Certificate Program**

This program provides students who plan to enter the accounting field with knowledge of accounting principles and practices to record transactions for various types of businesses using a double-entry accounting system, as well as the latest commercial software, and the ability to analyze financial statements.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 221*	Accounting Information Systems	3
CIMA 104+	Spreadsheets: Excel	3
CIMA 223B*	Computerized Accounting: QuickBooks— Advanced	1.5
	Select from Restricted Electives	3
Total		22.5

Restricted Electives:

ACCT 120	Introduction to Financial Planning	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 202A, 202B, 203, 214, 215; BUS 102, 103, 104, 125; CIM 1, 112, **CIMN 100, 100A, CIMA 104B*, 106**; ECON 2, 4.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Tax Preparation Certificate Program**

This program provides students with sufficient knowledge of Federal and State of California tax law to prepare individual and small business tax returns and to obtain an entry-level position as a tax preparer.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
CIM 216+	Spreadsheets: Excel	3
CIM 223A*	Computerized Accounting: QuickBooks— Beginning	
or		1.5
CIM 223B*	Computerized Accounting: QuickBooks— Advanced	
Total		18.5

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 120, 202B, 203, 214; BUS 1, 102, 103, 104, 125; CIM 1, 10, 112, 171, 174, 174A, 216B*, 218; ECON 2, 4.

Revised**Tax Preparation Certificate Program**

This program provides students with sufficient knowledge of Federal and State of California tax law to prepare individual and small business tax returns and to obtain an entry-level position as a tax preparer.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
CIMA 104+	Spreadsheets: Excel	3
CIMA 223A*	Computerized Accounting: QuickBooks— Beginning	
or		1.5
CIMA 223B*	Computerized Accounting: QuickBooks— Advanced	
Select from Restricted Electives		3
Total		21.5

Restricted Electives:

ACCT 215	General Accounting	3
ACCT 235	Entrepreneurial Accounting	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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 120, 202B, 203, 214; BUS 1, 102, 103, 104, 125; CIM 1, 10, 112, **CIMN 100, 100A, CIMA 104B*, 106**; ECON 2, 4.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Applications Developer Certificate Program

This program is designed to prepare the student for entry-level employment as an applications developer.

Course ID	Title	Units
CIM 2A	Business Programming I: Visual Basic	3.5
CIM 7A*	Business Programming: Java—Beginning	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 251*	Introduction to Networking	3
CIM 260A*	Microsoft ASP.NET—Beginning	3.5
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 271A*	Web Development: XHTML—Beginning	1.5
	Select from Restricted Electives	3–4.5
Total		22–23.5

Restricted Electives:

CIM 7B*	Business Programming: Java—Advanced	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 225*	Web Development: PHP	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 269B*	Web Development: Javascript, Frameworks, Intro to AJAX	3
CIM 271B*	Web Development: XHTML—Advanced	1.5
CIM 287*	Business Programming—C#	3.5
CIM 288	Database Reporting	3.5

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 1A, 1B; BUS 1, 12; CIM 112, 121A, 227*, 251*, 252*; ECON 2, 4; MATH 10.

Revised

Applications Developer Certificate Program

This program is designed to prepare the student for entry-level employment as an applications developer.

Course ID	Title	Units
<u>CIMP 5</u>	Business Programming I: Visual Basic	3.5
<u>CIMP 7A</u>	Business Programming: Java—Beginning	3
<u>CIMW 105</u>	Web Development and DB: Intro SQL and MySQL	3
<u>CIMW 250A*</u>	Microsoft ASP.NET—Beginning	3.5
	Select from Restricted Electives	5 - 7
Total		18 - 20

Restricted Electives:

<u>CIMP 7B*</u>	Business Programming: Java—Advanced	3
<u>CIMN 200</u>	Introduction to Networking	3
<u>CIMN 230</u>	Computer Operating Systems: Unix/Linux	3
<u>CIMW 245*</u>	Web Development: PHP & CMS/Word Press E-Commerce	3
<u>CIMN 250*</u>	Network and Security Administration using Unix/Linux	3
<u>CIMW 250B*</u>	Microsoft ASP.NET—Advanced	3
<u>CIMW 260</u>	Web Development: Javascript, Frameworks, jQuery , AJAX	3
<u>CIMW 100A*</u>	Web Site Development: HTML —Beginning	1.5
<u>CIMW 100B*</u>	Web Site Development: HTML —Advanced	1.5
<u>CIMP 115*</u>	Business Programming—C#	3.5
<u>CIMA 288</u>	Database Reporting	3.5

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 1A, 1B; BUS 1, 12; CIM 112, 121A, **CIMW 207**, **CIMN 200**, **210**; ECON 2, 4; MATH 10.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

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		24

Restricted Electives:

BUS 135	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 278B*	Creating Web Pages: Dreamweaver— Advanced	1.5
CIM 279*	Information Security Fundamentals	3
CIM 281	Web Development: Adobe Fireworks	1.5

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

†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.

General Education Requirements for Associate Degrees

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

Revised

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
CIMW 100A*/100B*	Web Site Development: HTML — Beginning/Advanced	1.5, 1.5
CIMW 240*	Web 2.0 Design: Cascading Style Sheets	3
CIMW 110A*	Creating Web Pages: Dreamweaver— Beginning	1.5
CIMW 280†	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 9
Total		18

Restricted Electives:

BUS 135	Marketing	3
CIMW 245*	Web Development: PHP & CMS/Word Press E-Commerce	3
CIMW 220A/B*	Web Animation: Flash— Beginning/Intermediate	1.5, 1.5
CIMW 110B*	Creating Web Pages: Dreamweaver— Advanced	1.5
CIMS 200*	Information Security Fundamentals	3
CIMW 235	Web Development: Adobe Fireworks	1.5
CIMA 106	Database: Access	3

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

†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.

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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	
or		
CIM 112	Microsoft Office	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
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 MYSQL	3
CIM 218	Database: Access	3
CIM 227*	Internet and Web Essentials	1.5
CIM 230	Business Presentations: PowerPoint	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration Using Unix/Linux	3
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 279*	Information Security Fundamentals	3
CIM 284	Security+	3
CIM 292A	MCITP Certification Exam Prep I	3
CIM 292B	MCITP Certification Exam Prep II	3
CIM 292C	MCITP Certification Exam Prep III	3
CIM 292D	MCITP Certification Exam Prep IV	3
CIM 292E	MCITP Certification Exam Prep V	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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ~~CIM 2A, 214, 216, 216A~~; ECON 2, 4; CMT 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	Computer Information Systems	4
or		
CIM 112	Microsoft Office	3
CIMN 230	Computer Operating Systems: Unix/Linux	3
CIMN 100+	Computer Operating Systems: Windows	3
CIMN 200	Introduction to Networking	3
CIMN 210	Networking Essentials and Technologies	3.5
	Select from Restricted Electives	6
Total		21.5 – 22.5

Restricted Electives:

CIMP 7A/B*	Business Programming: Java—Beginning/Advanced	3, 3
CIMW 105	Web Development and DB: Intro SQL and MYSQL	3
CIMA 106	Database: Access	3
CIMW 207	Social Media and Web Fundamentals	1.5
CIMA 108	Business Presentations: PowerPoint	3
CIMN 240*	Fundamental Unix/Linux System Administration	3
CIMN 250*	Network and Security Administration Using Unix/Linux	3
CIMW 100A*/B*	Web Site Development: HTML—Beginning/Advanced	1.5, 1.5
CIMS 200*	Information Security Fundamentals	3
CIMS 230	Security+	3
CIMN 220A	MCITP Certification Exam Prep I	3
CIMN 220B	MCITP Certification Exam Prep II	3
CIMN 220C	MCITP Certification Exam Prep III	3
CIMN 220D	MCITP Certification Exam Prep IV	3
CIMN 220E	MCITP Certification Exam Prep V	3
CIMN 220F	MCITP Certification Exam Prep VI	3
CIMS 250	Cyberlaw	3
CIMN 260	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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: **CIMP 5, CIMA 102, 104, 104A**; ECON 2, 4; CMT 215, 220*, 225*, 230*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Software Specialist Certificate Program

The Software Specialist Certificate program prepares the student for an entry-level position as a knowledge worker in the technical work environment using industry-standard software packages.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	
CIM 174+	Computer Operating Systems: Windows	3
CIM 214+	Word Processing: Word	3
CIM 216+	Spreadsheets: Excel	3
CIM 218	Database: Access	3
CIM 230	Business Presentations: PowerPoint	3
	Select from Restricted Electives	3
Total		21

Restricted Electives:

CIM 121A/B/C*	Keyboarding for Computers—Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIM 171*	Computer Operating Systems: Windows Admin at the Command Line	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 221	Managing Projects With Microsoft Project	3
CIM 223A*	Computerized Accounting: QuickBooks—Beginning	1.5
or		
CIM 223B*	Computerized Accounting: QuickBooks—Advanced	1.5
CIM 274A/B	Web Digital Imagery: Photoshop—Beginning/Advanced	1.5, 1.5
CIM 227*	Internet and Web Essentials	1.5
CIM 278A*/B*	Creating Web Pages: Dreamweaver—Beginning/Advanced	1.5, 1.5

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 214; CIM 251*, 252*; ECON 2, 4.

Revised

Software Specialist Certificate Program

The Software Specialist Certificate program prepares the student for an entry-level position as a knowledge worker in the technical work environment using industry-standard software packages.

Course ID	Title	Units
CIM 10	Introduction to Information Systems	
or		
CIM 112	Microsoft Office	
CIMA 102+	Word Processing: Word	3
CIMA 104+	Spreadsheets: Excel	3
CIMA 106	Database: Access	3
CIMA 108	Business Presentations: PowerPoint	3
	Select from Restricted Electives	3
Total		18

Restricted Electives:

CIM 121A/B/C*	Keyboarding for Computers—Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIMN 100+	Computer Operating Systems: Windows	3
CIMN 230	Computer Operating Systems: Unix/Linux	3
CIMA 212	Managing Projects With Microsoft Project	3
CIMA 223A*/B*	Computerized Accounting: QuickBooks—Beginning/Advanced	1.5, 1.5
CIM 274A/B	Web Digital Imagery: Photoshop—Beginning/Advanced	1.5, 1.5
CIMW 207	Social Media and Web Fundamentals	1.5
CIMW 110A*/B*	Creating Web Pages: Dreamweaver—Beginning/Advanced	1.5, 1.5

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 214; **CIMN 200, 210**; ECON 2, 4.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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:

CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 225*	Web Development: PHP	3
CIM 260A*	Microsoft ASP. NET—Beginning	3.5
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 281	Web Development: Adobe Fireworks	1.5

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

#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.

General Education Requirements for Associate Degrees

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

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.

Course ID	Title	Units
<u>CIMW 220</u>	<u>Web and Mobile 3D/2D Animation: Adobe Flash</u>	<u>3</u>
or		
<u>CIMW 220A/B*</u>	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
<u>CIMW 100A*/B*</u>	Web <u>Site</u> Development: <u>HTML</u> —Beginning/Advanced	1.5, 1.5
CIM 274A	Web Digital Imagery: Photoshop—Beginning	1.5
<u>CIMW 110A*/B*</u>	Creating Web Pages: Dreamweaver—Beginning/Advanced	1.5, 1.5
CIMW 280#	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
Total		18

Restricted Electives:

<u>CIMW 105</u>	Web Development and DB: Intro SQL and MySQL	3
<u>CIMW 245*</u>	Web Development: PHP <u>& CMS/Word Press E-Commerce</u>	3
<u>CIMW 250A*</u>	Microsoft ASP. NET—Beginning	3.5
<u>CIMW 260</u>	Web Development: Javascript, Frameworks, <u>jQuery</u> , AJAX	3
<u>CIMW 240*</u>	Web 2.0 Design: Cascading Style Sheets	3
CIM 274B*	Web Digital Imagery: Photoshop—Advanced	1.5
<u>CIMW 235</u>	Web Development: Adobe Fireworks	1.5

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

#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.

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**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	3.5
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		24.5

Restricted Electives:

CIM 7B*	Business Programming: Java—Advanced	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3.5
CIM 279*	Information Security Fundamentals	3

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

†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.

General Education Requirements for Associate Degrees

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

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
CIMP 7A	Business Programming: Java—Beginning	3
CIMN 230	Computer Operating Systems: Unix/Linux	3
CIMN 200	Introduction to Networking	3
CIMN 210	Networking Essentials and Technologies	3.5
CIMW 250A*	Microsoft ASP.NET—Beginning	3.5
CIMW 280†	Web Design: Capstone Portfolio Project	1.5
	Select from Restricted Electives	3
Total		20.5

Restricted Electives:

CIMW 240*	Web 2.0 Design: Cascading Style Sheets	3
CIMP 7B*	Business Programming: Java—Advanced	3
CIMW 100A*	Web Site Development: HTML Beginning	1.5
CIMW 105	Web Development and DB: Intro SQL and MySQL	3
CIMN 240*	Fundamental Unix/Linux System Administration	3
CIMN 250*	Network and Security Administration using Unix/Linux	3
CIMW 250B*	Microsoft ASP.NET—Advanced	3.5
CIMS 200*	Information Security Fundamentals	3

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

†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.

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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.

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

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

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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CIMS 200*	Information Security Fundamentals	3
CIMS 210	Network Defense and Countermeasures	3
CIMS 220	Information Security Management	3
CIMS 230	Security+	3
CIMS 250	Cyberlaw	3
Total		15

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

Current

**Office & Computer Skills
Occupational Skills Award**

An introduction to office procedures and basic skills needed for employment in today's office environment. Areas of study include: office environment, organizational structure, computer skills, business math, filing, and records management.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CIM-213A	Office Skills: Office Procedures	2.5
CIM-213B	Office Skills: Keyboarding	.5
CIM-213D	Office Skills: Windows	.5
CIM-213E	Office Skills: Word Processing (Word)	.5
CIM-213F	Office Skills: Spreadsheets (Excel)	.5
CIM-213G	Office Skills: Desktop Presentation for Business (PowerPoint)	.5
CIM-213H	Office Skills: Database (Access)	.5
CIM-213J	Office Skills: Desktop Publishing (Publisher)	.5
Total		6

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

Revised

**Office & Computer Skills
Occupational Skills Award**

An introduction to office procedures and basic skills needed for employment in today's office environment. Areas of study include: office environment, organizational structure, computer skills, business math, filing, and records management.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CIMA 213A	Office Skills: Office Procedures	2.5
CIMA 213B	Office Skills: Keyboarding	.5
CIMA 213D	Office Skills: Windows	.5
CIMA 213E	Office Skills: Word Processing (Word)	.5
CIMA 213F	Office Skills: Spreadsheets (Excel)	.5
CIMA 213G	Office Skills: Desktop Presentation for Business (PowerPoint)	.5
CIMA 213H	Office Skills: Database (Access)	.5
CIMA 213J	Office Skills: Desktop Publishing (Publisher)	.5
or		
CIMA 213K	Office Skills: Business Email (Outlook)	.5
Total		6

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Business Administration**

The curriculum in the Business Administration 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, earning the Associate degree 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
ACCT 1B*	Managerial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
or		
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
ECON 2*	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
MATH 3A*	Analytic Geometry and Calculus	5
or		
MATH 11*	A Brief Course in Calculus	5
Total		31

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 116, 120, 125, 135, 150; MATH 9, 10; PHIL 12 or 15.

Revised**Business Administration**

The curriculum in the Business Administration 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, earning the Associate degree 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
ACCT 1B*	Managerial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
or		
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
CIM 1	Computer Information Systems	4
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
ECON 2*	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
MATH 3A*	Analytic Geometry and Calculus	5
or		
MATH 11*	A Brief Course in Calculus	5
Total		31 - 32

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 116, 120, 125, 135, 150; MATH 9, 10; PHIL 12 or 15.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Business Management**

The curriculum in the Business 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		3
CIM 10	Introduction to Information Systems	
or		
CIM 112	Microsoft Office	3
Total		22

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised**Business Management**

The curriculum in the Business Associate Degree program is designed to provide the student **who does not plan to transfer to a four-year college** 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	<u>Computer Information Systems</u>	<u>4</u>
or		3
CIM 10	Introduction to Information Systems	
or		
CIM 112	Microsoft Office	3
Total		22 - 23

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12 or 14, 105, 116, 135, 150, 160; MATH 10, PHIL 12 or 15.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Business Leadership Certificate
Program**

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

<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 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	
or		3
BUS 223	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 a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 1A, BUS 116, 135, 150, 160, 495.

Revised

**Business Leadership Certificate
Program**

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

<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 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	
or		3
BUS 223	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 a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ACCT 1A, BUS 116, 135, 150, 160.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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 Science 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 provides specific information in these areas to help make good decisions to ensure success.

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.

Course ID	Title	Units	
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 Specialties	3	
	Restricted Electives	1.5-4	
	Communication Specialties	1.5-3	
Total		24-28	

Marketing Specialties:

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

Restricted Electives:

BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Cooperative Work Experience: Business	2-4

Communication Specialties:

BUS 102	Oral Business Communications	3
CIMA 283E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 102, 125, 223.

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 Science 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 provides specific information in these areas to help make good decisions to ensure success.

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.

Course ID	Title	Units	
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 Specialties	3	
	Restricted Electives	1.5-4	
	Communication Specialties	1.5-3	
Total		24-28	

Marketing Specialties:

BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3

Restricted Electives:

BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Cooperative Work Experience: Business	2-4

Communication Specialties:

BUS 102	Oral Business Communications	3
CIMA 283E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 102, 125, 223.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**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 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
	Restricted Electives	6-7
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
CWE 180	Cooperative Work Experience: Business	3-4
Total		21 - 22

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 102, 116, 120, 125, 136, 137, 138, 150, 160, 495, 223.

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	6-7
Restricted Electives:		
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
CWE 180	Cooperative Work Experience: Business	3-4
Total		21 - 22

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 102, 116, 120, 125, 136, 137, 138, 150, 160, 223.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Marketing Certificate Program

The Business Marketing program offers a focus on 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	Marketing	3
BUS/CTVR 138	Advertising	3
	Restricted Electives	6-7
Total		25 - 26

Restricted Electives:

BUS 102	Oral Business Techniques	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
CWE 180	Cooperative Work Experience: Business	3-4

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12 or 14, 116, 495.

Revised

Marketing Certificate Program

The Business Marketing program offers a focus on 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	Marketing	3
BUS/CTVR 138	Advertising	3
	Restricted Electives	6-7
Total		25 - 26

Restricted Electives:

BUS 102	Oral Business Techniques	3
BUS 105	Social Media Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
CWE 180	Cooperative Work Experience: Business	3-4

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12 or 14, 116.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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
CWE 180	Cooperative Work Experience: Business	1-4
CIM 112	Microsoft Office	3
	Select one Specialty Industry Area	12-15
Total		25 - 31

Specialty Industry Areas

Area I—Management

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

Area II—Promotion

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12 or 14, 102, 103, 104, 116, 135, 137, 138, 147, 150, 260; CIM 1, 10, 120, 121A, ~~171, 174, 174A, 174B~~; 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
CWE 180	Cooperative Work Experience: Business	1-4
CIM 112	Microsoft Office	3
	Select one Specialty Industry Area	12-15
Total		25 - 31

Specialty Industry Areas

Area I—Management

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

Area II—Promotion

BUS 135	Marketing	3
BUS 138/CTVR 138	Advertising	3
or		
BUS 105	Social Media Marketing	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	Marketing	3
BUS 136	Principles of Retailing	3
or		
BUS 143/FASH 143	Fashion Buying and Merchandising	3
BUS 147/FASH 147	Special Events Coordination and Promotion	
BUS 148/FASH 148	Visual Merchandising	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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12 or 14, 102, 103, 104, 116, 135, 137, 138, 147, 150, 260; CIM 1, 10, 120, 121A, **CIMN 100, 100A, 100B**; FASH 140, 144, 150.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**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 Communications	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 223	Human Resources and Employment Law	3
CIM 1	Introduction to Computer Information Systems	3
or		3
CIM 10	Introduction to Information Systems	3
or		3
CIM 112	Microsoft Office	3
Total		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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12 or 14, 116, 137, 138, 150, 160, 495.

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	Marketing	3
BUS 136	Principles of Retailing	3
BUS 223	Human Resources and Employment Law	3
CIM 1	Computer Information Systems	4
or		3
CIM 10	Introduction to Information Systems	3
or		3
CIM 112	Microsoft Office	3
Total		31 - 32

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12 or 14, **105**, 116, 137, 138, 150, 160.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Project Management
Occupational Skills Award**

The Project Management Occupational Skills Award provides the opportunity to master the necessary management concepts to successfully complete projects with an effective level of leadership, planning, and teamwork. The courses assist in the development of the needed skills to ultimately gain personal confidence and trust of others to lead a project management team. Completion of this program increases the value of the management skills needed for entry-level employment as well as advancement in a career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 120	Essentials of Business Management	3
BUS 125	Human Relations in Business	3
CIM 224	Managing Projects with Microsoft Project	3
Total		9

Revised

**Project Management
Occupational Skills Award**

The Project Management Occupational Skills Award provides the opportunity to master the necessary management concepts to successfully complete projects with an effective level of leadership, planning, and teamwork. The courses assist in the development of the needed skills to ultimately gain personal confidence and trust of others to lead a project management team. Completion of this program increases the value of the management skills needed for entry-level employment as well as advancement in a career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 120	Essentials of Business Management	3
BUS 125	Human Relations in Business	3
<u>CIMA 212</u>	Managing Projects with Microsoft Project	3
Total		9

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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 218	Foundation Studio in Architecture	4
ARCH 219*	Residential and Commercial Space Planning	4
ARCH 220*	Revit and Building Information Management (BIM)	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 Design	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 221*	Advanced Revit/Building Information Management II	4
ARCH 260	Architecture in Northern California	4-5
ARCH 261	Orange and San Diego Architecture	4-5
ARCH 262	Los Angeles Architecture	4-5
DR 200*	3D Parametric Modeling – Solidworks	3
MFG 200*	Introduction to Rapid-Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2

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

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: 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 218	Foundation Studio in Architecture	4
ARCH 219*	Residential and Commercial Space Planning	4
ARCH 220*	Revit and Building Information Management (BIM)	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 Design	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 221*	Advanced Revit/Building Information Management II	4
ARCH 260	Architecture in Northern California	1
ARCH 261	Orange and San Diego Architecture	1
ARCH 262	Los Angeles Architecture	1
DR 200*	3D Parametric Modeling – Solidworks	3
MFG 200*	Introduction to Rapid-Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2

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

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ARCH 44*, 136*; ART 40, 41, 80.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 160	Entrepreneurship	3
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
<i>and</i>		
FN 261*†	Internship	1
FN 50	Fundamentals of Nutrition	3
<i>or</i>		
FN 205	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	3
FN 240*	Culinary Principles I	3
FN 244	Baking Fundamentals I	3
FN 246*	Pantry	3
FN 275	Food and Beverage Operations	3
	Select from Restricted Electives	4-5
Total		35 - 37

Restricted Electives:

FN 140*	Cultural Cuisine	2
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2
FN 241*	Culinary Principles II	3
FN 245*	Baking Fundamentals II	2

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

†Recommended to be taken in the 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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: FCS 115, 142; FN 64, 160.

Revised

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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 160	Entrepreneurship	3
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
<i>and</i>		
FN 261*†	Internship	1
FN 50	Fundamentals of Nutrition	3
<i>or</i>		
FN 205	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	3
FN 240*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244	Baking Fundamentals I	3
FN 246*	Pantry	3
FN 275	Food and Beverage Operations	3
	Select from Restricted Electives	4
Total		38 - 39

Restricted Electives:

FN 140*	Cultural Cuisine	2
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2
FN 245*	Baking Fundamentals II	2

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

†Recommended to be taken in the 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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: FCS 115, 142; FN 64, 160.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
<i>and</i>		
FN 261*†	Internship	1
FN 50	Fundamentals of Nutrition	3
<i>or</i>		
FN 205	Nutrition for Culinary Professionals	3
FN 110*	Food Preparation Essentials	3
FN 142*	Classical French Cuisine	2
FN 171	Sanitation and Safety	2
<i>or</i>		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	3
FN 240*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244*	Baking Fundamentals I	3
FN 246*	Pantry	3
FN 275	Food and Beverage Operations	3
	Select two Specialty Courses	4-5
Total		34 - 36

Specialty Courses:

FN 120*	Contemporary Meals	3
FN 140*	Cultural Cuisine	2
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 230*	Vegetarian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 104*, 135, 136, 160; FN 64, 160; FCS 115, 142.

Revised

Advanced Culinary Arts Certificate Program

The **Advanced** 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: Foods and Nutrition	2
<i>and</i>		
FN 261*†	Internship	1
FN 50	Fundamentals of Nutrition	3
<i>or</i>		
FN 205	Nutrition for Culinary Professionals	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 142*	Classical French Cuisine	2
FN 171	Sanitation and Safety	2
<i>or</i>		
FN 210	Servsafe in Food Production	1
FN 173*	Catering and Banquets	3
FN 240*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244*	Baking Fundamentals I	3
FN 245	Baking Fundamentals II	2
FN 246*	Pantry	3
FN 275	Food and Beverage Operations	3
	Select from Restricted Electives	6
Total		41 - 42

Restricted Electives:

FN 140*	Cultural Cuisine	2
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 230*	Vegetarian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 104*, 135, 136, 160; FN 64, 160; FCS 115, 142.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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 and Nutrition	2
<i>and</i>		
FN 261*†	Internship	1
FN 50	Fundamentals of Nutrition	3
<i>or</i>		
FN 205	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 240*	Culinary Principles I	3
FN 244*	Baking Fundamentals I	3
FN 246*	Pantry	3
	Select from Restricted Electives	2-5
Total		24 - 28

Restricted Electives:

FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 230*	Vegetarian Cuisine	2
FN 236*	American Regional Cuisine	2
FN 241*	Culinary Principles II	3

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 104*, 135, 136, 160; FCS 115, 142*; FN 64, 140*, 142, 160.

Revised

Basic Culinary Arts Certificate Program

The **Basic Culinary Arts** 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 and Nutrition	2
<i>and</i>		
FN 261*†	Internship	1
FN 50	Fundamentals of Nutrition	3
<i>or</i>		
FN 205	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 240*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244*	Baking Fundamentals I	3
FN 246*	Pantry	3
	Select from Restricted Electives	4-6
Total		29 - 32

Restricted Electives:

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

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 104*, 135, 136, 160; FCS 115, 142; FN 64, 140*, 142*, 160.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**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.

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

Restricted Electives:

ENV 6*	Scarcity and Environment	3
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
CWE 180*	Cooperative Work Experience: Environmental Studies	1-2
ENV 106	Natural Resource Conservation	3
ENV 123/HORT 123	Water and Soil Conservation	3
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 a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: 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.

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

Restricted Electives:

ENV 6*	Scarcity and Environment	3
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
CWE 180*	Cooperative Work Experience: Environmental Studies	1-2
ENV 106	Natural Resource Conservation	3
ENV 123	Water and Soil Conservation	3
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 a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: 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*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

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		3
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 247	Special Events Participation	1
or		
FASH 254	Fashion in Southern California	2
FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles—AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
Total		36
Optional Lab/Studio		
FASH 212*	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 216*	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.

§Must be taken concurrently with CWE 180.

«Take FASH 260 OR FASH 204 and 225.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested Coursework not required for the major: BUS 136, 138, 160; ETT 42; FCS 115; FASH 120*, 147, 209*, 221*, 230*, 235*.

Revised

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*	Sewing for Fashion Design II	3
FASH 112*	Fashion Sewing—Advanced	3
or		3
FASH 124*	Wearable Art	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	4
FASH 130*	Flat Pattern Design	3
FASH 132*	Draping Fashion Designs	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145* Internship	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 247	Special Events Participation	1
or		
FASH 254	Fashion in Southern California	2
FASH 260*	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles—AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
Total		36
Optional Lab/Studio		
FASH 212*	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 216*	Costumer's Lab	1
FASH 219*	Dressmaking Lab	1
FASH 220*	Tailor's Lab	1

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 OR FASH 204 and 225.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested Coursework not required for the major: BUS 136, 138, 160; ETT 42; FCS 115; FASH 120*, 147, 209*, 221*, 230*, 235*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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.

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 211*	Advanced Dressmaking & Custom Sewing	3
or		
FASH 120	Tailoring	2
FASH 113*	Couture Sewing	3
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
or		
FASH 224	Accessory Design	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 247	Special Events Participation	1
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*«	The Digital Fashion Image	2
or		
FASH 204*	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
Total		48
Optional Lab/Studio		
FASH 212*	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 216*	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.

§Must be taken concurrently with CWE 180.

«Take FASH 260 or both FASH 204 and 225.

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 42*; CIM 1; FASH 120*, 143, 147/BUS 147, 209*, 221*; GC 101, ETT 42.

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.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	<u>Sewing for Fashion Design II</u>	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
or		
FASH 120	Tailoring	2
FASH 113*	Couture Sewing	3
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
or		
FASH 224	Accessory Design	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145§*/BUS 145*§	Internship 1	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 247	Special Events Participation	1
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
or		
FASH 131*	CAD Patternmaking with Tukatech	3
FASH 235*	Designing for the Fashion Industry	2
FASH 260*«	The Digital Fashion Image	2
or		
FASH 204*	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
Total		48 - 49
Optional Lab/Studio		
FASH 212*	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 216*	Costumer's Lab	1
FASH 219*	Dressmaking Lab	1
FASH 220*	Tailor's Lab	1

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 or both FASH 204 and 225.

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 42*; CIM 1; FASH 120*, 143, 147/BUS 147, 209*, 221*; GC 101, ETT 42.

SADDLEBACK COLLEGE
REVISED PROGRAMS
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Current

Accessory Design

Occupational Skills Award

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

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

Course ID	Title	Units
FASH 100	Basic Sewing	3
FASH 240	Dye Processes on Fabrics	3
FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225«	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 254	Fashion in Southern California	1
or		
FASH 207	Eco Friendly Fashion Tour	1
FASH 223	Millinery Design	3
FASH 224	Accessory Design	3
Total		17

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

†Recommended to be taken in last semester of program

«Take FASH 260 or both FASH 204 and 225.

Revised

Accessory Design

Occupational Skills Award

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

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

Course ID	Title	Units
FASH 100	<u>Sewing for Fashion Design I</u>	3
or		
FASH 217	Footwear Design and Construction	2
FASH 240	Dye Processes on Fabrics	3
FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225«	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 254	Fashion in Southern California	1
or		
FASH 207	Eco Friendly Fashion Tour	1
FASH 223	Millinery Design	3
FASH 224	Accessory Design	3
Total		15 - 16

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

†Recommended to be taken in last semester of program

«Take FASH 260 or both FASH 204 and 225.

SADDLEBACK COLLEGE
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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>
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 31	Textiles	
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		
ETT 42	Costume Design	3
FASH 205*	Corset Construction	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 208*	Sewing Vintage Fashion	3
or		
FASH 223	Millinery Design	3
FASH 145*/	Internship	1
BUS 145*		

Total 16 - 17

Optional Lab/Studio

FASH 216*	Costumer's Lab	1
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*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

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>
CWE 180*†	Cooperative Work Experience: Fashion	1
3 FASH 31	Textiles	3
FASH 111*	<u>Sewing for Fashion Design II</u>	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		
ETT 42	Costume Design	3
FASH 205*	Corset Construction	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 208*	Sewing Vintage Fashion	3
or		
FASH 223	Millinery Design	3
FASH 145*/	Internship	1
BUS 145*		

Total 16 - 17

Optional Lab/Studio

FASH 216*	Costumer's Lab	1
FASH 220*	<u>Tailor's Lab</u>	1

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

†Recommended to be taken in last semester of program.

SADDLEBACK COLLEGE
REVISED PROGRAMS
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Current

**Fashion Technology
Occupation Skills Award**

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

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 204	Understanding Apparel Principles AIMS Certification	1
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
FASH 260*	The Digital Fashion Image	2
FASH 254	Fashion in Southern California	1
or		
FASH 207	Eco Friendly Fashion Tour	1
FASH 145*§/BUS 145*§	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
Total		7

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

Revised

**Fashion Technology
Occupation Skills Award**

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

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 131*	CAD Patternmaking with Tukatech	3
FASH 204	Understanding Apparel Principles AIMS Certification	1
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
FASH 260*	The Digital Fashion Image	2
FASH 254	Fashion in Southern California	1
or		
FASH 207	Eco Friendly Fashion Tour	1
FASH 145*§/BUS 145*§	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
Total		10

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

SADDLEBACK COLLEGE
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Current

Fashion Merchandising Certificate Program

The Fashion Merchandising certificate emphasizes all aspects of fashion merchandising including techniques of buying and selling, distributing and marketing, and promoting fashion goods. It combines a general merchandising background with training in specialized skills in order for students to find employment in today's fashion industry.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 254	Fashion in Southern California	1
FASH 145*§/BUS 145§*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
	Select one course from each Group	8
Total		38

Group 1

BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 160	Entrepreneurship	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1

Group 3

FASH 100	Fashion Sewing-Beginning	3
FASH 110*	Contemporary Clothing Construction	3

Optional Lab/Studio

FASH 212*	Construction Lab	1
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*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken with Cooperative Work Experience in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 or both FASH 204 and 225.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12, 103, 125, †36, †37, 138; FCS 115; G6-†0†.

Revised

Fashion Merchandising Certificate Program

The Fashion Merchandising certificate emphasizes all aspects of fashion merchandising including techniques of buying and selling, distributing and marketing, and promoting fashion goods. It combines a general merchandising background with training in specialized skills in order for students to find employment in today's fashion industry.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 254	Fashion in Southern California	1
FASH 145*§/BUS 145§*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
	Select one course from each Group	8
Total		38

Group 1

BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 160	Entrepreneurship	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1

Group 3

FASH 100	<u>Sewing for Fashion Design II</u>	3
FASH 110*	Contemporary Clothing Construction	3

Optional Lab/Studio

FASH 212*	Construction Lab	1
FASH 219*	Dressmaking Lab	1

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

†Recommended to be taken with Cooperative Work Experience in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 or both FASH 204 and 225.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 12, 103, 125, 135, 138, **150**; **CIMA 104**; FCS 115; **GD 140/ART 140, 147**.

SADDLEBACK COLLEGE
REVISED PROGRAMS
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Current

Visual Fashion Merchandising Certificate Program

The Visual Fashion Merchandising program explores interior and exterior displays with an emphasis on presentation of the products and on lighting and window design. Techniques and utilization of specialized materials in a diverse range of retail options are examined, as are the development of major presentations and overall store design.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 144	Fashion Trends	3
FASH 145*§/BUS 145*§ and	Internship	1
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
	Select one course from each Group	5
Total		31

Group 1

ART 42*	Color Theory and Practice	3
ART 100	Art Gallery/Display and Exhibition	3
FASH 140	Fashion Image	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 OR both FASH 204 and 225.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 20, 40, 41*, 42*, 50*, 80; BUS 138/CTVR 138; ETT 44; FASH 440, 254; GC 101; GD 141/ART 141; ID 110, 442, 424, 127*.

Revised

Visual Fashion Merchandising Certificate Program

The Visual Fashion Merchandising program explores interior and exterior displays with an emphasis on presentation of the products and on lighting and window design. Techniques and utilization of specialized materials in a diverse range of retail options are examined, as are the development of major presentations and overall store design.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 144	Fashion Trends	3
FASH 145*§/BUS 145*§ and	Internship	1
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
	Select one course from each Group	5
Total		31

Group 1

ART 42*	Color Theory and Practice	3
ART 100	Art Gallery/Display and Exhibition	3
FASH 140	Fashion Image	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 OR both FASH 204 and 225.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 40, 41*, 50*, 80, 142/GD 142; BUS 138/CTVR 138; ETT 40; FASH 100, 254; GC 101; GD 141/ART 141; ID 110, 127*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
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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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
FN 240*	Culinary Principles I	3
FN 244*	Baking Fundamentals I	3
FN 246*	Pantry	3
FN 261*†§	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
FN 275	Food and Beverage Operations	3
	Select from <u>Specialty Courses</u>	6-7
Total		33 - 35

Specialty Courses:

FN 142*	Classical French Cuisine	2
FN 173*	Catering and Banquets	3
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2
FN 241*	Culinary Principles II	3
FN 245*	Baking Fundamentals II	2

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180 during the last semester of the 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.

General Education Requirements for Associate Degrees

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

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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 171	Sanitation and Safety	2
or		
FN 210	Servsafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
FN 240*	Culinary Principles I	3
FN 244*	Baking Fundamentals I	3
FN 246*	Pantry	3
FN 261*†§	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Foods and Nutrition	2
FN 275	Food and Beverage Operations	3
	Select from <u>Restricted Electives</u>	6-7
Total		33 - 35

Restricted Electives:

FN 142*	Classical French Cuisine	2
FN 173*	Catering and Banquets	3
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2
FN 241*	Culinary Principles II	3
FN 245*	Baking Fundamentals II	2

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180 during the last semester of the 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.

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Graphics****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, T-shirt and decal art. Students are encouraged to adhere to electives noted for a rounded educational experience.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
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 210	Motion Graphics	3
Total		24

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 40, 85*.

Revised**Graphics****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, T-shirt and decal art. Students are encouraged to adhere to electives noted for a rounded educational experience.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
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 155	History of Animation	3
GD 210	Motion Graphics	3
Total		27

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 40, 85*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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 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 166	Ornamental Native Plants	4-5
HORT 216*	Advanced Irrigation Design	3

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 1, 120, 137; CIM 1; HORT 208, 209*; SPAN 1*.

Revised

Horticulture Certificate Program

The Horticulture program is soundly based on horticultural **science and** 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: Ancient through 19th Century	3
HORT 145	Planting Design with Native Plants	3

Group II:

CWE 180*†	Cooperative Work Experience: Horticulture and Landscape	1
HORT 116	Irrigation Design Fundamentals	3
HORT 166	Ornamental Native Plants Identification	3
HORT 216*	Irrigation Plans and Details with CAD	3

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 1, 120, 137; CIM 1; HORT 208, 209*; SPAN 1*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**General Horticulture
Occupational Skills Award**

General Horticulture encourages students to master skills required to propagate and maintain healthy plants, including the use of soils and fertilizers.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 20	Introduction to Horticultural Science	4
HORT 112	Plant Propagation	3
HORT 113	Soils and Fertilizers	3
Total		10

Revised

**General Horticulture
Occupational Skills Award**

The General Horticulture **Occupational Skills Award** encourages students to master skills required to propagate and maintain healthy plants, including the use of soils and fertilizers.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 20	Introduction to Horticultural Science	4
HORT 112	Plant Propagation	3
HORT 113	Soils and Fertilizers	3
Total		10

Current

**Plant Identification
Occupational Skills Award**

Plant Identification encourages students to master skills required to identify all of the important annuals, groundcovers, vines, trees, shrubs, and native plants used in Southern California landscapes. Award holders will be able to make recommendations for the incorporation of these species into the landscape based on flower color, time of flowering, height, spread, fruit production, and known problems.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 10	Plant Materials—Herbaceous Plants	3
HORT 11	Plant Materials—Trees and Shrubs	3
HORT 166	Ornamental Native Plants	1.5
Total		7.5

Revised

**Plant Identification
Occupational Skills Award**

The Plant Identification **Occupational Skills Award** encourages students to master skills required to identify all of the important annuals, groundcovers, vines, trees, shrubs, and native plants used in Southern California landscapes. Award holders will be able to make recommendations for the incorporation of these species into the landscape based on flower color, time of flowering, height, spread, fruit production, and known problems.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 10	Plant Materials—Herbaceous Plants	3
HORT 11	Plant Materials—Trees and Shrubs	3
HORT 166	Ornamental Native Plants Identification	3
Total		9

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Interior Design

Saddleback College offers an interdisciplinary Interior Design curriculum providing multi-level, accredited courses that prepare students with the competencies required to enter the Interior Design profession. The Associate degree will be awarded after completion of Level III.

Level II - Interior Design Assistant Certificate Program

The Interior Design Assistant level meets the standards that can lead to a minimum preparation for design certification and employment as a design assistant.

Course ID	Title	Units
Level I Courses		24
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 123*	Interior Design Illustration	3
ID 125	History of Interior Architecture and Furnishings II	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
ID 128*	Business and Professional Practice for Interior Design	3
ID 129*	Interior Design Internship	1
and		
CWE 180*	Cooperative Work Experience: Interior Design	1
Total		54

Associate Degree will be awarded for Level III only.

Level III - Interior Design Professional Certificate Program

The Interior Design Professional level meets the educational standards leading to employment and certification as a professional interior designer.

Course ID	Title	Units
Level I and II Courses		54
ID 133*	Rendering and Rapid Visualization for Interior Design	3
ID 211	Codes and Specifications for Interior Design	3
ID 212*	Advanced Computer-Aided Design/Drafting for Interior Design	3
	Restricted Electives	6
Total		66

Restricted Electives:

ID 210*	Hospitality Design	3
ID 214*	Bath Design	3
ID 215*	Kitchen Design	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.

Revised

Interior Design

Saddleback College offers an interdisciplinary Interior Design curriculum providing multi-level, accredited courses that prepare students with the competencies required to enter the Interior Design profession. The Associate degree will be awarded after completion of Level III.

Level II - Interior Design Assistant Certificate Program

The Interior Design Assistant level meets the standards that can lead to a minimum preparation for design certification and employment as a design assistant.

Course ID	Title	Units
Level I Courses		24
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 123*	Interior Design Illustration	3
ID 125	History of Interior Architecture and Furnishings II	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
ID 128*	Business and Professional Practice for Interior Design	3
ID 129*	Interior Design Internship	1
and		
CWE 180*	Cooperative Work Experience: Interior Design	1
ID 216*	Digital Visualization for Interior Design	3
Total		54

Associate Degree will be awarded for Level III only.

Level III - Interior Design Professional Certificate Program

The Interior Design Professional level meets the educational standards leading to employment and certification as a professional interior designer.

Course ID	Title	Units
Level I and II Courses		54
ID 133*	Rendering and Rapid Visualization for Interior Design	3
ID 211	Codes and Specifications for Interior Design	3
ID 212*	Advanced Computer-Aided Design/Drafting for Interior Design	3
	Restricted Electives	6
Total		69

Restricted Electives:

ID 210*	Hospitality Design	3
ID 214*	Bath Design	3
ID 215*	Kitchen Design	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.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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 CAD	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 Science	4
HORT 113	Soils and Fertilizers	3
HORT 166	Ornamental Native Plants	4.5

Group II:

HORT 115	History of Landscape Design	3
HORT 201*	Professional Practices of Residential Landscape Design	3
HORT 216*	Advanced Irrigation Design	3

*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 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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 1, 120, 137; 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 CAD: AutoCAD Fundamentals	3
HORT 109	Introduction to Planting Design	3
HORT 116	Irrigation Design Fundamentals	3
HORT 130	Hardscape and Construction Materials	
	Fundamentals	1.5
	Select one course from each Group	2 - 7
Total		21.5 – 26.5

Group I:

HORT 20	Introduction to Horticulture Science	4
HORT 113	Soils and Fertilizers	3
HORT 138	The Sustainable Landscape	3
HORT 140	Landscape Management and Construction	3
HORT 141*	Hardscape and Construction Details with CAD	2
HORT 145	Planting Design with Native Plants	3
HORT 166	Ornamental Native Plants Identification	3
CWE 180*†	Cooperative Work Experience: Horticulture and Landscape	1

Group II:

HORT 115	History of Landscape Design: Ancient through 19th Century	3
HORT 201*	Professional Practices in Design Professions	3
HORT 216*	Irrigation Plans and Details with CAD	3
HORT 139	Contemporary Landscape Design Trends	3
HORT 142	Introduction to Design Technology	1
HORT 143*	Landscape CAD Management with Design Projects	3
HORT 144	Licensure for the Landscape Contractor	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 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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 1, 120, 137; HORT 113, 115; SPAN 1*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**General Landscape Design
Occupational Skills Award**

A comprehensive overview of the drawing, design, and construction materials used by the landscape designer. The skills acquired will enhance the ability to provide landscaping assistance to customers of retail and wholesale nurseries.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 7	Introduction to Landscape Design	3
HORT 109	Planting Design	3
HORT 130	Hardscape and Construction Materials	3
Total		9

Revised

**General Landscape Design
Occupational Skills Award**

The General Landscape Design OSA encourages students to acquire a comprehensive overview of the drawing, design, and construction materials used by the landscape designer. The skills acquired will enhance the ability to provide landscaping assistance to customers of retail and wholesale nurseries as well as residential landscape design industries.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 7	Introduction to Landscape Design	3
HORT 109	Introduction to Planting Design	3
HORT 130	Hardscape and Construction Materials	
Fundamentals		1.5
Total		7.5

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Art Associate Degree Program

The curriculum in the Art 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 in graphic design or promotion.

Course ID	Title	Units
First Year		
ART 40	Two-Dimensional Design	3
ART 41*	Three-Dimensional Design	3
ART 50*	Painting I	3
ART 80	Drawing I	3
	Select from Restricted Electives	3
Second Year		
ART 25	Survey of Art History: Ancient Worlds to Gothic	3
ART 26	Survey of Art History: Renaissance to Modern	3
ART 85*	Drawing from the Live Model I	3
	Select from Restricted Electives	9
Total		33

Restricted Electives:

ART 9*, 10*, 11*, 12*, 13*, 20, 21, 22, 23, 24, 28, 29, 51*, 52*, 54*, 57, 58*, 59*, 60*, 61*, 62*, 63, 70, 71*, 72*, 78, 79*, 81*, 82*, 86*, 87*, 133*, 134*, 140, 141, 142, 144, 145, 175*, 216*, 217*, 240*, 250*.

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

Associate Degree

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

Revised

Art Associate Degree Program

The curriculum in the Art 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 in graphic design or promotion.

Course ID	Title	Units
First Year		
ART 40	2-D Foundations	3
ART 41*	Three-Dimensional Design	3
ART 50*	Painting I	3
ART 80	Drawing I	3
	Select from Restricted Electives	3
Second Year		
ARTH 25	Survey of Art History: Ancient Worlds to Gothic	3
ARTH 26	Survey of Art History: Renaissance to Modern	3
ART 85*	Drawing from the Live Model I	3
	Select from Restricted Electives	9
Total		33

Restricted Electives:

ART 9*, 10*, 11*, 12*, 13*, 28, 51*, 52*, 54*, 57, 58*, 59*, 60*, 61*, 62*, 63, 70, 71*, 72*, 78, 79*, 81*, 82*, 86*, 87*, 140, 141, 142, 144, 145, 175*, 216*, 217*, 240*, 250*; **ARTH 20, 21, 22, 23, 24, 29.**

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

Associate Degree

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Cinema/Television/Radio Certificate Program

The Cinema/Television/Radio prepares Program prepares the student in all areas relating to the understanding and use of cinematic and broadcast media, with particular emphasis on hands-on experience. Employment possibilities include: producing, directing, on-air talent, editing, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework includes participation in internships at various stations and facilities.

Course ID	Title	Units
CTVR 40*	Television and Film Scriptwriting I	3
CTVR 101	Video Production Basics	3
	Select from one Specialty Area	15
Total		18-21

Specialty Area 1—Cinema

Required Courses:

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3

Restricted Electives: (9 units)

CTVR 42*	TV/Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	1
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising for Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CTVR 290±	Acting for the Camera I	3
CTVR 291*	Acting for the Camera II- Creating a Character	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

Specialty Area 2—Television

Required courses:

CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3

Restricted Electives: (9 units)

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 128±	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising for Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/Television/Radio	1

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

Specialty Area 3—Radio

Required Courses:

CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3
CTVR 115*	Advanced Radio Broadcasting	2

Restricted Electives Electives: (7 units)

CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 128*	Television and Radio News	3

CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

Specialty Area 4—Post Production

Required Courses:

CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3

Restricted Electives: (6 units)

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

Specialty Area 5—CTVR-Critical Studies

Required Courses (12 units):

CTVR 3	History and Appreciation of American Cinema	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Cross Cultural Cinema	3
CTVR 9	Women in Cinema and Television	3

Restricted Electives: (6 units)

CTVR 1/JRN 1	Mass Media and Society	3
CTVR 31*	Film Production I	3
CTVR 42*	Television and Film Directing	3
CTVR 100	Introduction to Cinema, Television, Radio	3
CTVR 124*	Television Production I	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1
ENG 52*	The Film as Literature	3

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

Specialty Area 6—Screen Acting and Voice Performance

Required Courses:

CTVR 191	Voice-Over and Announcing	3
CTVR 290±	Acting for the Camera I	3
CTVR 291*	Acting for the Camera II: Creating a Character	3

Restricted Electives: (6 units)

CTVR 31*	Film Production I	3
CTVR 42*	Television and Film Directing	3
CTVR 124*	Television Production I	3
CTVR 128*	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1
TA 290	Acting for Television and Film	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.

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Revised

Cinema/Television/Radio Certificate Program

The Cinema/Television/Radio prepares Program prepares the student in all areas relating to the understanding and use of cinematic and broadcast media, with particular emphasis on hands-on experience. Employment possibilities include: producing, directing, on-air talent, editing, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework includes participation in internships at various stations and facilities.

Course ID	Title	Units
CTVR 40*	Television and Film Scriptwriting I	3
CTVR 101	Video Production Basics	3
	Select from one Specialty Area	15
Total		21

Specialty Area 1—Cinema

Required Courses:

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3

Restricted Electives: (9 units)

CTVR 42*	TV/Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	1
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising for Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291*	Acting for the Camera II- Creating a Character	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

Specialty Area 2—Television

Required courses:

CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3

Restricted Electives: (9 units)

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 128	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising for Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/Television/Radio	1

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

Specialty Area 3—Radio

Required Courses:

CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3
CTVR 115*	Advanced Radio Broadcasting	2

Restricted Electives Electives: (7 units)

CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 128*	Television and Radio News	3

CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

Specialty Area 4—Post Production

Required Courses:

CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3

Restricted Electives: (6 units)

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

Specialty Area 5—CTVR-Critical Studies

Required Courses (12 units):

CTVR 3	History and Appreciation of American Cinema	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Cross Cultural Cinema	3
CTVR 9	Women in Cinema and Television	3

Restricted Electives: (6 units)

CTVR 1/JRN 1	Mass Media and Society	3
CTVR 31*	Film Production I	3
CTVR 42*	Television and Film Directing	3
CTVR 100	Introduction to Cinema, Television, Radio	3
CTVR 124*	Television Production I	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1
ENG 52*	The Film as Literature	3

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

Specialty Area 6—Screen Acting and Voice Performance

Required Courses:

CTVR 191	Voice-Over and Announcing	3
CTVR 290	Acting for the Camera I	3
CTVR 291*	Acting for the Camera II: Creating a Character	3

Restricted Electives: (6 units)

CTVR 31*	Film Production I	3
CTVR 42*	Television and Film Directing	3
CTVR 124*	Television Production I	3
CTVR 128*	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1
TA 290	Acting for Television and Film	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.

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Cinema
Occupational Skills Awards**

The Cinema Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a filmic production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of several broadcast-quality short films suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 101	Video Production Basics	3
	Select from Restricted Electives	6
Total		15

Restricted Electives:

CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising For Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CTVR 290*	Acting for the Camera I	3
CWE 180*	Cooperative Work Experience: Cinema/TV /Radio	1

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

Revised

**Cinema
Occupational Skills Awards**

The Cinema Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a filmic production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of several broadcast-quality short films suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 101	Video Production Basics	3
	Select from Restricted Electives	6
Total		15

Restricted Electives:

CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising For Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CWE 180*	Cooperative Work Experience: Cinema/TV /Radio	1

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Radio
Occupational Skills Awards**

The Radio Broadcasting Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a radio production from the conception to finished product as well as to understand the principles of radio broadcasting and station management. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality radio programs suitable for use on a demonstration reel and the hands-on management of the college's flagship radio station, KSBR. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3
CTVR 115*	Advanced Radio Broadcasting	2
	Select from Restricted Electives	7
Total		15

Restricted Electives:

CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 128*	Television and Radio News	3
CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema/Television/Radio Employment Skills	1
CWE 180*	Cooperative Work Experience: Cinema/Television/Radio	1

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

Revised

**Radio
Occupational Skills Awards**

The Radio Broadcasting Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a radio production from the conception to finished product as well as to understand the principles of radio broadcasting and station management. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality radio programs suitable for use on a demonstration reel and the hands-on management of the college's flagship radio station, KSBR. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3
CTVR 115*	Advanced Radio Broadcasting	2
	Select from Restricted Electives	7
Total		15

Restricted Electives:

CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 128	Television and Radio News	3
CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema/Television/Radio Employment Skills	1
CWE 180*	Cooperative Work Experience: Cinema/Television/Radio	1

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Screen Acting and Voice Performance
Occupational Skills Award**

The Screen Acting and Voice Performance Occupational Skill Award prepares the student in all areas relating to the understanding and application of the skills necessary to perform in mass/electronic media, with particular emphasis on practical on-air/on-camera experience. Employment possibilities include: on-air talent, hosting, news, web-based promotions, film and television production roles, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework may include participation in internships at various stations and facilities.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required Courses:		
CTVR 191	Voice-Over and Announcing	3
CTVR 290*	Acting for the Camera I	3
CTVR 291*	Acting for the Camera II-Creating a Character	3
	Select from Restricted Electives	6
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	Total	15

Restricted Electives:

CTVR 31*	Film Production I	3
CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 101	Video Production Basics	3
CTVR 124*	Television Production I	3
CTVR 128*	Television and Radio News	3
CTVR 129*	Documentary Production	3
TA 290	Acting for Television and Film	3

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

Revised

**Screen Acting and Voice Performance
Occupational Skills Award**

The Screen Acting and Voice Performance Occupational Skill Award prepares the student in all areas relating to the understanding and application of the skills necessary to perform in mass/electronic media, with particular emphasis on practical on-air/on-camera experience. Employment possibilities include: on-air talent, hosting, news, web-based promotions, film and television production roles, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework may include participation in internships at various stations and facilities.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required Courses:		
CTVR 191	Voice-Over and Announcing	3
CTVR 290	Acting for the Camera I	3
CTVR 291*	Acting for the Camera II-Creating a Character	3
	Select from Restricted Electives	6
<hr/>		
	Total	15

Restricted Electives:

CTVR 31*	Film Production I	3
CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 101	Video Production Basics	3
CTVR 124*	Television Production I	3
CTVR 128	Television and Radio News	3
CTVR 129*	Documentary Production	3
TA 290	Acting for Television and Film	3

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current
Television
Occupational Skills Awards

The Television Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a television production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality programs suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 101	Video Production Basics	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
	Select from Restricted Electives	6
Total		15

Restricted Electives:

CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 128*	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising for Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

Revised
Television
Occupational Skills Awards

The Television Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a television production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality programs suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 101	Video Production Basics	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
	Select from Restricted Electives	6
Total		15

Restricted Electives:

CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 128	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 266	Script Supervising for Film and Television	3
CTVR 280*	Cinema/Television/Radio Employment Skills	3
CWE 180*	Cooperative Work Experience: Cinema/TV/Radio	1

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Photography Associate
Degree Program

The curriculum in the Photography 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 may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
First Year		
PHOT 25	History of Photography	3
PHOT 50	Digital Photography I	3
PHOT 51*	Introduction to Photoshop and Digital Imaging	3
PHOT 55*	Digital Photography II	3
Second Year		
PHOT 152*	Intermediate Photoshop and Digital Imaging	3
or		
PHOT 156*	Digital Photography III	3
PHOT 160*	Color Digital Photography	3
PHOT 190*	Special Problems in Photography	3
Total		21

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

Associate Degree

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 80; JRN 1/CTVR 1.

Revised

Photography Associate
Degree Program

The curriculum in the Photography 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 may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
Required Courses:		
PHOT 25	History of Photography	3
PHOT 50	Digital Photography I	3
PHOT 51*	Introduction to Photoshop and Digital Imaging	3
PHOT 55*	Digital Photography II	3
PHOT 156*	Digital Photography III	3
PHOT 152*	Intermediate Photoshop and Digital Imaging	3
or		
PHOT 190*	Special Problems in Photography	3
Select one course from Restricted Electives		3
Total		21

Restricted Electives:

PHOT 154*	Alternative Digital Processes	3
PHOT 157*	Studio Lighting	3

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

Associate Degree

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ART 80; JRN 1/CTVR 1.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

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 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

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).

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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 **850**
Atlanta, Georgia 30326
800-669-1656

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Licensed Vocational Nurse
(LVN) to Registered Nurse (RN)
Associate Degree 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 Pre Admission test validates by CCCC 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:

Course ID	Title	Units
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	4
N 162*	Successful Transition to Professional Nursing	1.5
N 164*	LVN to RN Clinical Lab	1.5

Total 20

Required Core Classes:

Course ID	Title	Units
N 165	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		
SP 5	Interpersonal Communication	3

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)
Advanced Placement Option**

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* (**lecture**), N 162* (**lab**), 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 Pre Admission test validates by CCCC 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:

Course ID	Title	Units
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	4
N 162*	Successful Transition to Professional Nursing	1
N 162*	Successful Transition to Professional Nursing Lab	.5
N 164*	LVN to RN Clinical Lab	1.5
Total		20

Required Core Classes:

Course ID	Title	Units
N 165	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		
SP 5	Interpersonal Communication	3
Total		25.5

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

#Clinical course.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Licensed Vocational Nurse
(LVN) to Registered Nurse (RN)
30-Unit Option Certificate**

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.

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.

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:

Course ID	Title	Units
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1.5

Required Core Classes:

N 165	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.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Revised
Licensed Vocational Nurse
(LVN) to Registered Nurse (RN)
30-Unit Option Certificate

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.

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 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* (**lecture**) and N 162* (**lab**) 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.

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	<u>1</u>
N 162*	Successful Transition to Professional Nursing Lab	<u>.5</u>

Required Core Classes:

N 165	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.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Kinesiology
Associate Degree Program

The curriculum in the Kinesiology 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
HLTH 1	Contemporary Health Issues	
or		3
HLTH 3	Women's Health Issues	
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
KNES 51	Introduction to Kinesiology and Athletics	3
KNES 52	Fundamentals of Human Movement	3
	and	
	A minimum of 3 units in Training and Theory selected from the following: KNES 53, 54*, 105	3
		3
	and	
	A minimum of 6 units in Kinesiology activity skills courses from at least 4 of the following areas:	
	(1) Fitness	
	(2) Individual Sports	
	(3) Aquatics	
	(4) Dance,	
	(5) Team Sports	
	(6) Combative Skills	
	NOTE: Intercollegiate Athletics may be applied in appropriate areas.	6
Total		19.5

Associate Degree

Associate in Arts Degree

Complete 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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BIO 11*, 20; KNES 107; PSYC 1; SP 1 or 5.

Revised

Kinesiology
Associate Degree Program

The curriculum in the Kinesiology 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
HLTH 1	Contemporary Health Issues	
or		3
HLTH 3	Women's Health Issues	
HLTH 2	<u>CPR, First Aid, and Automated External Defibrillator</u>	1.5
KNES 51	<u>Introduction to Kinesiology</u>	3
KNES 52	Fundamentals of Human Movement	3
	and	
	A minimum of 3 units in Training and Theory selected from the following: KNES 53, 54*, 105	3
		3
	and	
	A minimum of 6 units in Kinesiology activity skills courses from at least 4 of the following areas:	
	(1) Fitness	
	(2) Individual Sports	
	(3) Aquatics	
	(4) Dance,	
	(5) Team Sports	
	(6) Combative Skills	
	NOTE: Intercollegiate Athletics may be applied in appropriate areas.	6
Total		19.5

Associate Degree

Associate in Arts Degree

Complete 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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BIO 11*, 20; KNES 107; PSYC 1; SP 1 or 5.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Athletic Training Occupational Skills Award

The Athletic Training Occupational Skills Award prepares the student for careers in Athletic Training and Physical Therapy for skills necessary for entry level positions in Physical Therapy Clinic or acceptance to an Athletic Training program at a four-year college or university.

Course ID	Title	Units
BIO 11*	Human Anatomy	4
BIO 20	Introduction to Biology	4
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
KNES 52	Fundamentals of Human Movement	3
KNES 53	Prevention and Care of Athletic Injuries	3
KNES 56*	Athletic Training Fieldwork	2
Total		17.5

Current

Coaching Occupational Skills Award

This Occupational Skills Award is designed to prepare students for gaining employment in coaching in a scholastic setting or Sports management in youth sports at community centers, after school programs, and/or city and state sports activities. The students will gain a variety of experiences, skills and knowledge that will cover a multitude of sports.

Course ID	Title	Units
FN 164	Sports Nutrition	2
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
KNES 51	Introduction to Kinesiology and Athletics	3
KNES 53	Prevention and Care of Athletic Injuries	3
KNES 54*	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3
	Select from Restricted Electives	2
Total		17.5

Restricted Electives:

IA 1*	Men's Football	2
IA 2*	Men's Basketball	1 or 2
IA 3*	Men's Baseball	2
IA 4*	Men's Track and Field	2
IA 5*	Men's Cross Country	2
IA 6*	Men's Golf	2
IA 7*	Men's Water Polo	2
IA 8*	Men's Swimming and Diving	2
IA 9*	Men's Tennis	2
IA 10*	Women's Volleyball	2
IA 11*	Women's Softball	2
IA 12*	Women's Basketball	1 or 2
IA 13*	Women's Tennis	2
IA 14*	Women's Swimming and Diving	2
IA 16*	Women's Track and Field	2
IA 17*	Women's Cross Country	2
IA 18*	Women's Water Polo	2
IA 19*	Women's Golf	2
IA 21*	Women's Soccer	2

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

Revised

Athletic Training Occupational Skills Award

The Athletic Training Occupational Skills Award prepares the student for careers in Athletic Training and Physical Therapy for skills necessary for entry level positions in Physical Therapy Clinic or acceptance to an Athletic Training program at a four-year college or university.

Course ID	Title	Units
BIO 11*	Human Anatomy	4
BIO 20	Introduction to Biology	4
HLTH 2	<u>First Aid, CPR, & Automated External Defibrillator</u>	1.5
KNES 52	Fundamentals of Human Movement	3
KNES 53	Prevention and Care of Athletic Injuries	3
KNES 56*	Athletic Training Fieldwork	2
Total		17.5

Revised

Coaching Occupational Skills Award

This Occupational Skills Award is designed to prepare students for gaining employment in coaching in a scholastic setting or Sports management in youth sports at community centers, after school programs, and/or city and state sports activities. The students will gain a variety of experiences, skills and knowledge that will cover a multitude of sports.

Course ID	Title	Units
FN 164	Sports Nutrition	2
HLTH 2	<u>First Aid, CPR, & Automated External Defibrillator</u>	1.5
KNES 51	<u>Introduction to Kinesiology</u>	3
KNES 53	Prevention and Care of Athletic Injuries	3
KNES 54*	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3
	Select from Restricted Electives	2
Total		17.5

Restricted Electives:

IA 1*	Men's Football	2
IA 2*	Men's Basketball	1 or 2
IA 3*	Men's Baseball	2
IA 4*	Men's Track and Field	2
IA 5*	Men's Cross Country	2
IA 6*	Men's Golf	2
IA 7*	Men's Water Polo	2
IA 8*	Men's Swimming and Diving	2
IA 9*	Men's Tennis	2
IA 10*	Women's Volleyball	2
IA 11*	Women's Softball	2
IA 12*	Women's Basketball	1 or 2
IA 13*	Women's Tennis	2
IA 14*	Women's Swimming and Diving	2
IA 16*	Women's Track and Field	2
IA 17*	Women's Cross Country	2
IA 18*	Women's Water Polo	2
IA 19*	Women's Golf	2
IA 21*	Women's Soccer	2

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

**Recreation Administration
Occupational Skills Award**

The curriculum in Recreation Administration is designed to help students become prepared to acquire entry-level positions in the field of recreation at community centers, after school programs, and/or city and state park recreation programs. The students will gain a variety of experiences, skills, and knowledge that will cover a multitude of recreational settings and activities. A baccalaureate degree or higher is recommended for employment in higher level positions in this field, but earning this award and/or associate degree may support entry-level positions and future promotion in the area of Recreation Administration.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
REC 100	Introduction to Recreation	3
REC 102	Recreation Planning and Leadership	3
REC 104	Camping and Outdoor Education	3
Total		10.5

Revised

**Recreation Administration
Occupational Skills Award**

The curriculum in Recreation Administration is designed to help students become prepared to acquire entry-level positions in the field of recreation at community centers, after school programs, and/or city and state park recreation programs. The students will gain a variety of experiences, skills, and knowledge that will cover a multitude of recreational settings and activities. A baccalaureate degree or higher is recommended for employment in higher level positions in this field, but earning this award and/or associate degree may support entry-level positions and future promotion in the area of Recreation Administration.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HLTH 2	<u>First Aid, CPR, & Automated External Defibrillator</u>	1.5
REC 100	Introduction to Recreation	3
REC 102	Recreation Planning and Leadership	3
REC 104	Camping and Outdoor Education	3
Total		10.5

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Arabic Associate Degree Program**

The Arabic Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Arabic. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

Course ID	Title	Units
ARAB 1	Elementary Arabic	5
ARAB 2*	Elementary Arabic	5
ARAB 3*	Intermediate Arabic	5
ARAB 4*	Intermediate Arabic	5
ARAB 999A*	Arabic Language Lab	.25, .25
ARAB 999B*	Arabic Language Lab	.25, .25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised**Arabic Associate Degree Program**

The Arabic Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Arabic. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

Course ID	Title	Units
ARAB 1	Elementary Arabic	5
ARAB 2*	Elementary Arabic	5
ARAB 3*	Intermediate Arabic	5
ARAB 4*	Intermediate Arabic	5
ARAB 901*	Arabic Language Lab	.25
ARAB 902*	Arabic Language Lab	.25
ARAB 903*	Arabic Language Lab	.25
ARAB 904*	Arabic Language Lab	.25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Chinese
Associate Degree Program**

The Chinese Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Chinese. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CHI 1	Elementary Chinese	5
CHI 2*	Elementary Chinese	5
CHI 3*	Intermediate Chinese	5
CHI 4*	Intermediate Chinese	5
CHI 999A*	Chinese Language Lab	.25, .25
CHI 999B*	Chinese Language Lab	.25, .25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised**Chinese
Associate Degree Program**

The Chinese Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Chinese. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CHI 1	Elementary Chinese	5
CHI 2*	Elementary Chinese	5
CHI 3*	Intermediate Chinese	5
CHI 4*	Intermediate Chinese	5
CHI 901*	Chinese Language Lab	.25
CHI 902*	Chinese Language Lab	.25
CHI 903*	Chinese Language Lab	.25
CHI 904*	Chinese Language Lab	.25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

English as a Second Language Completion Certificate

BEGINNING LEVEL

The beginning level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening. Students acquire a practical communicative vocabulary, rudimentary skills in conversation, composition, and comprehension as well as an introduction to the American sound system.

Course ID	Title	Hours
ESL 320	Beginning Multiskills I	99.6
ESL 321*	Beginning Multiskills II	99.6
ESL 322	Beginning Conversation	49.8
ESL 323*	Beginning Pronunciation	33.2
and		
ESL 999*	ESL Laboratory	16.6
ESL 325*	Beginning Reading and Writing	49.8
Total Semester Hours		348.6

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

INTERMEDIATE LEVEL-PRE COLLEGE

The intermediate level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening while acquiring a practical communicative vocabulary of approximately 1400-1800 words. Additionally students complete specialized courses designed to further develop skills in conversation, composition and comprehension as well as focus on intonation and sounds of American English.

CORE COURSES

Course ID	Title	Hours
ESL 330*	Intermediate Multiskills I	99.6
ESL 331*	Intermediate Multiskills II	99.6
ESL 332*	Intermediate Conversation	49.8
ESL 333*	Intermediate Pronunciation	49.8
and		
ESL 999*	ESL Laboratory	16.6

Select one Reading and Writing course:

ESL 335*	Intermediate Reading and Writing I	49.8
or		
ESL 336*	Intermediate Reading and Writing II	49.8
and		
ESL 888*	ESL Skills Lab	16.6

Total Semester Hours **381.8**

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

ADVANCED LEVEL

The required advanced level multiskills courses leading to a certificate prepare students to mainstream academic or vocational courses by focusing on reading, writing, and grammar while acquiring a more academic vocabulary of an additional 300-500 words. Additionally, students have options within the two remaining required classes. One option is designed to further develop skills in conversation on a variety of topics, vocabulary including affixes, or nuances in pronunciation patterns of American English. The options within the second requirement expose students to American culture through film, literature, or simulated college lectures. These advanced courses transition into mainstream coursework.

CORE COURSES

Course ID	Title	Hours
ESL 340*	Advanced Multiskills	99.6
ESL 342*	Advanced Conversation	49.8
ESL 343*	Advanced Pronunciation	49.8
and		
ESL 999*	ESL Laboratory	16.6

Select one Vocabulary course:

ESL 344*	Idioms and Expressions in American English	33.2
or		
ESL 354*	Vocabulary Skills for College	49.8

Select one Academic/Writing course:

ESL 350*	Essential Academic Skills	99.6
or		
ESL 346*	Advanced Writing for Work	49.8
or		
ESL 345*	Advanced Reading and Writing	49.8
and		
ESL 888*	ESL Skills Lab	16.6

Select one Grammar course with a lab

ESL 347*	Advanced Grammar Review	49.8
and		
ESL 999*	ESL Laboratory	16.6
or		
ESL 357*	Grammar Review for College	49.8
and		
ESL 999*	ESL Laboratory	16.6
	Select one Restricted Elective from below	49.8

Total Semester Hours **348**

Restricted Electives:

ESL 355*	ESL Reading for College: American Literature	49.8
ESL 358*	Listening and Notetaking Skills for College	49.8
ESL 359*	American Language and Culture through Film	49.8

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Revised English as a Second Language Completion Certificate

BEGINNING LEVEL

The beginning level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening. Students acquire a practical communicative vocabulary, rudimentary skills in conversation, composition, and comprehension as well as an introduction to the American sound system.

Course ID	Title	Hours
ESL 320	Beginning Multiskills I	99.6
ESL 321*	Beginning Multiskills II	99.6
ESL 322	Beginning Conversation	49.8
ESL 323*	Beginning Pronunciation	33.2
ESL 325*	Beginning Reading and Writing	49.8
Total Semester Hours		332

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

INTERMEDIATE LEVEL-PRE COLLEGE

The intermediate level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening while acquiring a practical communicative vocabulary of approximately 1400-1800 words. Additionally students complete specialized courses designed to further develop skills in conversation, composition and comprehension as well as focus on intonation and sounds of American English.

CORE COURSES

Course ID	Title	Hours
ESL 330*	Intermediate Multiskills I	99.6
ESL 331*	Intermediate Multiskills II	99.6
ESL 332*	Intermediate Conversation	49.8
ESL 333*	Intermediate Pronunciation	49.8
ESL 335*	<u>Intermediate Writing I</u>	49.8
or		
ESL 336*	<u>Intermediate Writing II</u>	49.8
and		
ESL 801*	Intermediate Writing II Lab	16.6
Total Semester Hours		365.2

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

ADVANCED LEVEL

The required advanced level multiskills courses leading to a certificate prepare students to mainstream academic or vocational courses by focusing on reading, writing, and grammar while acquiring a more academic vocabulary of an additional 300-500 words. Additionally, students have options within the two remaining required classes. One option is designed to further develop skills in conversation on a variety of topics, vocabulary including affixes, or nuances in pronunciation patterns of American English. The options within the second requirement expose students to American culture through film, literature, or simulated college lectures. These advanced courses transition into mainstream coursework.

CORE COURSES

Course ID	Title	Hours
ESL 340*	Advanced Multiskills	99.6

ESL 342*	Advanced Conversation	49.8
ESL 343*	Advanced Pronunciation	49.8

Select one Vocabulary course:

ESL 344*	Idioms and Expressions in American English	33.2
or		
ESL 354*	Vocabulary Skills for College	49.8

Select one Academic/Writing course:

ESL 350*	Essential Academic Skills	99.6
or		
ESL 346*	Advanced Writing for Work	49.8
or		
ESL 345*	Advanced Reading and Writing	49.8
and		
ESL 802*	Advanced Writing I Lab	16.6

Select one Grammar course with a lab

ESL 347*	Advanced Grammar Review	49.8
and		
ESL 901*	Advanced Grammar Review Lab	16.6
or		
ESL 357*	Grammar Review for College	49.8
and		
ESL 902*	Grammar Review for College Lab	16.6

Select one Restricted Elective from below **49.8**

Total Semester Hours 331.4

Restricted Electives:

ESL 355*	ESL Reading for College: American Literature	49.8
ESL 358*	Listening and Notetaking Skills for College	49.8
ESL 359*	American Language and Culture through Film	49.8
ESL 356	Academic Success Strategies for ESL Students	49.8

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****French
Associate Degree Program**

The French Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in French. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FR 1	Elementary French	5
FR 2*	Elementary French	5
FR 3*	Intermediate French	5
FR 4*	Intermediate French	5
FR 999A*	French Language Lab	.25, .25
FR 999B*	French Language Lab	.25, .25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised**French
Associate Degree Program**

The French Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in French. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FR 1	Elementary French	5
FR 2*	Elementary French	5
FR 3*	Intermediate French	5
FR 4*	Intermediate French	5
FR 901*	French Language Lab	.25
FR 902*	French Language Lab	.25
FR 903*	French Language Lab	.25
FR 904*	French Language Lab	.25
Select one course from Restricted Electives:		3

Total **24**

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current**
German
Associate Degree Program

The German Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in German. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GER 1	Elementary German	5
GER 2*	Elementary German	5
GER 3*	Intermediate German	5
GER 4*	Intermediate German	5
GER 999A*	German Language Lab	.25, .25
GER 999B*	German Language Lab	.25, .25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised
German
Associate Degree Program

The German Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in German. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GER 1	Elementary German	5
GER 2*	Elementary German	5
GER 3*	Intermediate German	5
GER 4*	Intermediate German	5
GER 901*	German Language Lab	.25
GER 902*	German Language Lab	.25
GER 903*	German Language Lab	.25
GER 904*	German Language Lab	.25
Select one course from Restricted Electives:		3

Total **24**

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Italian
Associate Degree Program**

The Italian Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Italian. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ITA 1	Elementary Italian	5
ITA 2*	Elementary Italian	5
ITA 3*	Intermediate Italian	5
ITA 4*	Intermediate Italian	5
ITA-999A*	Italian Language Lab	.25, .25
ITA-999B*	Italian Language Lab	.25, .25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised**Italian
Associate Degree Program**

The Italian Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Italian. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ITA 1	Elementary Italian	5
ITA 2*	Elementary Italian	5
ITA 3*	Intermediate Italian	5
ITA 4*	Intermediate Italian	5
ITA 901*	Italian Language Lab	.25
ITA 902*	Italian Language Lab	.25
ITA 903*	Italian Language Lab	.25
ITA 904*	Italian Language Lab	.25
Select one course from Restricted Electives:		3

Total **24**

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Japanese
Associate Degree Program**

The Japanese Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Japanese. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
JA 1	Elementary Japanese	5
JA 2*	Elementary Japanese	5
JA 3*	Intermediate Japanese	5
JA 4*	Intermediate Japanese	5
JA 999A*	Japanese Language Lab	.25, .25
JA 999B*	Japanese Language Lab	.25, .25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised**Japanese
Associate Degree Program**

The Japanese Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Japanese. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
JA 1	Elementary Japanese	5
JA 2*	Elementary Japanese	5
JA 3*	Intermediate Japanese	5
JA 4*	Intermediate Japanese	5
JA 901*	Japanese Language Lab	.25
JA 902*	Japanese Language Lab	.25
JA 903*	Japanese Language Lab	.25
JA 904*	Japanese Language Lab	.25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014

Current

Journalism Certificate Program

The curriculum in the Journalism Certificate provides the range of skills necessary for work in editorial departments of newspapers, magazines, industrial in-house publications, and public relations programs in business and government.

This program provides background and experience needed by persons who may be employed as editors, staff writers, editorial and staff reporters, and photographers.

Course ID	Title	Units
JRN 1/CTVR 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 105	Feature Writing	3
JRN 120*†	Newspaper Publication	4-4
JRN 125*†	Magazine Journalism	3-3
Total		23

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

†Must be taken twice.

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: PHOT 50, 55*.

Revised

Journalism Certificate Program

The curriculum in the Journalism Certificate provides the range of skills necessary for work in editorial departments of newspapers, magazines, industrial in-house publications, and public relations programs in business and government.

This program provides background and experience needed by persons who may be employed as editors, staff writers, editorial and staff reporters, and photographers.

Course ID	Title	Units
JRN 1/CTVR 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 105	Feature Writing	3
JRN 125*†	Magazine Journalism	3
and		
JRN 113*	Magazine Production for Digital Platforms	3
	Select two News Media Production courses	8

Total **23**

News Media Production

JRN 107*	News Media Production and Investigative Reporting	4
JRN 109*	News Media Production and Data Reporting	4
JRN 111*	News Media Production and Editing	4
JRN 112*	News Media Production, Blogging and Social Media	4

*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.

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: PHOT 50, 55*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2013-2014**Current****Spanish
Associate Degree Program**

The Spanish Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Spanish. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
SPAN 1	Elementary Spanish	5
SPAN 2*	Elementary Spanish	5
SPAN 3*	Intermediate Spanish	5
SPAN 4*	Intermediate Spanish	5
SPAN 999A*	Spanish Language Lab	.25, .25
SPAN 999B*	Spanish Language Lab	.25, .25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

Revised**Spanish
Associate Degree Program**

The Spanish Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Spanish. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
SPAN 1	Elementary Spanish	5
SPAN 2*	Elementary Spanish	5
SPAN 3*	Intermediate Spanish	5
SPAN 4*	Intermediate Spanish	5
SPAN 901*	Spanish Language Lab	.25
SPAN 902*	Spanish Language Lab	.25
SPAN 903*	Spanish Language Lab	.25
SPAN 904*	Spanish Language Lab	.25
Select one course from Restricted Electives:		3
Total		24

Restricted Electives

ARAB 21*	Introduction to Arabic Culture	3
CHI 21*	Introduction to Chinese Culture and Influence in the United States	3
FR 10*	Intermediate Conversational French	3
FR 21*	Introduction to French Language and Culture	3
GER 10*	Intermediate Conversational German	3
ITA 21*	Introduction to Italian Culture	3
JA 21*	Introduction to Japanese Culture	3
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America Through 1900	3
SPAN 21B*	Civilization of Latin American 1900-Present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

Associate Degree**Associate in Arts Degree**

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

General Education Requirements for Associate Degrees

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Ratify Student Out-of-State Travel – Reno, NV
(CAADE) Convention

ACTION: Approval/Ratify

BACKGROUND

The California Association for Alcohol & Drug Educators (CAADE) annual convention takes place annually in Reno, Nevada. It is a way for students enrolled in the Human Services program and interested in counseling to network with professionals in the field. The workshops provided enrich the students' professional and individual skills.

STATUS

ASG contributes 75% of the tuition for eligible students to attend the California Association for Alcohol & Drug Educators Annual Convention in Reno, Nevada on April 18-20, 2013. The students provide 25% of the tuition and are responsible for their transportation and lodging. This year, we have one student who submitted an application for consideration to attend the CAADE Annual Convention in Reno, Nevada. The cost of tuition is \$150 with ASG paying \$112.50 and the student paying \$37.50. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify approval of the eligible student's registration for having attended the California Association for Alcohol & Drug Educators Annual Convention in Reno, Nevada as shown in Exhibit A.

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



Date/Workshops	Updated 3-1-2013	Time	CEUs
Thursday 4/18			
CAADE Board of Directors		10am-4pm	
Pre-Registration/Check-In/Exhibitor Move-In		Noon-8:00pm	
Ethics Preconference Workshops (separate fee)			3 CEUs Preconference
Ethics for Nevada MFTs (sponsored by SAPTA) - Trudy Gilbert-Eliot		1pm-4pm	All Ethics CEUs offered BEFORE the conference. EXTRA FEE - 3 CEUs
Ethics for California Professionals - Leroy Thompson		1pm-4pm	All Ethics CEUs offered BEFORE the conference. EXTRA FEE - 3 CEUs
Social Media and Ethics (sponsored by MWATTC) - James Von Busch (Nevada or California)		1pm-4pm	All Ethics CEUs offered BEFORE the conference. EXTRA FEE - 3 CEUs
Conference Starts - Continuing Education Hours Begin Tonight			3 CEUs Conference Total - Thursday Regular Conference
Exhibit Hall Reception		5:00-5:45pm	1 CEU
Opening Banquet Dinner: Jack Kearney, CAADE Board Member; Father Jack, "Vaping Allowed"		6:00-8:00pm	2 CEUs
Enjoy Reno, Nevada: Breakfast at 7:00 tomorrow!		8:00pm	n/a
Friday 4/19			10 CEUs for one day registration/Friday Conference
Exhibit Hall / Visit Exhibits / Networking / Continental Breakfast		7-8:00am	
8:00-8:45 Opening / Announcements / Introductions		8:00-8:45am	
General Session: Darryl Inaba		8:45-10am	
Breakouts: (Break 10:00-10:15am)			3 CEUs
Faculty Track	Faculty Reception (Faculty ONLY)	10:15-11:45pm	
Workshop I	Veterans/Military Issues - Rich Shannon	10:15-11:45pm	
Workshop II	Gambling - Denise Quirk	10:15-11:45pm	
Workshop III	"Emerging Adults" - Meri Shadley	10:15-11:45pm	
Lunch: (Break 11:45-Noon)			2 CEUs
President's Luncheon: Speaker TBD		12pm-1:45pm	
Breakouts: (Break 1:45-2:00pm)			2 CEUs
Faculty Track	John Korkow: Education and the Law (Faculty ONLY)	2-3:30pm	
Workshop I	Fetal Alcohol Spectrum Disorders (FASDs) - Dr. Susan Doctor	2-3:30pm	
Workshop II	Trauma Informed Care (sponsored by SAPTA) - Trudy Gilbert-Eliot	2-3:30pm	
Workshop III	Telehealthcare and Addiction Counselors (sponsored by NFAR) - Nancy Roger	2-3:30pm	
Breakouts: (Beverage Break 3:30-3:45pm)			1.5 CEUs
Workshop I	Family and Addiction - Leroy Thompson	3:45-5:15	
Workshop II	POATS (Prescription Opioid Addiction Treatment Study) (sponsored by PSATTC/HHS Region 9) - Dr. Tom Freese	3:45-5:15	
Workshop III	Substance and Alcohol Misuse Among OEF and OIF Veterans (sponsored by Cal-State Fullerton) - Dr. Kristi Kanel	3:45-5:15	
Workshop IV	Effects of Drugs - Dr. Darryl Inaba	3:45-5:15	
Workshop V	Panel Discussion: College Courses and Strategic Plans for Students	3:45-5:15	
End of Day: Dinner on your own			1.5 CEUs
Bowling, 12-step meetings (optional)		6:30-8:00pm	Contact CAADE for more information about ancillary events. (707-722-7331)
Enjoy Reno, Nevada - Breakfast at 7:00am!		5:15pm	n/a
Saturday 4/20			5 CEUs for Saturday Conference
Continental Breakfast / Visit Exhibits		7:00-8:00am	
Announcements / Annual CAADE President's Meeting		8:00-8:45am	
Closing General Session: Speaker TBD		8:45-10am	
Break / Evaluation & Feedback / Visit the Exhibits		10:30-11:00am	
Closing / Raffle / Awards			18 Hours Total (General Conference; 3 for Ethics)

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
4/2/13, 1:00pm, SSC 212	Renee Garcia	Dr. Koff	Forensic Anthropology and Human Rights	\$600
4/16/13, 10:30am in SSC 212	All Psychology Courses, Research Methods in Psychology (Psych 2) Wegenek	Dr. Sharon Hamil	Development in Adolescents and Emerging Adults	ASG grant funded honorarium, \$500
4/19/13, 12:00pm – 4:30pm, BGS 110	Tracy West and Kyla Benson	Remy Villeno	Fashion ‘a la Mode Coin Purse Workshop	\$200 funded by Perkins
4/19/13, 12:00pm – 4:30pm, BGS 144	Malia Vago	Tomiko Lawless	Fashion ‘a la Mode Apparel Business Lecture	\$200 funded by Perkins
4/19/13, 11:00 – 4:30pm, BGS 146	Michelle Craner	Beth Jones	Fashion ‘a la Mode Blogging workshop and keynote speaker	\$208 funded by Perkins
4/19/13, 12:00pm – 4:30pm, BGS 119	Diane McGroarty	Leslie Christen	Fashion ‘a la Mode Fashion Styling	\$200
4/19/13, 12:00pm – 4:30pm, BGS 135	Lisa Elston	Deborah Call	Fashion ‘a la Mode Draping	\$200
4/19/13, 12:00pm – 4:30pm, BGS 149	Joan Goodspeed	Catherine Baumgardner	Fashion ‘a la Mode Sewing Craft	\$200

4/19/13, 12:00pm – 4:30pm, BGS 104	JD Nowland	Shannon Lindsey	Fashion 'a la Mode Ipod Case Workshop	\$200
4/19/13, 12:00 – 7:00pm, SSC Quad	Malia Vago	Kelly McCoy	Fashion 'a la Mode Fashion Modeling	\$400
4/23/13, 10:30am, SSC 212	All Psychology Courses	Elizabeth Rush	Children's Participation in the Legal System	\$400 ASG grant funded
4/24/13, 2:00pm, village 3-03	Lisa Inlow, Culinary Club	Heather Westenhofer	How to make cheese	\$500
4/25/13, 5:00pm	Morgan Barrows – Earth Week	Gwen Lattin	Pacific Garbage Patch	\$250 student government funds
5/9/13, 2:00pm, village 3-03	Lisa Inlow, Culinary Club	Heather Westenhofer	How to make cheese	\$500

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
5/3/13 or 5/10/13, 7:00pm; BSTIC 104	Jodi Titus, Recycling & Resource Management Program	<ul style="list-style-type: none"> • Anne Krieghoff, UCI; • Richard Anthony; • Charles Moore, Algalita; • Jeff Coffman, CleanGreen Tech & Surfrider; • Christine Knapp or Oscar Garza or Julie Chay, OC Waste and Recycling 	Panel Discussion following film "Bag It"	\$150, categorical; each speaker
5/3/13 or	Jodi Titus, Recycling & Resource	<ul style="list-style-type: none"> • Robert Flournoy; 	Panel Discussion following firm "Dive"	\$150, categorical;

5/10/13, 7:00pm; BSTIC 104	Management Program	<ul style="list-style-type: none">• Dan Manassero, Manassero Farms;• A.G. Kawamura;• Danielle Aslam, CalRecycle;• Rick Crandall, Albertsons		each speaker
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: ATEP: Award of Bid No. 14, Site Foundation and Infrastructure Demolition

ACTION: Approval

BACKGROUND

On April, 22, 2004, the Board of Trustees approved funding from basic aid for ATEP Demolition.

STATUS

On March 26 and April 2, 2013, the ATEP Site Foundation and Infrastructure Demolition project was advertised. On April 10, 2013, 15 bidders attended the mandatory job walk. Nine bids were received on April 23, 2013. Staff reviewed the bids and recommends award to the lowest bid meeting all specifications submitted by U.S. Demolition, Inc., Anaheim, CA, in the amount of \$1,350,006 (Exhibit A).

Funds are available in the approved basic aid project budget which is \$7,000,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 14, ATEP Site Foundation and Infrastructure Demolition and approve the Agreement (Exhibit B) with U.S. Demolition, Inc., Anaheim, CA, in the amount of \$1,350,006.

BID NO. 14
SITE FOUNDATION AND INFRASTRUCTURE DEMOLITION
ATEP
APRIL 29, 2013

CONTRACTORS

AMOUNT

NAME U.S. Demolition, Inc. Anaheim, CA	\$ 1,350,006 **
NAME Pub Construction, Inc. Diamond Bar, CA	\$ 1,978,000
NAME Interior Demolition, Inc. Montrose, CA	\$ 2,599,000
NAME NCM Demolition & Remediation, LP Brea, CA	\$ 2,727,800
NAME Clauss Construction Lakeside, CA	\$ 2,808,564
NAME Moalej Builders, Inc. Sherman Oaks, CA	\$ 2,810,000
NAME Three D Service Co., Inc. Pomona, CA	\$ 3,139,287
NAME Sanders Construction Services, Inc. Lake Forest, CA	\$ 3,179,000
NAME California Building Evaluation, Inc. Buena Park, CA	\$ 4,496,000

****RECOMMENDED AWARD**

CONTRACTOR AGREEMENT – ATEP SITE FOUNDATION AND INFRASTRUCTURE AND DEMOLITION

THIS AGREEMENT, dated the 30th day of April, 2013, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and U.S. Demolition, Inc., 4510 E. Eisenhower Circle, Anaheim, CA 92807-1852, telephone (714) 695-9026, (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as ATEP Site Foundation and Infrastructure Demolition according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.
2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.
3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Million Three Hundred Fifty Thousand and Six Dollars and 00/100 (\$1,350,006).
4. The work shall be commenced on or before the fifth (5) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within ninety (90) consecutive calendar days from the date specified in the Notice to Proceed.
5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of

actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One thousand and zero dollars 00/100 Dollars(\$1,000) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

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

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

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

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered

against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

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

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

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
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Subcontractors of every tier	\$1,000,000
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and

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

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

Waiver Of Subrogation

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

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

Additional Insured Endorsement Requirements.

Pollution Legal Liability Insurance Terms

The Contractor shall obtain at its sole cost and expense and maintain in effect from the inception of the Contract until the District's filing of a Notice of Completion and with an extended reporting period of not less than five (5) years after the Notice of Completion, Pollution Legal Liability Insurance which provided financial protection and assurance for benefit of the District, for all claims, losses, expenses, and costs related to or arising from pollution conditions, including those related to asbestos containing materials, lead based paint, PCB's and petroleum products and their derivatives that are creates, released or conveyed through the Contractor's or the Contractor's agents' activities and performance under the contract, including negligence or failure to perform project.

Contractor shall provide to the District and the City of Tustin within ten (10) working days after the Notice

of Award of the contract evidence of the aforementioned insurance with insurer endorsements, which must meet the requirements of this Article. An Acor Certificate will be accepted solely as evidence of the name of the insurers and the amounts of insurance. Failure to comply with these requirements will result in annulment of the award, forfeiture of the proposal guarantee, and the District will pursue award to the next qualified responsive bidder. Contractor is advised that insurance requirements are non-negotiable and the District will not consider waiving insurance requirements. There are no exceptions.

Contractor shall provide District and the City of Tustin with a Certificate of Insurance form which evidences the required insurance. This certificate shall be submitted with the contract documents and shall cover risks associated with personal injury, property damage, defense costs, and remediation costs, in an aggregate amount of not less than \$5,000,000.00 and with a self-insured retention amount not in excess of \$100,000.00 per claim. Such insurance contract shall name the District, the City of Tustin, the Tustin Public Financing Authority, and the Tustin Community Redevelopment Agency and the Department of the Navy (only for those portions of the project within the boundaries of the properties listed as "Lease – LIFOC") as additional insured, without any limitations on coverage different from those provided for the Contractor. Such policy shall provide that the carrier waives any right of subrogation against the City of Tustin, the Tustin Public Financing Authority, and the Tustin Community Redevelopment Agency and the Department of the Navy. Such policy shall not be cancellable by the Contractor without the prior written consent of the District and the City of Tustin, and shall have the premium paid at inception and 100 percent earned at that time. Contractor shall provide evidence of its ability to satisfy multiple self-insured retention amounts (Multiple SIRs would be the SIR for each claim, so if there were 5 claims, the Contractor would have to satisfy the \$100,000.00 SIR 5 times).

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

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the

corporation is duly incorporated and in good standing in the State of _____, and that _____, whose title is _____, is authorized to act for and bind the corporation.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

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

“DISTRICT”

South Orange Community College District

“CONTRACTOR”

U.S. Demolition, Inc.

By: _____

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

By: _____

Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

Contractor's License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with Neudesic LLC for Software Development

ACTION: Approval

BACKGROUND

In order to support software projects for this fiscal year, the District is in need of expertise in the area of software development and project management. Neudesic LLC provides these services and is familiar with SOCCCD's systems and development approach.

STATUS

The IVC Office of Instruction has developed a modeling tool to assist in planning and budgeting for class scheduling. In order to improve efficiency and enforce scheduling decisions, there is a need to create an interface between this modeling tool and the Class Scheduling and Instructional Staffing (CSIS) module of the Student Information System (SIS).

District IT is proposing that Neudesic LLC assist by providing software development and project management services for this project.

Funding for these software development services is available from the district-wide instructional technology general expense fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract for the term of May 1, 2013 to December 31, 2013, and the rate schedule (Exhibit A), with Neudesic, LLC in an amount not to exceed \$45,000.

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

CONSULTANT AGREEMENT
SPECIAL SOFTWARE ENGINEERING SERVICES

This AGREEMENT is hereby entered into between the South Orange County Community College District, a public community college district of the state of California, hereinafter referred to as ("DISTRICT"), and Neudesic LLC, a California limited liability company located at 8105 Irvine Center Drive, Suite 1200, Irvine, California, 92618, telephone 800-805-1805, hereinafter referred to as ("CONSULTANT").

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

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

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

I.
Scope Of Work.

- A. Overview. CONSULTANT shall provide the professional services specified herein for purposes of developing additional functionality for the District's Student Information System (SIS).
- B. Services To Be Provided By CONSULTANT. Staff resource services, including software engineering, project management, software architecture, business and database analysis, and expert computer programming for the following software development projects:
 - 1. Interface external class schedule planning tool with the SIS Class Scheduling and Instructional Staffing (CSIS) module
- C. CONSULTANT's Staff. CONSULTANT shall submit for DISTRICT approval a resume of each of individual CONSULTANT assigned to work on this Agreement for prior written approval by the DISTRICT's Directors of Administrative/Academic Systems. CONSULTANT agrees to provide the DISTRICT with the resumes (qualifications, experience and education) at least two weeks prior to assigning the individual to work on this Agreement. The DISTRICT may choose to interview individual CONSULTANTS prior to approving them to work on this Agreement. CONSULTANTS' Senior Project Manager(s), Project Manager(s), Business Systems Analyst Lead(s), Senior Microsoft .NET Architect(s) and other lead positions need written approval from

the Directors of Administrative/Academic Systems prior to beginning work on this Agreement. The DISTRICT shall not be responsible for payment to CONSULTANT for the services of any individual who works on this Agreement without the DISTRICT's prior written consent.

- D. Documentation. Functional and technical specification documentation shall be developed by CONSULTANT and delivered to DISTRICT for acceptance by the DISTRICT's Directors of Administrative/Academic Systems. "Documentation" means the documents, manual and written materials (including end-user and technical manuals) developed pursuant to this Agreement. Formal review and acceptance of all written user and technical documentation is required. The documentation may be reviewed by the Directors of Administrative/Academic Systems and designated DISTRICT IT staff and DISTRICT and College end users.
- E. Methodology. All work must be completed following documented industry standard agile methodology, protocol and best practices and be previously approved by the Directors of Administrative/Academic Systems. Methodology documentation should include the following sections:
1. Methodology overview.
 2. Scope and resource management.
 3. Process for defining functional and technical specifications.
 4. Functional (product backlog) and technical specification documentation.
 5. Functional and technical specification review and sign-off by DISTRICT stakeholders. These artifacts are to be consistent with an agile software development methodology. Stakeholders are identified DISTRICT business experts, Education and Support Services and IT technical staff.
 6. Code review by DISTRICT IT staff.
 7. Unit testing of source code modifications.
 8. Module and functionality specific business testing scenarios.
 9. Formal user acceptance and sign-off.
- F. Quality Assurance And Testing.

During software development, CONSULTANT shall include a phase for quality assurance and testing of all Software. Quality assurance and testing must follow documented industry standard methodology, protocol and best practices and be previously approved by an appropriate District Director Administrative/Academic Systems. Quality assurance and testing documentation should include the following:

1. Quality assurance and testing overview.
2. Module and functionality testing.
3. Modifications based upon quality control and quality assurance testing results. The CONSULTANT, DISTRICT IT and designated DISTRICT and college end users will conduct quality assurance testing.
4. Release Management:

Develop standards and practices for identifying and resolving billings for software defects, including regression bugs (both pre-release and post-release) and develop definitions of “mission critical” and “non-mission critical” bugs and timelines required for consultant to fix each. These will be developed by CONSULTANT and DISTRICT and included as Exhibit “A” to this Agreement, which is hereby incorporated by reference as if fully set out herein.

G. Deliverables And Modules.

Software Deliverables and Software Modules shall be as specified in writing by CONSULTANT and approved in writing by one of the DISTRICT’s Directors of Administrative/Academic Systems, as needed, based on decisions made during the design process and in consultation with the DISTRICT. “Software Deliverables” are defined as products, including, but not limited to, program source code, model/entity definitions, and build/migration instructions. “Software Modules” are defined as the functioning products of a software development project (a list of such projects is included in Section I.B. of this Agreement) as well as any and all functionality described in the As-Built Documentation delivered by CONSULTANT prior to “Go-live Software release.”

Software documentation must be delivered and accepted by the DISTRICT prior to acceptance of software source code. Below is a general description of each Software Module. Additional functionality will be defined during the software development process, where such functionality fits within the allocated budget and schedule, as agreed upon and formally approved by one of the Directors of Administrative/Academic Systems and designated college end users.

<u>ITEM NO.</u>	<u>GENERAL DESCRIPTION</u>
<p>I. <u>Interface external class schedule planning tool to CSIS</u></p>	<p>1. The CONSULTANT will assist DISTRICT IT in developing an interface between the class schedule planning tool and the Class Scheduling and Instructional Staffing (CSIS) module on a time and material basis under the guidance of the Directors of Administrative/Academic Systems. This feature will support the loading of class schedule data from a spreadsheet-based modeling tool into CSIS.</p>

H. Progress Reports.

1. Project Management Review. Formal review and approval of overall project management resources and project management structure by DISTRICT is required. CONSULTANT shall provide written progress reports to the Directors of Administrative/Academic Systems on a minimum of a quarterly basis, or more frequently if changes occur. One of the Directors of Administrative/Academic Systems has authority to approve such progress reports for the DISTRICT.
2. Quality Assurance & Testing Plan Review. Formal review and approval of overall quality assurance and testing plans, approach and schedule by DISTRICT is required. CONSULTANT shall provide written reports for each module. The reports will be reviewed by the Directors of Administrative/Academic Systems. One of the Directors of Administrative/Academic Systems has authority to approve such reports for the DISTRICT.
3. Monthly Progress Reports. CONSULTANT shall submit to the Directors of Administrative/Academic Systems a detailed written monthly progress report describing the work performed during the reporting period.

I. Formal Progress Meetings.

CONSULTANT and DISTRICT shall conduct formal quarterly schedule of scope management and risk assessment meetings with senior CONSULTANT management. These meetings will involve CONSULTANT project manager(s) on site, other key CONSULTANT staff on site, DISTRICT Directors of Administrative/Academic Systems. CONSULTANT shall provide in writing the following minimum information at the progress meetings:

- Complete and detailed account of the work completed (e.g., modules worked on, functionality developed, documentation written and reviewed, testing and quality assurance completed, involvement of DISTRICT IT staff, etc.) from the last quarterly meeting, as appropriate.
- Cumulative CONSULTANT personnel hours expended by position and dollar amount from the last quarterly meeting, as appropriate.
- Review of any issues and concerns that have arisen and approach to dealing with them or assistance needed from the DISTRICT from the last quarterly meeting, as appropriate.
- Written documentation for each module consistent with agile development methodology management reporting (e.g., Product Backlog, Sprint Backlog and Burndown Chart).
- Planning for the next quarter (e.g., project plan for next quarter software development, any changes in CONSULTANT personnel).

Additional information may be required and will be agreed upon between CONSULTANT and DISTRICT IT. These meetings shall occur at the Information Technology Department of the DISTRICT.

II.

Term.

CONSULTANT shall commence providing services under this AGREEMENT on April 30, 2013, and will diligently perform as required and complete performance including all acceptance testing by December 31, 2013.

III.

Compensation.

DISTRICT agrees to pay the CONSULTANT on an hourly basis according to the Rate Schedule for services as defined above in I. Scope Of Work, section B, items 1 and 2 satisfactorily rendered pursuant to this AGREEMENT, a fee not to exceed a total of Forty-Five Thousand Dollars and no/100 (\$45,000.00). CONSULTANT shall perform services based on the hourly rates listed in the Rate Schedule. CONSULTANT shall invoice the DISTRICT bi-weekly, for efforts expended in the prior two-week period and include with each invoice a detailed description of services performed by each of CONSULTANT's personnel and subcontractors, if any. The DISTRICT shall have a fifteen (15) day period from the DISTRICT's receipt of each invoice in which to review, accept or dispute each invoice ("Invoice Review Period"). The DISTRICT shall notify the CONSULTANT within the Invoice Review Period of any concerns regarding the invoice in which case the Parties shall attempt to resolve the dispute in accordance with Article XXVI Disputes. In case of a dispute, if the dispute relates to only specific item(s) within an invoice, that portion of the invoice will be withheld pending

attempt to resolve the dispute in accordance with Article XXVI Disputes; the rest of the invoice will be processed for payment at the end of the respective Invoice Review Period. If the dispute is about the invoice in its entirety, then payment on the entire invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes.

CONSULTANT shall submit an itemized invoice in duplicate indicating the Contract Number and charges in accordance with the Deliverables. Invoices are to be rendered only if the items or services have been furnished to and accepted by the DISTRICT. No payment will be made in advance of work performed. The burden of proof regarding disputes as to the accuracy of CONSULTANT invoices shall fall upon CONSULTANT.

The contract Rate Schedule is shown below.

Neudesic Audit Rate Schedule:

ROLE / REQUIRED EXPERIENCE	HOURLY RATE
<u>MC - Senior Project Manager</u>	\$169
<p>Experienced and proven senior project manager with at least 10 years experience managing Information Technology projects. Plans, directs and controls projects of 2,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Senior Project Manager role requires a hands-on approach to managing, directing and controlling successful Information Technology solutions.</p>	
<u>EM - Project Manager</u>	\$159
<p>Experienced and proven project manager with at least 7 years experience managing Information Technology projects. Plans, directs and controls projects of 1,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Project Manager role requires a hands-on approach to managing, directing and controlling successful software development projects.</p>	
<u>PCBSA - Business Systems Analyst – Lead</u>	\$159
<p>Responsible for maintaining the overall direction and coordination of the requirements gathering efforts for the development process. Develops the templates, approaches and methods used in the analysis and requirements gathering process. Participates in hands-on sessions with end users and organizational stakeholders. Responsible for the work products and quality control of the Business Systems Analysts working beneath them. Familiar with a variety of software development and requirements methodologies such as RUP, MSF, Scrum and Agile. Minimum experience of 7 years in the software requirements gathering space with at least the last 2 in an oversight role.</p>	
<u>SCBSA - Business Systems Analyst</u>	\$143
<p>Responsible for interviewing users and stakeholders to gather functional requirements of the software system. Records these interview sessions into documents that are executed by the development team. Should have a solid understanding of the organizational goals of the client as well as an understanding of the high level capabilities of the chosen technology palette. Strong communication skills and an ability to work within several development methodologies. Minimum of 3 years analysis and requirements gathering in the Microsoft technology space.</p>	

ACDEV - Senior Microsoft .NET Architect /Technical Lead

\$169

Experienced and proven solutions architect and software engineer with at least 15 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for enterprise-level software solutions, developing enterprise architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Architect/Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

PRDEV - Senior Microsoft .NET Principal Lead

\$163

Experienced and proven solutions architect and software engineer with at least 12 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for software solutions, developing architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

PCDEV - Senior Microsoft .NET Technical Lead

\$159

Experienced and proven solutions architect and software engineer with at least 10 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for software solutions, developing architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

SCDEV - Senior Microsoft .NET Developer

\$143

Experienced and proven software engineer, with 6-10 years experience designing and developing software and 3-5 years experience developing Microsoft .NET applications for both Client/Server and web-based solutions. Capable of working independently or in a team to develop strong technology solutions using ASP.NET, WinForms, C#, VB.NET, and Transact-SQL, with a strong understanding of .NET Framework internals.

CCDEV - Microsoft .NET Developer

\$104

Software engineer with 1-3 years experience in developing web based and thick client applications within the Microsoft development stack. Knowledge of ASP .NET, c# .NET, and their interactions with HTML and SQL Server for business applications.

CDWEB - Creative Director of Web Solutions

\$159

A proven and consistent creative force behind web solutions and rich media projects. A Creative Director of Web Solutions provides the creative direction for a project, according to the requirements of the users. The critical role of this person on a web project is to create the design concept (sample comps and/or animations) to define and refine the design of the overall user experience.

SDWEB - Senior Web Designer

\$114

Experienced designer of user experience through web media. Skilled and proven in producing rich graphics, animation, and interactive media, consistently following and extending concept designs developed by a Creative Director. Experienced in working with web developers to integrate rich media with program code.

PCDBA - Senior Database Architect

\$159

A database architect and business intelligence specialist with at least 10 years experience developing IT solutions. Capable of modeling enterprise databases, architecting database access and security practices, designing high-availability database and data warehouse solutions for the enterprise.

SCDBA - Database Architect & Developer

\$143

Creates application level functionality for the database elements of the application suite such as stored procedures, views, indexes and triggers. Ensures that the data elements are high performing and can accommodate the needs of the business logic and user interface modules. 5+ years of developing technologies on Microsoft SQL Server.

PCQA - QA Director

\$159

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member, with the last 2 in a managerial role.

PCQA – Senior QA Engineer Technical Lead

\$134

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member.

SCQA - Senior QA Engineer

\$126

Self-directed in planning, documenting and executing test cases based on direct interaction with software developers, analysts and end-users. Able to create automated tests (load and functionality) as necessary. Able to manually test a software application according to project test plans and test scenarios. Able to perform rigorous exploratory testing (heuristics-based attacks) with little or no direction. Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 5+ years in a QA role.

CCQA - QA Engineer

\$104

Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 3+ years in a QA role.

IV.
Unapproved Expenses.

DISTRICT shall not be liable to CONSULTANT for any unapproved costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT.

V.

Independent Contractor/Subcontractor Status.

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

CONSULTANT has prime contractor responsibility; subcontractors may be used, but the CONSULTANT shall accept full responsibility for subcontractors' performance. The CONSULTANT shall identify all subcontractors, and describe the type of contractual arrangement with all subcontractors. The CONSULTANT shall be responsible for meeting all terms and conditions of this AGREEMENT. The DISTRICT reserves the right to approve/disapprove all subcontractors. In the event the DISTRICT determines that an employee of CONSULTANT or a subcontractor hired by CONSULTANT is unqualified, unruly, or in any way endangering the project, CONSULTANT shall remove the employee/subcontractor at the request of the DISTRICT. This provision shall apply to all CONSULTANT's personnel including the Senior Project Manager.

VI.

Expenses.

DISTRICT shall furnish, or reimburse CONSULTANT for DISTRICT approved expenses incurred for materials, equipment, supplies, travel and other items necessary to complete the services to be provided pursuant to this AGREEMENT. Reimbursement of expenses, including travel, will be subject to the DISTRICT's rules and procedures. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

VII.

Originality Of Services.

CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services, or otherwise licensed or publicly released materials suitable for purposes of reasonable use in connection with services provided to DISTRICT by CONSULTANT pursuant to this

AGREEMENT.

VIII.
Copyright/Trademark/Patent.

All originals and copies of the Work Product, as well as intermediate versions and working papers and all copyrights, trade secrets, know-how, patents, trademarks, and all other intellectual property rights in the Work Product and all inventions embodied therein (collectively, the "Proprietary Rights") will be the exclusive property of DISTRICT and shall constitute trade secrets owned exclusively by DISTRICT. CONSULTANT hereby assigns and agrees to assign all Proprietary Rights to the DISTRICT, for no further consideration, and agrees to require all its employees, agents, and independent contractors to assign all Proprietary Rights to DISTRICT in a manner consistent with this AGREEMENT. CONSULTANT agrees to assist DISTRICT to register, enforce, and maintain any and all Proprietary Rights in any and all countries considered relevant by DISTRICT in its discretion. CONSULTANT agrees to execute and deliver all documents requested by DISTRICT in connection with such registration and enforcement, and to perfect any such rights in DISTRICT, its licensees, successors, and assigns. At no time, without the prior written consent of DISTRICT, will CONSULTANT use, copy, disclose to any third party, license, transfer, or otherwise exploit the Proprietary Rights. Further CONSULTANT will maintain the confidentiality of the fact that DISTRICT is pursuing development of the Work Product. CONSULTANT will use and maintain appropriate security measures to honor all of such obligations. CONSULTANT consents to the use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters produced under this AGREEMENT, for any purpose and in any medium.

IX.
Warranty Of Conformity To Specifications.

CONSULTANT warrants that all Software Deliverables and Software Modules developed by CONSULTANT hereunder shall conform to the specifications provided in this Agreement ("Specifications"). During a period of six (6) months after final acceptance of each of the Software Deliverables and Software Modules by DISTRICT, CONSULTANT shall, at its own expense, provide programming services to correct defects that caused the Software Deliverables and/or Software Modules to fail to conform to the Specifications and that significantly affect performance (as defined in Exhibit "A") in accordance with those Specifications, provided that DISTRICT has notified CONSULTANT thereof and, upon inspection, CONSULTANT has found the Software Deliverables and/or Software Modules to be nonconforming.

X.
Mutual Termination.

DISTRICT may, at any time, with or without reason, terminate this AGREEMENT. If DISTRICT terminates DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the either party or no later than three days after the day of mailing,

whichever is sooner.

DISTRICT or CONSULTANT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by either party; or (b) any act by either party exposing the other party to liability to others for personal injury or property damage; or (c) Either party is adjudged a bankrupt, if either party makes a general assignment for the benefit of creditors or a receiver is appointed on account of either party's insolvency. Written notice by either party shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by either party shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

The rights and remedies provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT.

XI.

Hold Harmless.

CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense (including attorneys' fees), of any nature whatsoever, which may be incurred by reason of:

- a. Any injury to or death of any person(s), or damage to or loss of any property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and/or
- b. Any judgment or proceeding in which it is determined, or any settlement Contract arising out of the allegations, that CONSULTANT's furnishing or supplying DISTRICT with goods, components, programs, practices, or methods supplied by CONSULTANT under this AGREEMENT constitutes an infringement of any patent, copyright, trademark, trade name, trade secret or other proprietary or contractual right of any third party. The foregoing shall not apply unless DISTRICT has informed CONSULTANT as soon as practicable of the suit or action alleging such infringement. CONSULTANT shall not settle such

suit or action without the consent of the DISTRICT. DISTRICT retains the right to participate in the defense against any such suit or action. The DISTRICT agrees to provide CONSULTANT with prompt notice of any such claims and to permit CONSULTANT to defend any claim or suit, and that it will cooperate fully in such defense.

XII.
Insurance.

CONSULTANT agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONSULTANT and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than April 30, 2013 CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insured under said policy. Consultant agrees to maintain workers' compensation insurance as required under the laws of the state of California.

XIII.
Assignment.

This AGREEMENT and/or the obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned or otherwise transferred by the CONSULTANT, without the prior written consent of DISTRICT. Any attempt to make such an assignment without DISTRICT's prior written consent shall be void.

XIV.
Compliance With Applicable Laws.

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

XV.
Permits/Licenses.

CONSULTANT and all CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

XVI.
Employment With Public Agency.

CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

XVII.
Entire Agreement/Amendment.

This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

XVIII.
Equal Opportunity Employment.

CONSULTANT agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

XIX.
Non Waiver.

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

XX.
Notice.

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

DISTRICT:

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

CONSULTANT:

Neudesic, LLC
8105 Irvine Center Dr., Suite 1200
Irvine, CA 92618
Attn: Jodi Schlessel

XXI.
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.

XXII.
Governing Law.

The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

XXIII.
Force Majeure.

Notwithstanding any other terms and conditions hereof, in the event that a Party is materially unable to perform any of its obligations hereunder because of severe weather, natural disasters, riots, wars, acts of terrorism, governmental action or other event of force majeure beyond such Party's control, then such Party shall, upon written notice to the other Party thereof, be relieved from its performance of such obligations to the extent, and for the duration, that such performance is prevented by such events; provided that such Party shall at all times use its best efforts to resume such performance.

XXIV.
Taxes.

CONSULTANT shall pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under this AGREEMENT, and all applicable sales, use, excise, transportation, privilege,

occupational and other taxes applicable to furnish the work performance hereunder and shall save DISTRICT harmless from liability for any such contributions, premiums, and taxes for CONSULTANT employees and sub-contractors, if applicable.

XXV.

Personnel Qualifications And Performance.

CONSULTANT shall furnish all personnel which may be required to perform the work outlined within this AGREEMENT. CONSULTANT is required to provide qualified personnel and maintain the skill and experience levels of personnel through the AGREEMENT term. All personnel assigned to this AGREEMENT shall be approved by the DISTRICT as specified in Section 1 herein.

XXVI.

Disputes.

In the event of any disputes or disagreement between the DISTRICT and CONSULTANT with respect to the interpretation of any provision of this AGREEMENT, or to the performance of the parties under this AGREEMENT, each party shall appoint a designated representative to meet, in good faith, to resolve the dispute or to negotiate an adjustment to any provision of this AGREEMENT within two weeks from the date of the communicated dispute. The representatives shall meet as often as the parties deem necessary in order to gather and exchange all applicable information with respect to the matter in issue which the parties believe appropriate to its resolution. No formal proceeding for the judicial resolution of any dispute or disagreement may be commenced until the representatives conclude in good faith that an amicable resolution of the matter in issue through continued negotiation does not appear likely.

XXVII.

Attorneys' Fees And Interest

In any dispute between the Parties, whether or not resulting in litigation, the party substantially prevailing shall be entitled to recover from the other party all reasonable costs, including, without limitation, reasonable attorneys' fees. In addition, such prevailing party shall be entitled to interest at ten percent (10%) per year from the date any amount should have been paid until the date such amount is paid.

XXVIII.

Records And Audit.

This AGREEMENT shall be subject to examination and audit for a period of one (1) year after final payment under this AGREEMENT. The examination and audit shall be confined to those matters connected with the performance of the AGREEMENT, including, but not limited to, the costs of administering the AGREEMENT. CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be included in the performance of this AGREEMENT. CONSULTANT shall preserve and make available records to the DISTRICT and/or other representative agencies having a pecuniary or

other bona fide interest in the AGREEMENT including designees of the interested parties for a period of one (1) year from the date of expiration on this AGREEMENT or until released in writing from this obligation by the DISTRICT.

XXIX.
Conflicts Of Interest.

CONSULTANT shall not hire any officer or employee of DISTRICT to perform any service covered by this AGREEMENT. CONSULTANT affirms to the best of their knowledge that there exists no actual or potential conflict between CONSULTANT's family, business, or financial interest and the services provided under this AGREEMENT. In the event of change in either private interests or service under this AGREEMENT, any question regarding possible conflict of interest which may arise as a result of such change shall be raised with the DISTRICT.

Security Of Existing District Information.

To preserve the security of campus automated information systems and confidentiality of data pertaining to students, faculty and staff, CONSULTANT and any subcontractors must exercise appropriate and adequate security precautions for such data and systems design information that is made available for the performance of this Agreement.

XXXI.
Compliance With Statutes And Regulations.

CONSULTANT warrants and certifies that in the performance of this AGREEMENT, it shall comply with all applicable statutes, rules and regulations and orders, including laws and regulations pertaining to labor, wages, hours and other conditions of employment, and applicable price ceilings, if any. Failure of the DISTRICT to insist on the strict performance of the terms, conditions, and agreements herein contained or any of them shall not constitute or be construed as a waiver or relinquishment of the DISTRICT's right thereafter to enforce strict compliance with any such terms, agreements or conditions, but the same shall continue in full force and effect.

XXXII.
Limitation of Liability.

Under no circumstances will NEUDESIC have any liability for any claim arising from or relating to this Agreement in excess of the amount paid to NEUDESIC by Client pursuant to this Agreement or received by NEUDESIC under any insurance policy required to be maintained herein. Neither Party shall have any liability for consequential, incidental, special or indirect damages (including loss of profit and business opportunities) regardless of whether the Party has been advised of, or is aware of, the possibility of such damages.

THIS AGREEMENT IS ENTERED INTO THIS ____ DAY OF _____, 2013.

South Orange County Community College District Neudesic, LLC

By: _____
Signature

Debra Fitzsimons,
Vice Chancellor, Business Services

By: _____
Signature

Parsa Rohani, CEO

42-1528382_____
Social Security or Taxpayer
Identification Number

EXHIBIT A

Standards and practices for identifying and resolving billing rate schedules for Software Deliverables and Module defects including regression bugs (both pre-release and post-release) and definitions of “mission critical” and “non-mission critical” bugs and timelines required for CONSULTANT to fix each.

The major intents of EXHIBIT A are:

1. To provide definitions, criteria and processes for reviewing and resolving two types of post-production issues with software developed by CONSULTANT:
 - a. mission critical issues
 - b. non-mission critical, but important issues
2. Establish acceptable levels of responsiveness by CONSULTANT to repair post-production, mission critical software issues

3. To define a process and set of criteria for resolving claims for financial remuneration in consideration of mission-critical defects in work product found within a limited time after the work product is in full production release.

EXHIBIT A applies only when all of the following criteria are true:

- Software components and systems were designed, programmed and implemented by CONSULTANT pursuant to this AGREEMENT.
- Defect in software identified by DISTRICT was caused by an agent of CONSULTANT.
- Both DISTRICT and CONSULTANT agree that the identified defect in software meets the criteria stated herein for a “mission critical defect”.
- Defect in software was identified by DISTRICT more than 10 calendar days and less than 60 calendar days after the software was released to full production release.
- Defect in software is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

Definitions and Examples

“Mission Critical Defect” shall mean any flaw in the software work product produced by CONSULTANT pursuant to this AGREEMENT that vitally impairs ability for DISTRICT to meet its operational mission as it relates to the intended purpose of said software, and whereupon such flaw is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

“Full Production Release” shall mean the single event or moment in time when the software system is made permanently available (and not in a pilot test) to all intended system users for real use in real operation procedures and transactions.

Examples of mission critical defects might include:

- SIS Student Accounts module failing to properly calculate account balance, leading to inaccurate financial records for many students.
- SIS Student Records module that corrupts or loses student grades, names, address, residency status or other similarly critical data elements that are key to records management and State or MIS Reporting requirements.

Examples of issues that are *not* mission critical defects might include:

- SIS Student Grades module displaying typographical errors in the descriptive text shown on the faculty grade submission web page.
- SIS Student Accounts module failing to properly calculate account balance for one student transaction during an academic term (e.g. 1 in 35,000).
- A mismatched data value on a small percentage (< 1%) of the records between the new SIS database and the clean records in the legacy ALPHA database, where that data value does not affect State or MIS Reporting requirements, financial calculations, student transcripts or student enrollment rules.
- A web page that “does not look the way I would prefer”.

- A set of web pages that do not flow the way some users would prefer, but is capable of performing the intended function, given the proper manual process and user willingness to operate the software.
- Any feature that functions as specified by the appropriately designated design group, but does not function according to inconsistent, changed or improved thinking.

Defect Escalation Process

DISTRICT will notify CONSULTANT in writing, and within two (2) business days of discovery, of any post-release defects that DISTRICT considers to meet the criteria for remuneration as set forth in EXHIBIT A. DISTRICT will present the necessary information to CONSULTANT to assist in evaluating the defect for EXHIBIT A consideration. For the purposes of repairing any identified post-release mission critical defect, CONSULTANT and DISTRICT will proceed with the escalated defect repair processes without waiting for billing resolution decisions and CONSULTANT will respond to reported mission critical defects reported within the first 60 days after full production release with CONSULTANT to begin investigation and repair within 12 hours during the normal business week and within 24 hours on holidays and weekends. For the purposes of determining any alterations in CONSULTANT billing, within 30 days of written escalation, DISTRICT and CONSULTANT will review and mutually decide upon the disposition of any defect identified by DISTRICT to be a post-release mission critical defect.

Timely Resolution

Once notified by DISTRICT of a post-release mission critical defect, CONSULTANT shall either resolve the affected defect within five (5) business days from formal notification, or (in the

event that said defect cannot be repaired in that time) provide a written justification for the delay and advise DISTRICT of alternative measures that CONSULTANT and/or DISTRICT can take in a more timely manner. If CONSULTANT fails to provide a resolution or an alternative measure within this time window, CONSULTANT will discount contracted billing rate to 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect.

Billing Effects

For any defects that are escalated as described herein and are mutually disposed by DISTRICT and CONSULTANT to meet the criteria described herein, and only if CONSULTANT fails to provide a timely response, the following billing ramifications will take effect:

- CONSULTANT will discount the contracted hourly billing rate by 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect, commencing from the date that CONSULTANT received notification from DISTRICT of the Defect Escalation.
- CONSULTANT will provide to DISTRICT a report of time spent by CONSULTANT in connection with resolving the affected defect.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Education Protection Account Funds

ACTION: Approval

BACKGROUND

Proposition 30, The Schools and Local Public Safety Protection Act of 2012, passed in November 2012. This proposition temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners for seven years to provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) is created in the State General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent.

STATUS

For Fiscal Year 2012-2013, the District will receive \$2,780,757 in EPA funds. Given the short timeline to expend the funds by June 30 and their temporary nature, it is recommended that EPA funds be used to pay for part-time faculty expenses for Fiscal Year 2012-2013.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Education Protection Account funds spending plan for Fiscal Year 2012-2013.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Legal Services: Atkinson, Andelson, Loya, Ruud & Romo

ACTION: Approval

BACKGROUND

On July 30, 2012, the Board of Trustees approved a contract for legal services with Atkinson, Andelson, Loya, Ruud & Romo. The contract specified the hourly rates and the Board agenda item stated a not to exceed amount of \$275,000.

STATUS

Due to numerous legal issues related to labor relations and construction, the previously approved amount has already been reached. Although many of the expenses are being charged directly to the related construction projects, the purchase order needs to be increased to \$440,000 to cover estimated expenses through June 30, 2013.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the increase in spending limit to \$440,000 for the Atkinson, Andelson, Loya, Ruud & Romo contract for FY 2012-2013.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Professional Services for Irvine Valley College A-400 Design-Build, Design and Construction Phase

ACTION: Approval

BACKGROUND

On April 30, 2012, the Board of Trustees approved a resolution authorizing the Design-Build construction delivery method and approved an agreement for Professional Services with Alternative Delivery Solutions, LLC for assistance with procurement of a Design-Build entity. On January 22, 2013, the Board approved the Irvine Valley College A400 Renovation and Expansion Design Build Agreement with Swinerton Builders.

District use of the Design Build delivery method will be in alignment with the requirements of California Education Code 81700 et seq. to reduce comparable costs, expedite completion or provide features and benefits unavailable through the traditional Design-Bid-Build process.

STATUS

Design Build is new to the District and specialized, professional consultant services are needed to ensure that best practices of the design-build process are maintained through the design and construction phases. Specialized services will include assistance with: the validation effort, coordination with criteria architect, maintaining transparency during subcontractor selection, conformance with contract general conditions, conflict resolution and close out.

Alternative Delivery Solutions, LLC was selected during the first phase of the Design-Build procurement needs as the firm with expertise in community college use of Design-Build. Staff recommends approval of the agreement for Professional Services for Design-Build, Design and Construction Phase with Alternative Delivery Solutions, LLC (Exhibit A) for a fee equal to \$185/hour not to exceed \$130,240.

Funds for these services have been allocated through the Basic Aid Allocation process and are available.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement for Professional Services for the development of IVC A-400 Design Build construction delivery method with Alternative Delivery Solutions, LLC (Exhibit A) for a fee equal to \$185/hour not to exceed \$130,240.

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

CONSULTANT AGREEMENT-PROFESSIONAL SERVICES FOR DESIGN-BUILD DESIGN AND CONSTRUCTION SERVICES

This AGREEMENT is hereby entered into between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Alternative Delivery Solutions, LLC, 24396 Tropicana Place, Laguna Niguel, CA 92677, 949-300-0686 hereinafter referred to as "CONSULTANT."

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

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

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - SERVICES TO BE PROVIDED BY CONSULTANT:

- a. The CONSULTANT's services shall consist of those services performed by the CONSULTANT, CONSULTANT's employees and CONSULTANT's sub consultants as enumerated in Articles II and III of this AGREEMENT.
- b. 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 time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT.
- c. Key Individual Assignments. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Robert J. Hartung as the person primarily responsible for the services rendered.
- d. The services covered by this AGREEMENT shall run through A400 project completion and close out.

ARTICLE II – SCOPE OF CONSULTANT’S SERVICES

1. CONSULTANT services were separated into three phases. Scope description and fees for the first two phases were included in a contract executed in April 2012 and now complete. Scope description and fees for the third phase are included in this contract and are specifically related to A400 design and construction scope and duration. A draft schedule has been prepared by the Design-Build Entity and can be found in Exhibit B.
2. CONSULTANT’s primary services will consist of professional services necessary for assisting the district with execution of the alternative construction delivery approach known as design-build. Services include general

oversight, consultation and advice regarding best practices, assistance with validation as requested, and all supporting, related materials and other professional services necessary to deliver certain public projects through to the completion of construction on the A400 design/build contract including the following:

Phase III – Design, Construction and Close Out

- a. Provide consultation and advice regarding best practices of the design-build process through the design and construction phases of the project
 - b. Assist with Validation process
 - c. Attend/facilitate project kick- meeting with the DISTRICT and design-builder.
 - d. Assist with “open book” buyout, subcontractor selection and project budget reviews
 - e. Attend meetings during design and construction as requested by DISTRICT, anticipated to be per the following schedule:
 - i. Early design and target price conformance: two meetings/month for three months = 6 meetings
 - ii. Design Document completion, DSA approval and buy out: one meeting/month for ten months = ten meetings
 - iii. Initial construction start up: two meetings/month for two months = four meetings
 - iv. Construction through close out: two meetings/month for twelve months = 24 meetings
 - f. Assist with conflict resolution
 - g. Assist with project close out. Attend project close out meetings.
3. CONSULTANT will meet with DISTRICT as requested or warranted, and keep the DISTRICT apprised of findings and progress.
4. The following items are excluded from services to be provided:
 - a. Liaison between District and Design-Build entity
 - b. Daily construction management including daily site observations, review of submittals, approval or pay requests, etc.
 - c. Verification of adherence to program, criteria, quality or technical standards
 - d. Other services not listed in items 1-8 above unless specifically requested through additional services.

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 standard hourly rates of \$185/hour. Such services might include:

- a. Support services during litigation from the filing of a lawsuit, through trial, post-trial motions and all activities up to notice of appeal, if any.
- b. Providing services of CONSULTANTS for other than those listed Article I and II of this agreement.

ARTICLE IV - TERMINATION

DISTRICT or CONSULTANT may, at any time, with or without reason, terminate this AGREEMENT. If so terminated, DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT or CONSULTANT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the DISTRICT or CONSULTANT or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

ARTICLE V - COMPENSATION

1. DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed One Hundred Thirty Thousand, two hundred and forty and No/100 Dollars (\$130,240.00) upon satisfactory completion of the services. Reimbursable allowance is expected to be included within the \$130,240.00 amount as follows:

i. Early Design and Target Price Conformance	\$17,760
ii. Design Document completion, DSA approval and buy out	\$29,600
iii. Initial construction start up	\$11,840
iv. Construction through close out	\$71,040
Total	\$130,240

- a. Services shall be billed monthly as the work progresses through the end of each month.
- b. Payments are due and payable upon receipt of the CONSULTANT's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the legal rate prevailing at the time for Orange County, California.

- c. To the extent that the scope initially established for the completion of CONSULTANT's services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time shall be computed at standard hourly rates listed in Article III.
- d. Reimbursable Expenses incurred by the CONSULTANT and CONSULTANT's employees and CONSULTANTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.
- e. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT's employees and CONSULTANTS in the interest of the Project.
- f. Reimbursable expenses shall be expenses in connection with authorized out-of-town travel. CONSULTANT's normal travel expense and meals are excluded.
- g. Expense of reproductions, except those needed for the use of the CONSULTANT and his or her CONSULTANTS or identified specifically as a deliverable, postage and handling of Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT's prior written approval.
- h. 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.
- i. 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 VI – INDEMNITY AND INSURANCE

- 1. Hold Harmless: To the fullest extent permitted by law, CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:
 - a. any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT's employees or his/her subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT; and
 - b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to CONSULTANT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of CONSULTANT's sub consultants, employees either directly or by independent contract, or agents in the performance of their obligations as stated in this AGREEMENT whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and
 - c. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of CONSULTANT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. CONSULTANT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:
- a. Statutory workers' compensation and employers' liability.
 - b. Comprehensive general and auto liability insurance with limits of not less than 1,000,000 per occurrence combined single limit for bodily injury and property damage liability per occurrence, including:
 - i. owned, non-owned and hired vehicles;
 - ii. blanket contractual;
 - iii. broad form property damage;
 - iv. products/completed operations; and
 - v. personal injury.
 - c. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.
 - d. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory."
 - e. CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage.

ARTICLE VII - MISCELLANEOUS

1. Independent Contractor. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees.
2. Materials. CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT's services will be performed,

findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

3. Originality of Services. CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source unless permitted, except that submitted to CONSULTANT by DISTRICT as a basis for such services.
4. Copyright/Trademark/Patent. CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
5. Assignment. 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. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT.
6. Compliance With Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.
7. Permits/Licenses. CONSULTANT and all CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
8. Employment With Public Agency. CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.
9. Entire Agreement/Amendment. This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.
10. Affirmative Action Employment. CONSULTANT agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
11. Non Waiver. The failure of DISTRICT or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
12. Notice. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) Scanned and emailed with acknowledged receipt by recipient or (c) 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 acknowledged via email or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

South Orange County Community College District
 28000 Marguerite Parkway
 Mission Viejo, CA 92692
 Attn: Dr. Debra L. Fitzsimons
 Vice Chancellor, Business Services

CONSULTANT:

Alternative Delivery Solutions, LLC
 24396 Tropicana Place
 Laguna Niguel, CA 92677
 Attn: Robert J. Hartung

13. Interest. 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.
14. 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.
15. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

THIS AGREEMENT IS ENTERED INTO THIS 30th DAY OF April 2013.

South Orange County Community College District

Alternative Delivery Solutions, LLC

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

By: _____
 Robert J. Hartung
 President

Date: _____

Date: _____

Taxpayer Identification Number 71-0972465

EXHIBIT A – OVERVIEW OF PHASE III – DESIGN AND CONSTRUCTION

- a. Provide consultation and advice regarding best practices of the design-build process through the design and construction phases of the project
- b. Assist with Validation meetings after award
- b. Attend/facilitate project kick-off meeting with the DISTRICT and design-builder.
- c. Coordinate with Criteria Architect and the DISTRICT on a regular basis during design and construction.
- d. Attend meetings during design or construction as requested by the DISTRICT.
- e. Assist with conflict resolution.
- f. Assist with project close-out. Attend project close-out meetings.

EXHIBIT B– PRELIMINARY DESIGN AND CONSTRUCTION SCHEDULE

Design 13 Months

Construction 14 Months

Note: Design and Construction may overlap in the “Fast Track” project implementation process.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District-wide Wireless Network Refresh

ACTION: Approval

BACKGROUND

On March 18, 2013 the Board of Trustees approved the use of two contracts awarded by the California Department of General Services to Presidio (CMAS contract numbers: 3-11-70-2834A and 3-12-70-2834E) for use in the upgrade of the district-wide voice and data network. In March, the estimated costs for expenditures using these contracts were identified at \$348,867.91 with a projected "not to exceed" use of \$900,000.

Pursuant to Public Contract Code section 10298, the District can utilize contracts awarded by the California Department of General Services through its California Multiple Award Schedules (CMAS).

STATUS

District Information Technology staff has re-evaluated the expenditures necessary for an additional amount of \$60,000 added to the originally approved \$348,867.91 and a new estimated total expenditure of \$408,867.91. The CMAS contracts are available for review in the Facilities Planning and Purchasing department. District staff has reviewed the terms and conditions of the contracts and finds it is in the best interest of the District to use these CMAS contracts to negotiate a best value for services and equipment with Presidio.

Total cost of the equipment and consultant/implementation services will not exceed \$900,000. Funding for the project is available through the project budget approved through Basic Aid distribution in 2012 of \$2,500,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the use of the listed CMAS contracts with Presidio for equipment and service purchases for an additional amount of \$60,000 for a new total estimated expenditure of \$408,867.91. This approval applies to purchases made within the term of each contract and is contingent upon verification of the availability of funds for each purchase.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 13-12 to Amend FY 2012-2013 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2012-2013 Adopted Budget.

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

Proposition 30 EPA Funds	\$2,780,757
Mandate Block Grant	\$779,586
Non-resident Tuition at Irvine Valley College	\$182,936
Basic Skills at Irvine Valley College	\$2,956
Board Financial Assistance Program (BFAP) at Irvine Valley College	\$6,619
Non-credit Matriculation at Irvine Valley College	<u>\$10,207</u>
Total Increase to the General Fund	<u>\$3,763,061</u>
 Total Budget Amendment	 <u><u>\$3,763,061</u></u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-12 to amend the FY 2012-2013 Adopted Budget as indicated in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 13-12

April 29, 2013

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$3,763,061 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$3,580,125
8800	Local Revenue	\$182,936
		<u>\$3,763,061</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$2,481,496
2000	Classified Salaries	\$6,619
3000	Fringe Benefits	\$740,446
5000	Other Operating Expenses & Services	\$69,948
6000	Capital Outlay	\$182,936
7000	Other Outgo	\$281,616
		<u>\$3,763,061</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT

GENERAL FUND

RESOLUTION 13-12

April 29, 2013

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$3,763,061 was duly and regularly adopted by the said Board at a regular meeting thereof held on April 29, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 30th day of April 2013.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Gifts to the District and Foundations

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
April 29, 2013**SADDLEBACK COLLEGE**

Gift	Donated By:
1 Hardback and 5 Paperback Books	Bernadette Davis 24855 Tabvenca Mission Viejo, California 92692
63 Hardback and 63 Paperback Books	Carrie Reynolds 24141 Amurro Drive Mission Viejo, California 92691
5 Hardback and 18 Paperback Books	Subir Mitra 26646 Madrona Mission Viejo, California 92691
Darkroom Equipment	Gerald Smith 31856 Wagon wheel Lane Trabuco Canyon, California 92679
Vogue Magazines	Alexis Honens 629 Via Umbroso San Clemente, California 92672
Various plays, and other theater subject related books	Elizabeth Macey 22632 Lecdana Mission Viejo, California 92691
Electric Advanced Typewriter	Mike Reed 32076 Via Buena San Juan Capistrano, California 92675
1987 Mercedes 190 (for Alternative Fuel Certificate classes)	Darcee Anna Quigley 411 Calle Gomez San Clemente, California 92672

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Transfer of Budget Appropriations

ACTION: Ratify

BACKGROUND

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

STATUS

For the current reporting period ending March 31, 2013, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 03-01-13 to 03-31-13

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$1,808,901	
2000	Classified Salaries	\$49,761	
3000	Fringe Benefits		\$1,335,741
4000	Books and Supplies		\$12,411
5000	Other Operating Expenses & Services		\$305,610
6000	Capital Outlay	\$13,521	
7000	Other Outgo		\$218,421
Total Transfers - General Fund		<u>\$1,872,183</u>	<u>\$1,872,183</u>

Child Development Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$270
5000	Other Operating Expenses & Services	\$4,946	
6000	Capital Outlay		\$4,676
Total Transfers - Child Development Fund		<u>\$4,946</u>	<u>\$4,946</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services	\$22,590	
6000	Capital Outlay		\$4,267,705
7900	Contingency	\$4,245,115	
Total Transfers - Capital Outlay Fund		<u>\$4,267,705</u>	<u>\$4,267,705</u>

Total Transfers		<u>\$6,144,834</u>	<u>\$6,144,834</u>
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: March/April 2013 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During March/April 2013, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

College Brain Trust Consulting Firm Estimate Agreement – To provide external scanning services for Saddleback College, IVC and ATEP. District Services	\$87,800.00
Fundament & Associates, Inc. Proposal Agreement – To provide three phases for engineering services for the college tower. Saddleback College	\$78,340.00
Gartner, Inc. Service Agreement - To provide consulting and advisory services in the purchase, development, implementation, and maintenance of technology projects in the amount of \$32,800 for 2013 – 2014 and \$33,800 for 2014 - 2015. District Services	\$66,600.00
AlliedBarton Security Services, LP Amendment No. 1 Agreement – To provide unarmed security service to patrol the ATEP campus. Irvine Valley College	\$61,000.00
Haitbrink Asphalt Paving, Inc. Agreement – To repair asphalt in parking lot 1-A. Saddleback College	\$56,820.00

iParadigms, LLC Registration Agreement – To renew anti-plagiarism software used by Saddleback and IVC effective from June 30, 2013 to June 29, 2014. Each college pays for the number of FTE students attending. Saddleback College and Irvine Valley College	\$56,747.46 (SC - \$35,156.22 and IVC - \$21,591.24)
Strata Information Group Professional Services Agreement – For consulting services for business process analysis (BPA) of current District procedures. District Services	\$54,400.00
Mobile Modular Management Corporation Addendum Agreement – To extend the term of the rental of mobile classrooms to 8/19/13. Irvine Valley College	\$51,744.00
Vicenti Lloyd Stutzman LLP Agreement – To provide investigative services. District Services	\$38,000.00
B & P Services Inc. Boiler Agreement – To replace the boiler in the Performing Arts Center as part of the infrastructure repair. Irvine Valley College	\$37,890.00
Floor Tech Group Agreement – To recarpet stacks area on the first floor of the Library. Saddleback College	\$32,414.00
TFP Group, Inc. Letter Agreement – To provide services in relation to the Employment Training Panel (ETP) agreement with the state of California. The TFP Group will receive a flat fee to develop the ETP application and set up the project in addition to a percentage of IVC's earnings on its ETP allotment for on-going administrative services. Irvine Valley College	\$30,700.00
NJPA / Kubota Tractor Corporation Agreement – To purchase Kubota tractor equipment. Saddleback College	\$29,802.80
Mark IV Communications, Inc. Independent Contractor Agreement – To perform analysis and assessment of existing district fiber and to provide recommendations for fiber upgrade. District Services	\$25,000.00

Quick Caption Amendment No. 1 Agreement – To provide additional real-time captioning services. Total revised contract amount is \$25,000.00. Irvine Valley College	\$20,000.00
Dayle McIntosh Center for the Disabled Independent Contractor / Consultant Agreement – To provide interpreting services for deaf students to take four Human Services courses in the Mental Health / ASL certificate program for Spring 2013. Saddleback College	\$17,000.00
New Vision Construction Agreement – To repair carport covers at Transportation Building. Saddleback College	\$16,088.43
AG Construction Agreement – To remodel the Student Services Center Room #120. Irvine Valley College	\$14,692.18
RossCo Promotions Agreement – To purchase 6,000 custom fund cards. Saddleback College	\$13,500.00
Pyro-Comm Systems, Inc. Agreement – To inspect and test fire alarm equipment. Saddleback College	\$13,400.00
Gary L. Vogt & Associates Independent Contractor Agreement – For appraisal services involving the ATEP property. ATEP	\$12,500.00
Ritz Construction Independent Contractor Agreement – To repair existing drainage channel on the MCAS Tustin property owned by the SOCCCD. ATEP	\$12,454.00
Pacific Clinics Independent Contractor / Consultant Agreement – To assist Saddleback College faculty and staff with outreach to the Deaf and Hard of Hearing communities in Orange County. Saddleback College	\$12,000.00

<p>Environ Agreement – To perform an environmental site assessment, compile readily available information pertaining to subsurface conditions at the site and to prepare a package of information pertaining to subsurface anticipation of obtaining environmental insurance for the site. ATEP</p>	\$11,500.00
<p>Bob Parrett Construction, Inc. Agreement – To perform work to repair / re-attach fascia panels in PE-200. Saddleback College</p>	\$11,150.00
<p>Hunter Asphalt Paving Inc. Agreement – To repair / replace asphalt at the Student Service Center Quad. Saddleback College</p>	\$10,860.00
<p>Segura Associates, Inc. Independent Contractor Agreement – To provide architectural services for the slope renovations project effective from 3/11/13 – 6/30/13. Saddleback College</p>	\$10,710.00
<p>Merit Software Software License Agreement – To subscribe on-line and purchase programs that are used in the Reading Lab for instruction. Saddleback College</p>	\$10,427.00
<p>Irvine Public Schools Foundation Educational Service Agreement – To provide credit courses on a contract basis to the Irvine Public Schools Foundation. The contract provides \$350/weekly faculty contract hour revenue for project support and management, approximately \$10,300 this year, for IVC's Economic and Workforce Development, to pay for their time and work. Irvine Valley College</p>	\$10,300.00 (Revenue)
<p>PENCO Engineering, Inc. Consultant Agreement – To perform a topographical survey of the TAS Auto-Tech Swing Space Building. District Services</p>	\$10,246.00
<p>United Site Services of California Independent Contractor Agreement – For rental, repair and maintenance of the chain-link fencing and wind screening for the ATEP development site. ATEP</p>	\$10,000.00

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

RossCo Productions Agreement – To purchase 4,000 ASG fund cards. Irvine Valley College	\$10,000.00
GKKWorks Independent Contractor Agreement – To perform architectural services to remove and replace accessible parking stalls throughout campus. Saddleback College	\$8,000.00
BKF Engineers, Surveyors, Planners Independent Contractor Agreement – To provide surveying services for plat & legal descriptions of proposed land exchange parcels in Tustin, California. ATEP and City of Tustin	\$8,000.00 (50/50 split with the City of Tustin)
KE Design Independent Contractor Agreement – To research and post professional associations related to CA Industry Sectors and Pathways and review website on a monthly basis for valid professional associations. Irvine Valley College	\$7,500.00
Freedom Scientific License Agreement – To provide a screen reader for the blind. Saddleback College	\$6,344.25
Mission Automotive Equipment Purchase Agreement – To purchase a refrigerant identifier and a recovery, recycling and refrigerant installation machine for the Automotive Technology Department. Saddleback College	\$6,553.43
Western Graphics Plus Amendment No. 1 Agreement – To refill orders for the CA Career Café. Total revised contract amount is \$40,875.00. Irvine Valley College	\$5,875.00
Health Dimensions Corporation Agreement – To organize and host a Health & Lifestyle Expo on 8/14/13 from 12:00 pm – 2:00 pm in the Performing Arts Center Lobby. This is the first year (\$1,800.00) of a three year contract. Total contract amount is \$5,400.00. Irvine Valley College	\$5,400.00

Health Dimensions Corporation Agreement – To organize and host a Health & Lifestyle Expo on 8/15/13 from 11:00 am – 2:00 pm in the Gym Foyer. This is the first year (\$1,800.00) of a three year contract. Total contract amount is \$5,400.00. Saddleback College	\$5,400.00
Linh Nguyen Independent Contractor Agreement – To create curriculum for the Cosmetology and Cosmetician Program. Saddleback College	\$4,749.96
Orkin CA Drywood Termite Retreatment Fumigation Agreement – To treat termites at Campus Police with a one year warranty. Saddleback College	\$4,720.00
Bob Parrett Construction, Inc. Proposal Agreement – To repair skylight in the PE gym. Saddleback College	\$4,434.00
Collins Company Quotation Agreement – To replace existing backstop netting at the baseball field. Saddleback College	\$4,145.00
Payphone Station Innovations Amendment No. 1 Agreement – to extend the first of four one-year options to renew with a new termination date of June 30, 2014. Saddleback College	\$3,780.00
Kirkland Productions, Inc. Performance Contract Agreement – To perform during Awareness week on April 3, 2013 for 1 hour plus Q & A session of “Respect This: Safer Saner Sex In College”. Saddleback College	\$3,710.00
Intent Digital, LLC Platinum Support Agreement – Renewal for board room voting software support. District Services	\$3,500.00
David Aldrich Independent Contractor Agreement – To perform services as technology and sound designer for the IVC productions of “Lucky Stiff” and “Noises Off”. Irvine Valley College	\$3,200.00

Elite Talent Agency Agreement – To speak and perform acoustic songs on May 9, 2013 at 7:00 PM for 45-60 minutes. Saddleback College	\$3,000.00
Toni Helms Independent Contractor Agreement – To provide technical theatre services for the IVC production of “Lucky Stiff” effective from 3/4/13 – 4/01/13. Irvine Valley College	\$2,880.00
Pacific Cleaning Services, Inc. Agreement – To provide cleaning services which include washing the inside and outside windows of the Health Sciences Building lobby. Saddleback College	\$2,880.00
Cindra Smith Independent Contractor / Consultant Agreement – To facilitate the Board of Trustee’s self-evaluation and development effective from May 18, 2013 – July 31, 2013. District Services	\$2,800.00
R2A Architects Change Order No. 1 Agreement – To perform additional design services for the relocation of the Veteran’s Support Services area (TCSP). Total revised contract amount is \$7,585.00. Saddleback College	\$2,685.00
Nuance End-User License Agreement – To provide types of voice control software that assist students with disabilities. Saddleback College	\$2,642.07
MelRok, LLC Agreement – To perform energy score assessment effective from May 1, 2013 – May 1, 2014. Saddleback College	\$2,200.00
Kaitlyn Pietras Independent Contractor Agreement – To provide video design services for video to be displayed during the performance of “Legally Blonde” in the McKinney Theatre April 12-21, 2013. Saddleback College	\$2,000.00

<p>Campus Concerts Independent Contractor Agreement – To provide contacted musicians to supplement the IVC Music / Choral concerts for the spring of 2013 semester. Irvine Valley College</p>	\$2,000.00
<p>Kent Helwig Independent Contractor Agreement – To provide technical theatre services on the production of “Lucky Stiff” effective from 3/09/13 – 4/01/13. Irvine Valley College</p>	\$2,000.00
<p>American Carports, Inc. Agreement – To purchase a carport for the Facilities, Maintenance and Operations Department. Saddleback College</p>	\$1,830.60
<p>Lunar Cow / Destination Irvine Advertising Agreement – To provide a half page advertisement for IVC with Destination Irvine. Irvine Valley College</p>	\$1,500.00
<p>Chris Booke Independent Contractor Agreement – To provide technical theatre services on the production of “Lucky Stiff” effective from 3/4/13 – 4/1/13. Irvine Valley College</p>	\$1,105.00
<p>Jeffrey Segal Independent Contractor Agreement - To provide technical theatre services on the production of “Lucky Stiff” effective from 3/4/13 – 4/1/13. Irvine Valley College</p>	\$1,105.00
<p>Lake Forest II Master Homeowners Association Independent Instructors Agreement – Facility usage fee for Emeritus/Community Education fee-based class, “It’s Never Too Late Fitness & Pilates Classes” for the 2012-2013 fiscal year. Irvine Valley College</p>	\$1,100.00
<p>Quinn CAT Rental Reservation Agreement – To provide the rental of a 45’ knuckleboom lift for apx. one week to change the lights campus wide. Saddleback College</p>	\$1,000.00

<p>Lisa Jane Gore Independent Contractor Agreement – To provide technical theatre services on the IVC productions of “Noises Off” and “Lucky Stiff”. Irvine Valley College</p>	\$1,000.00
<p>Netsupport Software License Agreement – To provide instructors with the ability to instruct and visually / audibly monitor, as well as interact with their students, during a lecture. Saddleback College</p>	\$917.91
<p>Brian Boyce Independent Contractor Agreement – To provide musical services for Legally Blonde, April 12-21, 2013 at the McKinney Theatre. Saddleback College</p>	\$960.00
<p>Carlos Rivera Jr. Independent Contractor Agreement - To provide musical services for Legally Blonde, April 12-21, 2013 at the McKinney Theatre. Saddleback College</p>	\$960.00
<p>Hayan Charlston Independent Contractor Agreement - To provide musical services for Legally Blonde, April 12-21, 2013 at the McKinney Theatre. Saddleback College</p>	\$960.00
<p>ALLDATA Subscription Renewal Agreement – To provide the automotive department with a diagnostic tool that teaches students about diagnosing and repairing vehicles. Saddleback College</p>	\$975.00
<p>Tustin Unified School District Facilities Use Agreement - To provide 2 classrooms for guitar classes 1/22/13 – 5/23/13. Irvine Valley College</p>	\$864.00
<p>Red Digital Camera- Terms & Conditions / Software License Agreement – To purchase an external hard drive used in conjunction with RED cameras to record, store and edit digital images. Saddleback College</p>	\$789.02

<p>Tyler McGeough Independent Contractor Agreement – To provide musical services for Legally Blonde, April 12-21, 2013. Saddleback College</p>	<p>\$700.00</p>
<p>Keenan and Associates Directors & Officers Liability Agreement – To provide directors and officers liability coverage effective 3/14/13 – 3/14/2014. District Services</p>	<p>\$600.00</p>
<p>Terry Christopher Independent Contractor Agreement – To provide technical theatre services for the IVC production of “Noises Off” effective 3/4/13 – 4/01/13. Irvine Valley College</p>	<p>\$500.00</p>
<p>Dove Canyon Country Club Catering Confirmation Agreement – To hold and cater the IVC Men’s Basketball team banquet on April 3, 2013 from 6:00 pm – 11:00 pm in the Library Room. Irvine Valley College</p>	<p>\$500.00</p>
<p>Face Formers Entertainment Agreement – To provide 2 artists for face painting and balloon animals for cheer tryouts on 4/13/13 from 3:45 pm – 5:45 pm. Irvine Valley College</p>	<p>\$340.00 (ASG Funds)</p>
<p>Angelika Nameth Independent Contractor Agreement – To perform 15 minutes of Egyptian, Persian and Flamenco dances for Multicultural Day on 4/24/13. Irvine Valley College</p>	<p>\$300.00 (ASG Funds)</p>
<p>Mahana Polynesian Entertainment Independent Contractor Agreement – To perform 15 minutes of Polynesian dance for Multicultural Day on 4/24/13. Irvine Valley College</p>	<p>\$250.00 (ASG Funds)</p>
<p>City of Mission Viejo Rental Contract / Permit – Facilities Agreement – Facility fee for paramedic class graduation in the Sycamore A room on March 21, 2013 from 8:00 am – 12:00 pm. Saddleback College</p>	<p>\$280.00</p>

Tim Gill Music Independent Contractor Agreement – For music transcription services of “Rosie the Riveter” song for Saddleback College’s Big Band Swing Thing on March 9, 2013 at the Norman P. Murray Center. Saddleback College	\$200.00
Adrian Rangel-Sanchez Independent Contractor Agreement – To provide music from 8:00 am – 9:00 am in the Performing Arts Center on May 17, 2013 for the scholarship ceremony. Irvine Valley College	\$150.00
Jennifer Kim Independent Contractor Agreement – To perform 2 hours of portrait artist services for Senior Day on 3-5-13 from 11:30 am – 1:30 pm. Irvine Valley College	\$75.00
Ngai Wan Yeung Independent Contractor Agreement – To perform a 10 min Chinese lute for Multicultural Day on 4/24/13. Irvine Valley College	\$75.00
Jordan Djahangirl Independent Contractor Agreement – To perform 2 hours of portrait artist services for Senior Day on 3-5-13 from 11:30 am – 1:30 pm. Irvine Valley College	\$75.00
Kim Ngan Chung Independent Contractor Agreement – To provide 2 hours of portrait artist services for Senior Day on 3/05/13 from 11:30 am – 1:30 pm. Irvine Valley College	\$75.00
Seung Yeon Lee Independent Contractor Agreement – To perform 2 hours of portrait artist services for Senior Day on 3-5-13 from 11:30 am – 1:30 pm. Irvine Valley College	\$75.00
City of Tustin Land Survey Shared Costs Agreement – An agreement to share costs with City of Tustin for Phase 1 of survey work for the ATEP land exchange. District Services	\$0

Robert A. Stoffel – Orange County Sheriff Department/Communications & Technology Agreement – To join the County of Orange 800 MHz Countrywide Coordinated Communications System (CCCS) as a Participating Agency. Saddleback College	\$0.00
Camino Health Center Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Six Flags Online Ticket Agreement – To provide on-line tickets on consignment to students at Saddleback College. Saddleback College	\$0.00
City of Tustin License Agreement – To allow the District access to the City of Tustin's land and the City of Tustin access to the District's land to conduct due diligence investigations. District Services	\$0.00
Workday Mutual Nondisclosure Agreement – Agreement to hold confidential information. District Services	\$0.00
Prime Healthcare La Palma, LLC Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Memorial Care Medical Group-Medical Foundation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Pathology Laboratory Services / Dr. Cyrus Karimi Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

RECOMMENDATION

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Purchase Orders/Confirming Requisitions

ACTION: Approval

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-03325 through P13-03848 amounting to \$1,804,489.91 and P14-00001 through P14-00024 amounting to \$102,276.91 are submitted to the Board of Trustees for approval. Confirming requisitions dated February 27, 2013 through April 10, 2013 totaling \$641,740.37 are also submitted.

RECOMMENDATION

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

ReqPay11b

Board Report

Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03325	SURVIVAL SOLUTIONS, INC.		CERT supplies	1,013.95
P13-03326	MARINER'S CHURCH		FKCE Conference Rental Fee	450.00
P13-03327	BEDAZZLED CATERING		FKCE Conference Catering	3,560.00
P13-03328	AVALON TENT & PARTY		Developmental Screening rental chairs	107.45
P13-03329	BOUNDLESS NETWORK		Promo SC International Ed/tumblers/usb	999.19
P13-03330	RED DIGITAL CAMERA COMPANY	Bldg W/Com Arts	Recording Media for Epic Camera	789.02
P13-03331	MATS, MATS, MATS		Mats for FA300 bldg.	304.40
P13-03332	TINYINKLING.COM, LLC		Standing 20qt Mixer for Culinary Lab	2,562.33
P13-03332	CHEFS' TOYS		Backup UPS Batteries	7,239.84
P13-03333	CDW GOVERNMENT, INC.		Ergonomic Chairs	3,157.71
P13-03334	EN4ORM OFFICE INTERIORS		Cards for Annual Student Art Show	300.00
P13-03335	SMART LEVELS MEDIA		Steel Safety Hoods for Ceramics SC	6,503.50
P13-03336	LAGUNA CLAY CO.		Blue tape for Gym floor coverings	705.24
P13-03337	W. W. GRAINGER		RSA maint. renewal	890.00
P13-03338	CDW-G COMPUTER CENTERS		Supplies for the program	438.75
P13-03339	FISHER SCIENTIFIC		WordSmart Online Program	1,500.00
P13-03340	WORDSMART		Horticulture container/SC MO	10,017.20
P13-03341	AMERICAN PORTABLE STORAGE		AYU Technology Solutions LLC Invoice	1,000.01
P13-03342	AYU TECHNOLOGY SOLUTIONS, LLC		SharePoint reference book SC/District	23.19
P13-03343	WELLS FARGO #3317		Repair parking lot 1-a	56,820.00
P13-03344	HAITBRINK ASPHALT PAVING, INC.		FKCE Wkshp Trainer	635.00
P13-03345	SALLIE MILLER		Repair of lighting board	1,000.00
P13-03346	CALIFORNIA STAGE/LIGHTING, INC		Funds for Postage	30,000.00
P13-03347	RESERVE ACCOUNT PITNEY BOWES		Supplies for costume shop	195.25
P13-03348	DIANE LEWIS		Birch Aquarium tour	547.50
P13-03349	UC REGENTS UCSD		Greenhouse shed roof	4,994.20
P13-03350	DAVID PUFAHL dba NEW VISION CONSTRUCTION		Powersonic Sealed Lead Acid Batteries	538.41
P13-03351	PORTABLE POWER SYSTEMS		FKCE Wkshp Trainer	90.00
P13-03352	ALFONSO ALVAREZ		FKCE Wksp Trainer	90.00
P13-03353	CYNTHIA ROE		FKCE Wkshp Training	630.00
P13-03354	JENNIFER SNIDER		FKCE Wkshp CoTrainer	630.00
P13-03355	GUISELLE SCOTT		FKCE WKshp Panelist	50.00
P13-03356	ARACELI TRUJILLO		FKCE Wkshp Panelist	50.00
P13-03357	HERNANDEZ, GABRIELA		Parts to repair ice machine in pe-200	89.31
P13-03358	WESTERN PACIFIC DISTRIBUTORS, INC		Replacement Track Lighting	3,273.32
P13-03359	BACKDROP OUTLET		Hard drives	628.52
P13-03360	CDW-G COMPUTER CENTERS		Kurzweil Network Licenses w/Firefly	4,345.00
P13-03361	KURZWEIL/INTELLITOOLS, INC.			

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

ESCAPE ONLINE

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03362	ORIENTAL TRADING COMPANY, INC.		promotional supplies for Readiness Program	53.98
P13-03363	GOPHER SPORTS EQUIPMENT		Digital Scale	607.60
P13-03364	RONALD L. GRANT dba GRANT MARI NE SURVEYS		Capri Sailboat Appraisal	200.00
P13-03365	W. W. GRAINGER		Safety Tape	530.93
P13-03366	TASER INTERNATIONAL, INC.		Taser cam	466.89
P13-03367	HAITBRINK ASPHALT PAVING, INC.		Greenhouse slab	4,900.00
P13-03368	INDUSTRIAL TECHNICAL SERVICES CORP.		Preventive maintenance on hvac variable drive	2,200.00
P13-03369	CONSOLIDATED ELECTRICAL DIST.		Electrical supplies for oven install	501.10
P13-03370	JMN ENTERPRISE dba ZEPHYR TURF CARE EQUIPMENT		Grounds equipment rental	2,195.00
P13-03371	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpreters for Deaf student 2012/13	1,874.00
P13-03372	MISSION REGIONAL HOSPITAL NURS ING DEPARTMENT		FKCE Wkshp Facility Rental	562.32
P13-03373	SEHI PROCOMP COMPUTER PRODUCTS		Duplex Color Scanner	6,569.84
P13-03374	DAVE SMITH ENTERPRISE dba HOSP ITAL ASSOCIATES		Safety Cabinets and Shelves for Fine Arts	3,418.08
P13-03375	ARMORACTIVE dba IPAD ENCLOSURE S		Wall mount for ipad	295.36
P13-03376	BOUNDLESS NETWORK	Bldg W/Com Arts	T shirts for students in department	702.22
P13-03377	DELL MARKETING	.	Keyboard for VPI's Office	55.07
P13-03378	COMPUTERLAND OF SILICON VALLE Y		Software license for acrobat pro v11	138.00
P13-03379	VERNIER SOFTWARE		Thirty PH Sensors	2,473.51
P13-03380	NANCY BRACKEN	.	Reimbursement for Dance	1,500.00
P13-03381	SPORTS ATTACK		Baseball Pitching Machine	2,357.84
P13-03382	ROGERS ATHLETIC CO.		Football Equipment Supplies	1,125.00
P13-03383	SPORTS ATTACK		Football New Equipment/snap attack/cart	4,808.84
P13-03384	RIDDELL AMERICAN SPORTS CORP		Football Equipment Supplies	1,813.04
P13-03385	ULINE, INC.		Ear plugs for DSPS IVC	83.46
P13-03386	WELLS FARGO #3317		Silent timers for LD testing IVC	36.70
P13-03387	WELLS FARGO #3317 (DISTRICT)		Environmental Studies SC/triplet magnifier	190.32
P13-03388	NIKKANI S. ANDREWS		Guest Artist-MUS 23-World Music 04/02/13	225.00
P13-03389	W. W. GRAINGER		Fine Arts Supplies-Respirators and Gloves	300.78
P13-03390	SHIFFLER EQUIPMENT SALES, INC.		Felt Gliders	153.26
P13-03391	B & P SERVICES, INC.		Provide and install boiler	37,890.00
P13-03392	LAMPS PLUS		Replacement lighting package for SC Fine Arts	1,169.77
P13-03393	SEHI PROCOMP COMPUTER PRODUCTS		Printer for Simulation Lab	420.72
P13-03394	K-LOG COMPANY		Display rack for McKinney Theater	317.67

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03395	LINCOLN EQUIPMENT, INC.		To Purchase a Mobile Aquatic Chair for KNEA Dpt	2,552.07
P13-03396	ABOUBACAR KOUYATE		Guest Artist-MUS 23-World Music 04/02/13	225.00
P13-03397	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Laptop computer	2,725.92
P13-03398	VIDEO SERVICE OF AMERICA		Wireless audio assist system for McKinney Theatre	2,970.00
P13-03399	LIVESCRIBE		Single subject books for Smart pens/IVC	281.94
P13-03400	CCPRO % KEVIN CHARD		CCPRO Institutional Membership	175.00
P13-03401	EXAMKRACKERS		Purchase book IVC lib	60.69
P13-03402	SVM, LP ATTN: CHECK DEPT.		Gas Cards for CARE Students	3,093.95
P13-03403	AARDVARK CLAY AND SUPPLIES		SC MarSci lab supplies/clay	16.10
P13-03404	WELLS FARGO #3317		SC Library/monitor stand	32.35
P13-03405	MARIST COLLEGE		Perform business analysis activities	10,000.00
P13-03406	ART SUPPLY WAREHOUSE		Color guide sets IVC PIO	518.92
P13-03407	HOME DEPOT MISSION VIEJO STORE #614		Shelving for Shed for Art/Ceramics	810.00
P13-03408	NAT'L COLLEGIATE HONORS COUN.		NCHC 2013 Membership	600.00
P13-03409	MONTROY SUPPLY COMPANY, INC.		Rehearsal, Performance and Production Supplies	300.00
P13-03410	APEX AUDIO		Repair of equip - Legally Blonde	1,100.00
P13-03411	AGUINAGA GREEN, INC.		Mulch for the Native Garden	214.92
P13-03412	SIGNATURE CELEBRATIONS		Balloons for Senior Day 2013	558.90
P13-03413	AMERICAN INNOTEK, INC.		Cert training supplies	682.38
P13-03414	PYRO-COMM SYSTEMS		Fire alarm inspection and testing	13,400.00
P13-03415	CITY OF MISSION VIEJO		Graduation facility for paramedic class 71	280.00
P13-03416	PROGRESSIVE MEDICAL INT.		Equipment for EMS program	1,368.06
P13-03417	PROAIR CONSTRUCTION SVCS. INC.		Replace duct at Campus Police	2,250.00
P13-03418	INSECT LORE PRODUCTS, INC.		Insects for Classroom	134.41
P13-03419	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS		Supplies for IVC Chid dev./snakes monkeys/stickers	199.97
P13-03420	DISCOUNT SCHOOL SUPPLY SALES D EPARTMENT		IVC CDC/misc supplies 180ea.	3,967.35
P13-03421	PARADIGM PRODUCTIONS		Purchase DVD IVC Lib	213.60
P13-03422	JAMECO ELECTRONICS		Electronic equipment for Bio 12 banana plug	64.38
P13-03423	USA SCIENTIFIC		Supplies for Biology 3C	1,546.84
P13-03424	EDUCATIONAL MAPS AND GLOBES		Geography maps-Attachment	704.46
P13-03425	MEDIA EDUCATION FOUNDATION		SC Sociology DVD	359.65
P13-03427	CONTRACT PAPER GROUP, INC.	SC WAREHOUSE	Replenish stores paper	625.32
P13-03428	TIM M. GILL TIM GILL MUSIC		Music Transcription for Joey Sellers Big Band	200.00
P13-03429	VENDINI, INC. CORPORATE HEADQU ARTERS		Ticket stock IVC/FA	235.20

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03430	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Registration Plain Press Seal Letterhead/SC A+R	1,717.20
P13-03431	ALLSTEEL, INC. C/O CORP. BUSIN ESS INTERIORS		Bookcases	1,859.24
P13-03432	OPTICS PLANET, INC.		Vials for fermentation tubes	330.64
P13-03433	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		3 iPad 3's for Classified Senate	1,922.76
P13-03435	SAMY'S CAMERA		SC Photography Supplies-Paper and Flash Card	322.92
P13-03436	HAYNEEDLE		Canopy for Tuff Shed	453.58
P13-03437	TUFF SHED, INC.		Shed for Art/Ceramics	4,562.00
P13-03438	WELLS FARGO #3317		SC Emeritus zip drives	129.40
P13-03439	CDW-G COMPUTER CENTERS		Singlewire-software	4,075.00
P13-03440	WHITAKER BROS. BUSINESS MACH.		SC TAS Graphics	6,041.52
P13-03441	MARGI MC NELLY		Stitcher/Bookletmaker	
P13-03442	LUIS MAURICIO VASQUEZ		FKCE Wkshp Trainer	1,440.00
P13-03443	JODY WALLACE		FKCE Wkshp Trainer	2,625.00
P13-03444	YVETTE ARBIZO		FKCE Wkshp Monitor	85.00
P13-03445	MARK ESTRADA		FKCE PRIDE Wkshp	100.00
P13-03446	GUISELLE SCOTT		FKCE Wkshp Panelist	50.00
P13-03447	DENISE BLAIR		FKCE Wkshp Trainer	90.00
P13-03448	EDITH LOZANO		FKCE Wkshp Trainer	90.00
P13-03449	MARIA ORTIZ		FKCE Wkshp Trainer	720.00
P13-03450	WELLS FARGO #3317		FKCE Wkshp Interpreter	300.00
P13-03451	MILLENNIUM BUSINESS SERVICES M arty Cohn	SC WAREHOUSE	SC Instructional DVDs for Environmental Studies	42.10
P13-03452	IRVINE CHAMBER OF COMMERCE		Replenish stores item 12000	589.70
P13-03453	LABSCO		Advertising Agreement	1,500.00
P13-03454	SEHI PROCOMP COMPUTER PRODUCTS		New Equipment: Biology: Nikon Microscopes	26,322.69
P13-03455	B & H PHOTO		Printer ink	851.28
P13-03456	COMPUTERLAND OF SILICON VALLE Y		Video Camcorder	1,416.98
P13-03457	SEHI PROCOMP COMPUTER PRODUCTS		Inspiration License Lab Pack	359.00
P13-03458	FISHER SCIENTIFIC		printer	249.67
P13-03459	COMMUNITY PLAYTHINGS		Supplies for General Biology.	415.93
P13-03460	QUEZADA PRO LANDSCAPE, INC.		CD baskets SC Soc.Sci	123.12
P13-03461	WHITAKER BROS. BUSINESS MACH.		Tree Removal B200/PH 3/A100/A304	1,760.00
P13-03462	INTENT DIGITAL LLC		TAS Graphics machinery Drill & Stitcher	12,573.38
P13-03463	SADDLEBACK VALLEY UNIFIED SCH OOL DISTRICT		Managed software service	3,500.00
P13-03464	CAPISTRANO UNIFIED SCHOOL DIS TRICT		SVUSD 2013-14 Allocation	3,300.00
P13-03465	CAPISTRANO-LAGUNA BEACH ROP		Capistrano Unified School District	3,300.00
P13-03466	COASTLINE ROP		Capo/LB-ROP	2,200.00
			Coastline ROP CTE Allocation	2,200.00

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03467	WEST COAST TECHNOLOGY		Dual controller hybrid	25,223.88
P13-03468	SOUTH COAST A.Q.M.D		AQMD annual emissions fee	115.56
P13-03469	LIGHTER THAN AIR BALLOON DECORATING		OC Summit	300.00
P13-03470	PYRO-COMM SYSTEMS		LRC fire alarm system	899.94
P13-03471	PRO GROUP CO.		drafting vellum for Architecture classes	1,002.30
P13-03472	DIV. OF THE STATE ARCHITECT		Structural Design Changes	3,366.00
P13-03473	STATE OF CALIFORNIA			
P13-03473	ALLSTAR AWARDS		IVC Bus Sci. Name Badges	65.82
P13-03474	R2A ARCHITECTURE		Redesign vet support svc office and lounge	4,900.00
P13-03475	HOFFMAN SOUTHWEST CORP.		Drain cleaning	446.88
	ROTO-ROOTER SERV. & PLUMBING			
P13-03476	SEHI PROCOMP COMPUTER PRODUCTS		Toner Cartridge for Reading Lab	92.40
P13-03477	ESL.NET		Oxford Picture Dict Software	1,777.75
P13-03478	B & H PHOTO		Video Camera - Football	476.26
P13-03479	DISCOUNT SCHOOL SUPPLY		SC soc.sci /paint/paper/glue	230.53
	SALES DEPARTMENT			
P13-03480	DANIEL SMITH, INC.		Emeritus SC artbar/watercolor paper	195.98
P13-03481	DICK BLICK COMPANY		Emeritus Fee Based Supplies /pastel pad/tape	168.32
P13-03482	LASER SOURCE		Toner for Xerox 3250DN: Reception area	288.36
P13-03483	DHARMA TRADING CO.		SC Emeritus /fabric pens	258.18
P13-03484	EMERALD MIRROR & GLASS		Replace Cracked Window B300	1,350.00
P13-03485	LAGUNA GRAPHIC ARTS, INC.		Presentation printing	550.00
P13-03486	SOURCE GRAPHICS		Roll paper for kips 3000 printer	73.70
			TAS SC	
P13-03487	ORANGE COUNTY REGISTER		Bid 2007 add - 2/13,2/20	950.00
P13-03488	STEVE GASKEY		Installation of Safety Hoods for Fine Arts	3,700.00
P13-03489	WOODEN CAMERA LLC	Bldg W/Com Arts	Ausdio adaptor for Epic Camera	224.42
P13-03490	Netsupport		NetSupport Software & Maint Plan	917.91
P13-03492	CDW-G COMPUTER CENTERS		Headset for Office of Instruction	148.37
P13-03493	RACO INDUSTRIES, INC.		Printer ribbons	95.12
P13-03494	SEHI PROCOMP COMPUTER PRODUCTS		Supplies	434.07
P13-03495	CULVER-NEWLIN, INC.		Tables	954.29
P13-03496	AG CONSTRUCTION & CONTRACTING INC		Remodel of SSC 120	14,692.18
P13-03497	SPORTS RESOURCE GROUP, INC.		Lactate Test Strips for Majors' Bio Students	340.00
P13-03498	DELL MARKETING		Laptops	4,116.07
P13-03499	AUTOMIC DESIGNS, INC.		Decals	854.31
P13-03500	GRAYBAR ELECTRIC CO.		Panduit electrical hardware	1,674.29
P13-03501	SIRCHIE FINGER PRINT LABS		LiveScan Cleaner	55.38
P13-03502	SOUTH COAST A.Q.M.D		AQMD annual operating fees	6,894.77
P13-03503	HANAH SILK		SC Emeritus silk ribbon	219.14

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03504	TEST EQUIPMENT CONNECTION CORP		Logic analyzer to support Electronics classes	2,705.00
P13-03505	WELLS FARGO #3317 (DISTRICT)		SC Soc Sci. child dev art supplies	446.09
P13-03506	RODGERS & HAMMERSTEIN		"Footloose" script rental	125.00
P13-03507	ELECTRONIX EXPRESS		test leads for electronics labs	177.00
P13-03508	DICK BLICK COMPANY		IVC Art supplies pastel/carbon pencils/draw paper	660.59
P13-03509	ROBERT WADDINGTON		FKCE Wkshp Trainer	660.00
P13-03510	ASICS AMERICA CORPORATION		women's tennis supplies	101.64
P13-03511	ASICS AMERICA CORPORATION		women's tennis supplies	943.69
P13-03512	LISA WORKMAN		FKCE Wkshp Panelist	50.00
P13-03513	ERIN KIM		FKCE Wkshp Panelist	50.00
P13-03514	HOME DEPOT TUSTIN STORE # 603		Garden Supplies for Children's Instruction	300.00
P13-03515	LAKESHORE LEARNING MATERIALS		IVC CDC Bins for Classroom	256.46
P13-03516	SEHI PROCOMP COMPUTER PRODUCTS		Ink for color printer	989.79
P13-03517	SEHI PROCOMP COMPUTER PRODUCTS		Brother Drum Cartridge for Reading Lab	171.18
P13-03518	HAITBRINK ASPHALT PAVING, INC.		Repair asphalt in SSC quad	10,860.00
P13-03519	HOME DEPOT MISSION VIEJO STORE #614		Equipment Alloc. for KNEA - storage units	440.56
P13-03520	BOUNDLESS NETWORK		SC SBS promo/bug mini stapler	826.00
P13-03521	HYDRO ENGINEERING, INC.		TAS graphics Hydroblaster	9,814.92
P13-03522	NCS PEARSON, INC.		Renewal of Lic for LD Assessment Tests/MTQ/Q-Local	89.00
P13-03523	NANCY'S NOTIONS		SC Emeritus /needles/spacers/pressing sheet etc.	269.78
P13-03524	MUSICIAN'S FRIEND, INC.		Music Stands for SC Fine Arts	1,069.20
P13-03526	BOUNDLESS NETWORK		SC Soc Sci. CD /shoulder tote/rally towel/bottle	1,117.68
P13-03527	WELLS FARGO #3317		SC CTE/ pilot grip mechanical pencil	92.60
P13-03528	BOUNDLESS NETWORK		Silver Twis Lock Keyholder CTE Outreach SC	715.59
P13-03530	ZARA DISTRIBUTION		Calibration gases	137.16
P13-03531	HARDY DIAGNOSTICS		RUSH Microbiology supplies	1,623.77
P13-03532	CENTRAL RESTAURANT PRODUCTS		Replacement Icemaker for Green Room	1,942.92
P13-03533	NUANCE		Dragon Naturally Speaking Licenses & Support	2,642.07
P13-03534	CONTRACTORS DIRECT		Safety replacement for SC Fine Arts	155.47
P13-03535	B & H PHOTO	Bldg W/Com Arts	Supplies for student use	1,291.40
P13-03536	SCANTRON CORPORATION		Scantrons SC Liberal Arts	75.97
P13-03537	BOUNDLESS NETWORK		CTE Document Holder SC	980.87
P13-03538	MARIA ISABEL MENDOZA		FKCE Wkshp Trainer	120.00
P13-03539	MARK IV COMMUNICATIONS, INC.		Fiber optic cabling survey	19,600.00
P13-03540	YOUNG NGUYEN		FKCE Wkshp Trainer	90.00

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03541	BOUNDLESS NETWORK		CTE Calculator for Articulation SC	1,648.12
P13-03542	BOUNDLESS NETWORK		CTE Tuscany Journal for Articulation Recording SC	1,053.74
P13-03543	WELLS FARGO #3317		Books SC Sci Math	48.66
P13-03544	SINGLISH ENTERPRISES, INC.		Singlish volume 1,2,4,5, IVC CDC	471.76
P13-03545	WARD'S NATURAL SCIENCE		Lab equipment and supplies for bio classes	550.52
P13-03546	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Ipads	1,598.76
P13-03547	PROJECTOR LAMPS AMERICA		Projector Lamps	1,998.97
P13-03548	TECHNIC BUSINESS SOLUTIONS		Plotter Supplies	1,101.76
P13-03549	COMPUTERLAND OF SILICON VALLE Y		Contribute for MAC Computers	78.00
P13-03550	DELL MARKETING		Dual VGA Y Adapter Splitter Cables	126.23
P13-03551	LASER SOURCE		Toner for LaserJet P4016/4515	902.88
P13-03552	TECHSMITH CORP		Library materials per Jenny Langrell	200.27
P13-03553	INFOBASE LEARNING		SBS Film on Demand-Attachment	10,794.60
P13-03554	INTERSTATE ELECTRIC		Print Trimmer SC/ Graphics Tas	1,458.00
P13-03555	JSERRA CATHOLIC HIGH SCHOOL		Fee for Soccer Field Rental - Fall 2012	3,250.00
P13-03556	PROFESSIONAL SOLUTIONS		Procure Software Update and Technical Support	125.00
P13-03557	AMERICAN PORTABLE STORAGE		MO SC portable storage container/painter	5,913.20
P13-03558	APCO GRAPHICS, INC.		Campus Signage IVC MO	3,136.57
P13-03559	QUEZADA PRO LANDSCAPE, INC.		Tree Pruning and Thinning at ATEP	785.00
P13-03560	AIRPORT VAN RENTAL SOLUTIONS		2012-2013 Vehicle Rentals	3,350.00
P13-03561	B & P SERVICES, INC.		A400 HVAC rework for A406 Area	1,045.00
P13-03562	ROSE BRAND		Supplies for Perf Arts Class Productions	1,000.00
P13-03563	HITT MARKING DEVICES, INC.		Personalized Date Stamp SC LRC	50.02
P13-03564	MIROSLAVA MANCHIK		Reimbursements for OC BUS Summit: 3/15/2013	600.00
P13-03565	DICK BLICK COMPANY		Art profolio/presentation boards/ adhesive IVC FA	385.52
P13-03566	CALIFORNIA NEWSREEL		Sociology dvd's SC	431.52
P13-03567	McKESSON GENERAL MEDICAL CORP		CDC Supplies-Latex Gloves	246.56
P13-03568	PORT SUPPLY		MST Replacement VHF Radios	525.36
P13-03569	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Cover for baseball ticket booth	1,632.18
P13-03570	BOUNDLESS NETWORK		Tumblers for CTE Articulation and Outreach Faculty	1,500.16
P13-03571	GALL'S OF LONG BEACH		Uniform Gear used when working in parking lot	1,000.00
P13-03572	SCANTRON CORPORATION		Scantron Test forms for Matric IVC	2,040.98
P13-03573	MAIN GRAPHICS		ISC brochures IVC	2,393.27
P13-03574	WOODBRIIDGE HIGH SCHOOL		Advertisement	250.00
P13-03575	UNITED SITE SERVICES OF CALIFO RNIA, INC.		fence rental and maintenance	10,000.00

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03576	FREEDOM SCIENTIFIC	.	Upgrading JAWS Professional Software Licenses	6,344.25
P13-03577	SEHI PROCOMP COMPUTER PRODUCTS		SBS printer and scanners-Attachment	2,038.09
P13-03578	BKF ENGINEERS		ATEP Land Surveying Services	8,000.00
P13-03579	SEGURA ASSOCIATES, INC.		Slope renovation project	10,710.00
P13-03580	J. M. McCONKEY CO.		Greenhouse supplies	407.54
P13-03581	USGS NATIONAL CENTER		Geography maps-Attachment	354.00
P13-03582	SADDLEBACK APPLIANCES		Refrigerator for Geography-Attachment	838.92
P13-03583	D3 SPORTS, INC.		Baseball hats	1,038.30
P13-03584	EASTBAY TEAM SPORTS		Men's tennis supplies	2,008.56
P13-03585	CROWN FENCE		Fence slats at coxyard	2,571.00
P13-03586	BULBS.COM		Replacement Track Lights	808.75
P13-03587	HUMANSIZE CORP C/O G/M		Monitor arms for ergonomic requests	893.26
P13-03588	BUSINE SS INTERIORS		External Hard Drives	485.18
P13-03589	GOVCONNECTION		Privacy filters for computer monitors	409.07
P13-03590	SEHI PROCOMP COMPUTER PRODUCTS		Seminar/Continuing Education	450.00
P13-03591	DEREK CARROLL		Batteries	250.56
P13-03591	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT			
P13-03592	INSIGHT MEDIA	.	IVC FA. dvd	158.46
P13-03593	MISSION AUTO EQUIP & LIFTS		Air conditioning machine with filter kit	4,591.08
P13-03594	MISSION AUTO EQUIP & LIFTS		Refrigerant identifier	1,943.08
P13-03595	ROBERT J. POSTMAN		Fitness for Duty Evaluation	1,100.00
P13-03596	HOME DEPOT MISSION VIEJO STORE #814		Blanket po for purchase of supplies	250.00
P13-03597	UNISOURCE WORLDWIDE	.	Paper Order Publishing SC	654.48
P13-03598	LYNXMOTION		Lab hardware kits for Electronics Dept.	1,835.34
P13-03599	ACCESS DISPLAY GROUP INC dba S WINGFRAME		Frames for McKinney lobby	2,645.37
P13-03600	M & R SALES & SERVICE		MSP3140 Blanket Assembly	589.43
P13-03601	SIMULAIDS, INC.		SC/TAS Graphics	
P13-03602	C & H DISTRIBUTORS, INC.		Equipment for Nursing	2,710.64
P13-03603	REI		Geography supplies-Attachment	250.90
P13-03604	BOUNDLESS NETWORK		Geography supplies-Attachment	1,549.68
P13-03605	SADDLEBACK APPLIANCES		65 T Shirts SC International students	527.46
P13-03606	ENVIRONMENTAL EQUIPMENT SUPPLY		Refrigerator Filters	97.85
P13-03607	STAR MAINTENANCE SUPPLY		Transporation equipment	14,048.22
P13-03608	UNISOURCE WORLDWIDE		Custodial equipment	943.60
P13-03609	ACOUSTICAL MATERIAL SERVICES		Custodial equipment	2,101.80
P13-03610	DIVERSIFIED BUSINESS SERVICES		Celling Tile Replacement	411.26
P13-03611	BATTERY SYSTEMS ANAHEIM		Thrifty pencil - No "F" SC Matric.	354.72
			Cart 6.0 Volt Deep Cycle Batteries	1,020.34

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Board Report

Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03612	TROXELL COMMUNICATIONS, INC.	.	Hitachi Projectors	54,132.84
P13-03613	SCANTRON CORPORATION	.	Scantrons IVC Library	75.24
P13-03614	SOURCE GRAPHICS	.	Paper for Plotter IVC TS	178.52
P13-03615	POSWORLD	.	Thermal Receipt Paper for Bursa's Printers	90.72
P13-03616	AARDVARK CLAY AND SUPPLIES	.	Ceramics Classes SC/FA clay/grog/feldspar	1,789.45
P13-03617	SAMY'S CAMERA	.	K. Hass - Spring 2013 - Fee Based Supplies	280.00
P13-03618	DELL MARKETING	.	Laptops for remote Perf. Arts support	1,706.50
P13-03619	GKKWORKS	.	Replace accessible parking stalls campus wide	8,000.00
P13-03620	BOB PARRETT CONSTRUCTION	.	Safety repair fascia panels at pe-200	11,150.00
P13-03621	WARD'S NATURAL SCIENCE	.	Geography supplies-Attachment	740.07
P13-03622	POWR-FLITE	.	Custodial equipment	457.98
P13-03623	KARLA VIVIANA MARTINEZ	.	FKCE Wkshp Panelist	50.00
P13-03624	WARD'S NATURAL SCIENCE	.	Blanket Purchase Order for Live Specimens	200.00
P13-03625	LEE ARMSTRONG CO., INC.	.	Replace flooring in BGS lecture hall	3,765.00
P13-03626	PACIFIC CLEANING SERVICES	.	Washing HS building windows	2,880.00
P13-03627	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	.	Deposit Advice Forms Dist	456.30
P13-03628	WELLS FARGO #3317	.	Books Sci. Math SC	76.99
P13-03629	EVIDENT, INC.	.	AOJ Instructional Equipment, kits crime scene	980.80
P13-03630	SHOPLET.COM	.	Vendor # 3/16, colored chalk	156.04
P13-03631	YADIRA RENTERIA	.	FKCE Wkshp Trainer	360.00
P13-03632	H2 ENVIRONMENTAL CONSULTING S ERVICES, INC.	.	Preliminary assessment of sso-117	725.00
P13-03633	EDITS PUBLISHERS	.	COPS Assessment (Profile and Guide)SC CC	641.55
P13-03634	FISHER SCIENTIFIC	.	Instructional Supplies and Replacements	2,050.20
P13-03635	PACIFIC COLLEGE TESTING	.	CTEP Test Booklets IVC A&R	102.75
P13-03636	KOSS INTERNATIONAL	.	48 color pastel set IVC FA	472.39
P13-03637	SEHI PROCOMP COMPUTER PRODUCTS	.	New Computer Monitor	265.01
P13-03638	JIST WORKS, INC.	.	Surveys for Assessing Barriers/SC CC	884.64
P13-03639	SMART LEVELS MEDIA	.	FKCE Newsletter Printing	2,754.00
P13-03640	ARIEL SAVAGE C/O CINEMA DEPT.	.	Reimbursement for Supplies-"Warehouse One"	450.00
P13-03641	FUNDAMENT & ASSOCIATES, INC.	.	Engineering for cooling tower	78,340.00
P13-03642	HERTZ EQUIPMENT RENTAL	.	FMO equipment	13,662.90
P13-03643	VISTA PAINT	.	Grounds equipment	11,878.92
P13-03644	ARS ENTERPRISES	.	Parts for Autoclave PM Service	671.21
P13-03645	HOME DEPOT MISSION VIEJO STORE #614	.	Metal for Tuff Shed-Rodent Prevention	216.00
P13-03646	ECOLOGICAL FERTIGATION INC	.	Grounds equipments	8,497.00

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Board Report

Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03647	DHARMA TRADING CO.		Metinda Smith Emeritus /fabric pens	293.89
P13-03648	WELLS FARGO #3317		Books SC/SM	49.25
P13-03649	HITT MARKING DEVICES, INC.		Posted stamp SC/ A+R	137.39
P13-03650	HITT MARKING DEVICES, INC.		Stamp Pad Replacements/SC A+R	100.45
P13-03651	CORNER BAKERY CAFE STORE #219		Food for CD	712.17
P13-03652	TOM CHIAROMONTE		Conference-Attachment CD Conference Guest	500.00
P13-03653	MARK WHITNEY		Speaker-Attachment CD Conference Guest	500.00
P13-03654	VERONICA HERNANDEZ		Speaker-Attachment CD Conference Guest	100.00
P13-03655	KARIN PAVELEK		Speaker-Attachment CD Conference Guest	100.00
P13-03656	WELLS FARGO #3317		Books for Biology Students/SC	651.28
P13-03657	COLE GARRETT		Reimbursement-Supplies-Student Film-"Haely" Printer Ink	1,000.00
P13-03658	SEHI PROCOMP COMPUTER PRODUCTS			996.76
P13-03659	BAKER & TAYLOR	.	Blanket PO per Jenny Langrell	19,000.00
P13-03660	SOUTH COAST A.Q.M.D	.	Filing fee for SCAQMD rule 2202	438.68
P13-03661	EUROPEAN AMERICAN MUSIC DIST	.	Music rental	837.80
P13-03662	WELLS FARGO #3317 (DISTRICT)		External Hard Drives SC Sci/math	335.51
P13-03663	AMSTERDAM PRINTING & LITHO Att n: RICH O'BRIEN		Lexington Academic Planners SC/ Transfer center	719.75
P13-03664	PACIFIC COLLEGE TESTING		Site License for Assessment	1,200.00
P13-03665	WESTERN GRAPHICS PLUS, INC.	.	CareerCafe Mktg Materials Reorder	16,949.00
P13-03666	DIVERSIFIED BUSINESS SERVICES		#2 Writing pencils	357.40
P13-03667	EASY-TURF, INC.		Synthetic Turf Maintenance	573.09
P13-03668	LIFETIME MEMORY PRODUCTS, INC.		SC Emeritus zip drives	633.70
P13-03669	ORANGE COUNTY JEWISH LIFE		Advertising for SCLO	1,200.00
P13-03670	LAGUNA CLAY CO.		Supplies for Art Classes	4,000.00
P13-03671	DANIEL SMITH, INC.		Supplies for Art Classes	3,000.00
P13-03672	RANSOM AND RANDOLPH		Supplies for Art Classes	2,500.00
P13-03673	W. W. GRAINGER		Supplies for Art Classes	800.00
P13-03674	RIO GRANDE ALBUQUERQUE		Supplies for Art Classes	3,000.00
P13-03675	CALIFORNIA METAL-X		Metal Supplies for Art Classes	3,500.00
P13-03676	VITO-LEONARDO SCAROLA		Reimburse-Furniture for Art Classes	750.00
P13-03677	GARY L. VOGT AND ASSOCIATES		Appraisal Services for ATEP site	12,500.00
P13-03678	HENRY SAMUELI SCHOOL OF ENG. T EC BUSINESS CTR.		RapidTech Phone and Facilities Upgrade Charges	2,500.00
P13-03679	DICK BLICK COMPANY		Emeritus SC Fee Based Supplies/37ml misc	164.79
P13-03680	MARK IV COMMUNICATIONS, INC.		Data Support for Veterans Center	1,964.48
P13-03681	SCANTRON CORPORATION		Scantrons for testing SC Couns.	1,785.61
P13-03682	RITZ CONSTRUCTION		ATEP ditch repair	12,454.00

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Board Report

Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03683	NETOP		NetOp Renewal	230.10
P13-03684	FLORA-LEE WRAY		CTVR Rent-Student Film (Attachments)	525.00
P13-03685	DICK BLICK COMPANY		Supplies for Art Classes	1,500.00
P13-03686	SOURCE GRAPHICS		IVC PIO/printheads /inks/paper/print cartridges	3,195.22
P13-03687	CAPP ASSOCIATES, INC. COMPUTER IZED ASSESSMENT AND		College testing units	3,999.80
P13-03688	AARDVARK CLAY AND SUPPLIES		Emeritus Sc Duncan cover coat	135.62
P13-03689	SIGN WAREHOUSE.COM		IVC PIO/sign blanks	644.22
P13-03690	LAMINATION DEPOT, INC.		Roles laminating film/IVC PIO	818.11
P13-03691	PAUL SANGSTER dba FUTURE LIGHT ING		Lighting for Theatre Arts Program	7,000.00
P13-03692	FREEDOM PAPER		Paper for SC Biology Student Projects	885.59
P13-03693	ENVIRON		ATEP/Tustin Land Exchg site assessment	11,500.00
P13-03694	CA DEPT OF HEALTH CARE SVCS. R RADIOLOGIC HEALTH BRANCH		Renewal fee for radiation machine (x-ray tube)	344.00
P13-03695	CINEMAGADGETS.COM	Bldg W/Com Arts	Grip Supplies for Student productions/skrims	1,670.59
P13-03696	CSU FULLERTON ACCTG SVC CP-300		CSU Fullerton-Center for Careers in Teaching (CCT)	3,000.00
P13-03697	MAKE MUSICI INC.		Finale Music SC FA	392.95
P13-03698	PENCO ENGINEERING		TAS Swing Space Project	10,246.00
P13-03699	WELLS FARGO #4198		Dry Cleaning-Shine Cleaners	600.00
P13-03700	DIVERSIFIED BUSINESS SERVICES		Lapel pins order IVC/PIO	1,395.00
P13-03701	HYDRO ENGINEERING, INC.		Paper Filter replacements for SC Graphics	149.90
P13-03702	SMASH HIT DISPLAYS LLC		Retractable Banner/Stand IVC PIO	998.34
P13-03703	PARADIGM, INC.		Printing-Miscellaneous Diplomas & Certificates	86.10
P13-03704	WELLS FARGO #3317		USB Port Hubs and flash drives	229.83
P13-03705	INDUSTRIAL PLASTIC SUPPLY, INC		SC Sci Math Materials for student projects	595.00
P13-03706	SILPAK, INC.		For mold making supplies	385.00
P13-03707	WELLS FARGO #3317 (DISTRICT)		Software SC Math Sci.	62.63
P13-03708	WELLS FARGO #3317 (DISTRICT)		Chip re-setter SC Sci/Ma	26.54
P13-03709	SANDDUNE CYNTHIA		Sanddune - Exerciser SC	321.32
P13-03710	ORSINI-DAHL		Emeritus	
P13-03710	CALIFORNIA STAGE/LIGHTING, INC		PAC supplies	2,000.00
P13-03711	WELLS FARGO #3317 (DISTRICT)		Recorder for VPSS office IVC	183.59
P13-03712	BOB PARRETT CONSTRUCTION		Repairing pe-101 skylight	4,434.00
P13-03713	QUINN RENTAL SERVICES		Lift rental	936.09
P13-03714	RYAN MAEDA C/O CINEMA DEPT		Reimbursement-Student Film Prod-"Tutor"	500.00
P13-03715	COMPELLER PICTURES		DVD & film rights for "Dive!"	534.60

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03716	CHANDA CHEVANNES THE PEOPLE'S PICTURE COMPANY		DVD & film rights for "Living Downstream"	324.00
P13-03717	POWER SYSTEMS		Fitness Equipment	2,214.78
P13-03718	KR WOLFE INC.		A/V repair work	486.50
P13-03719	SO. COAST FIRE PROTECTION		Annual Maintenance: Fire Extinguishers	1,750.00
P13-03720	BOUNDLESS NETWORK		Table drapes SC AGB	4,482.52
P13-03721	AMERICAN PORTABLE STORAGE		DSPS storage unit/SC MO	4,876.40
P13-03722	PROAIR CONSTRUCTION SVCS. INC.		Replace a/c control dampers in sm-208	3,640.00
P13-03723	EMSI ECON. MODELING SPECIALIST S INC		EMSI-Contract Services	2,900.00
P13-03724	KAPCO LIBRARY PRODUCTS		IVC lib. book covers	159.39
P13-03725	LINDSAY FOX		Noninstructional supplies for fashion ala mode	400.00
P13-03726	MALIA HILL		Fashion alamode reimbursements	400.00
P13-03727	MALIA HILL		Reimbursement for fashion ala mode	1,700.00
P13-03728	SARS SOFTWARE PRODUCTS, INC.		Text Plan for SIM Card	85.81
P13-03729	DANIEL SMITH, INC.		SC Art Classes/etching plate/polyester sheet	508.36
P13-03732	SOUTH COAST A.Q.M.D. California Air Toxics		AQMD air toxic program fee	213.85
P13-03733	FABRIC LAND		Blanket PO for Sewing Supplies for Students	615.00
P13-03735	LEARNING SEED		Supplies for Interior Design Students	859.49
P13-03736	FRY'S ELECTRONICS		Blanket purchase order for supplies	1,500.00
P13-03737	UNITED DIRECT MARKETING		Emeritus summer brochure mailing preparation	612.00
P13-03738	WELLS FARGO #3317		Book SC/Sci/Math	34.17
P13-03739	AMERICAN PORTABLE STORAGE		portable custom storage container SC/MO	15,826.20
P13-03740	ALL IN ONE POSTER COMPANY, INC		Federal/California Posters for IVC MO	140.10
P13-03741	DISPLAYS4SALE.COM ACCESS DISPLAY GROUP, INC		Display Cabinet SC TAS	561.55
P13-03742	KAREN MILLER		SBS guset speaker	200.00
P13-03743	SOTTER ENGINEERING CORPORATION		Slip resistance testing	213.00
P13-03744	TOMIKO LAWLESS		Fashion ala mode speaker	200.00
P13-03745	BETH JONES		Fashion ala mode speaker Beth Jones	208.00
P13-03746	LESLIE CHRISTEN		Fashion ala mode speaker Leslie Christen	200.00
P13-03747	DEBORAH CALL		Speaker for fashion ala mode Deborah Call	200.00
P13-03748	CATHERINE BAUMGARDNER		Speaker for fashion ala mode Catherine Baumgardner	200.00
P13-03749	SHANNON LINDSEY		fashion ala mode speaker	200.00
P13-03750	KELLY MCCOY		Speaker for fashion ala mode	400.00

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Board Report

Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03751	NASPA STUDENT AFFAIRS	.	Student handbook/IVC lib.	38.95
P13-03752	ADMINISTRATORS			
P13-03753	LEGION WEST PAPER		Paper for Art Classes SC	1,700.40
P13-03753	WELLS FARGO #3317 (DISTRICT)		Grease for department ice maker/SC Sci. Math	26.97
P13-03754	ORANGE COUNTY REGISTER		Bld Ad 2008 - 3/5,3/12/13	1,110.00
P13-03755	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Custom pens with ivc logo/A+R	1,444.00
P13-03756	GOODWILL INDUSTRIES OF ORANGE COUNTY		Goodwill interpreting svcs for student	1,980.00
P13-03757	SAMY'S CAMERA	.	Zoom Lens/battery/charger	3,546.59
P13-03758	B & H PHOTO		Marketing/IVC	
P13-03758	B & H PHOTO		Lighting Hardware Graphics Sc	572.40
P13-03759	DAYLE McINTOSH CENTER FOR THE DISABLED		TAS	
P13-03760	ORANGE COUNTY REGISTER		Interpreter for deaf student in Hum Svcs	2,232.00
P13-03761	NORMAN S. WRIGHT/AIRELINK MECHANICAL EQUIPMENT, LLC		Bld Ad 14 - 3/26,4/2/13	2,190.00
P13-03762	B & H PHOTO	.	Repair parts PE-400 HVAC system	869.60
P13-03763	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		Flash memory/slot readers/batt charg. PIO IVC	584.72
P13-03764	POWERTRON BATTERY CO.	.	Supplies for Bio 20	199.16
P13-03765	PROTECH PROJECTION SYS., INC. HINCKLEY CORPORATE PARK		Golf Cart Batteries	1,344.70
P13-03766	SCANTRON CORPORATION		Document camera SC interior design	1,626.90
P13-03767	SEHI PROCOMP COMPUTER PRODUCTS		Scantron SC Soc. Sci.	257.27
P13-03768	DAYLE McINTOSH CENTER FOR THE DISABLED		Privacy filter for computer monitor	85.68
P13-03769	REMY C. VILLEN		Interpreter for deaf student in Hum Svcs	1,302.00
P13-03770	MISSION VIEJO NADADORES C/O MARK MOORE		Fashion ala mode speaker Remy Villeno	200.00
P13-03771	BOUNDLESS NETWORK		Use of Nadadores Pools - Emeritus	350.00
P13-03772	KNORR SYSTEMS, INC.		Environmental Studies SC	490.90
P13-03773	DAYLE McINTOSH CENTER FOR THE DISABLED		staple-less staplers	
P13-03774	WARD'S NATURAL SCIENCE		Pool pump repair	774.24
P13-03775	UNITED INTERIORS		Interpreter for HS 285 group project	124.00
P13-03776	UNITED INTERIORS		Blanket Purchase Order for Live Specimens	100.00
P13-03777	MICROSOFT ITA		Furniture installation	667.06
P13-03778	SWEETWATER		Veteran's affair furniture	28,379.49
P13-03779	VIDEO SERVICE OF AMERICA	Bldg W/Com Arts	Microsoft Surface Tablet	1,381.28
P13-03780	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	Audio Package for Studio Theater	24,114.89
P13-03781	RIO GRANDE ALBUQUERQUE		Camera to use with Jib Arm	4,966.92
P13-03782	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	iMac Desktop Refresh	112,759.68
P13-03782	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Enamels for Art Classes SC	363.86
P13-03782	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		iPad - New Equip. for Athletics, Approved Purchase	1,155.36

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03783	EMCOR/Mesa Energy Systems		EMS Board for A300 A/C & Heat for Building	1,225.00
P13-03784	APORTSTORAGE CONTAINERS, LLC		Storage Container for IVC PD	2,748.60
P13-03785	PROFORMA PRINT MGMT		Promotional mugs for environmental sciences SC	577.46
P13-03786	PROFORMA PRINT MGMT		Pro. mugs for SC Environmental Sciences	559.65
P13-03787	FILM MOVEMENT LLC 11		Dvd's IVC Lib.	879.00
P13-03788	CDW-G COMPUTER CENTERS		Printers for A&R	530.71
P13-03789	SCHOOL SPECIALTY, INC.		Linoleum unmounted/SC Art	269.46
P13-03790	BOUNDLESS NETWORK		Folders Student Success SC	10,586.00
P13-03791	PARAWIRE/PARAMOUNT WIRE CO		Emeritus SC wire/silver/gold	263.43
P13-03792	SCHOOL SPECIALTY, INC.		Paper for Art Classes SC	129.58
P13-03793	ARMSTRONG TOOL & SUPPLY CO.		Metals for Art Classes SC	1,595.43
P13-03794	MAIN GRAPHICS		Commencement Program Printing IVC	1,958.13
P13-03795	POSTMASTER		Postage Expenses	354.08
P13-03796	KAPLAN EARLY LEARNING COMPANY		Jumbo animals/school bus set/dolls SC CDC	288.23
P13-03797	TEST EQUIPMENT CONNECTION CORP		Logic analyzer SC TAS	2,705.00
P13-03798	COMMUNITY COLLEGE LEAGUE OF CA		2013 Community College Directory	23.00
P13-03799	COMMUNITY COLLEGE LEAGUE OF CA		2013 Com College Directory	43.00
P13-03800	ORKIN EXTERMINATING, INC.		Termite treatment at Campus	4,720.00
P13-03801	ACUR ID		Police	
P13-03801	CROWN FENCE		Repair fence at coxyard	1,102.00
P13-03802	ELDON TROPICALS		Vanilla Plant Specimen for Botany Lab	58.02
P13-03803	HILLYARD FLOOR CARE SUPPLY		Custodial equipment	13,128.84
P13-03804	PASCO SCIENTIFIC		Physics supplies - Air track end stops	35.40
P13-03805	WAXIE SANITARY SUPPLY		Child Care Supplies	60.10
P13-03806	PITNEY BOWES	SC WAREHOUSE	Postage Machine Supplies	362.60
P13-03807	KELLY PAPER		Paper/SC Graphic Publication	84.24
P13-03808	WAXIE SANITARY SUPPLY		Custodial equipment	2,571.60
P13-03809	DISCOUNT SCHOOL SUPPLY		Block Set for HD program IVC	198.63
P13-03810	SALES D EPARTMENT			
P13-03810	KIMBALL INTERNATIONAL		FMO office furniture	4,275.15
P13-03811	MARKETIN G, INC.			
P13-03811	HIGHMARK SMART RELIABLE		FMO office chair	476.49
P13-03812	SEATIN G, INC.			
P13-03812	DISCOUNT SCHOOL SUPPLY		Wooden toys/animals/puzzles/ etc	1,329.18
P13-03813	SALES D EPARTMENT		SC CDC	
P13-03813	PRO RAILING METAL WORKS		Repair railing at bgs	4,300.00
P13-03814	PEARSON CLINICAL (PsychCorp)		LD Testing Materials SC	1,881.62
P13-03815	MAIN GRAPHICS		Business Cards/IVC Pres.	75.60
P13-03816	R. M. SYSTEMS, INC.		Install Fire Alarm due to SSCF 120 Renovation	840.00

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Includes P13-03325 - P13-03848

PO Number	Vendor Name	Site	Description	Account Amount
P13-03817	PENN CORPORATE RELOCATION		Transaction top for counter	553.30
P13-03818	SE RVICES, INC.			
P13-03818	MODERN CONCRETE SURFACES		Repair tennis court restroom floors	1,500.00
P13-03819	HOME DEPOT MISSION VIEJO		Supplies for manufacturing	746.00
	STORE #614		classes	
P13-03820	JENNIFER MC GEE		FKCE Wkshp Panelist	50.00
P13-03821	CARIE CRUZ		FKCE Wkshp CoTrainer	105.00
P13-03822	NINA M. YAMASAKI		FKCE Wkshp Co-trainer	525.00
P13-03823	BOUNDLESS NETWORK		Pens for CD Conference SC	403.24
P13-03824	SEHI PROCOMP COMPUTER PRODUCTS		Printer	858.60
P13-03825	CDW-G COMPUTER CENTERS		Xerox Printer	4,526.28
P13-03826	CDW-G COMPUTER CENTERS		Wireless upgrade hardware	31,351.32
			components	
P13-03827	PARTS EXPRESS		Protection For Media Power Wires	352.85
P13-03828	DELL MARKETING		Toner 4 Printer	303.65
P13-03829	A-1 VISUAL SYSTEMS		Div Display Case	1,462.96
P13-03830	DEFOE FURNITURE 4 KIDS		Classroom Supplies	1,300.36
P13-03831	DELL MARKETING		Network Interface Cards/Modules for Servers	10,138.35
P13-03832	PRESIDIO NETWORKED SOLUTIONS		Wireless network refresh board approved 3/18/2013	362,691.88
P13-03833	DELL MARKETING		Laptop Refresh for SM	36,816.93
P13-03834	DELL MARKETING		Thin Clients for Desktop Refresh	24,156.14
P13-03835	UNISOURCE WORLDWIDE		Custodial supplies	3,835.00
P13-03836	MAIN GRAPHICS		Business Cards - IVC	72.36
P13-03837	MSC INDUSTRIAL SUPPLY CO.		Bondo for Art Classes SC	146.32
P13-03838	U.S. TOY CO., INC. (dba) CONST RUCTIVE PLAYTHINGS		Materials for SC CDC	499.49
P13-03839	ULINE, INC.		Cardboard Mailers SC A+R	847.20
P13-03840	ISLAND PROMOTIONAL PRODUCTS AD VERTISING SPECIALTIES		Promotional Items EOPS/CARE SC Activities 3/1pens	845.00
P13-03841	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		Books for IBA workshop attendees	520.00
P13-03842	RICHARD THE THREAD EMPIRE TAPE COMPANY		Sewing supplies for students	1,000.00
P13-03843	PRO CHEMICAL & DYE		sewing supplies for class	3,000.00
P13-03844	ART SUPPLY WAREHOUSE		Sewing supplies for class	4,000.00
P13-03845	BRIAN K. SATTERFIELD		FKCE Wkshp Trainer	540.00
P13-03846	MARIA RENTERIA		FKCE Wkshp Monitor	175.00
P13-03847	DENISE BLAIR		FKCE Wkshop CoTrainer	210.00
P13-03848	HITT MARKING DEVICES, INC.		Self Inking stamp SC FKCE	48.99
Total Number of POs			516	Total 1,804,489.81

Fund Summary

Fund	Description	PO Count	Amount
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Includes P13-03325 - P13-03848

01	General Fund	474	884,115.71
12	Child Development Fund	17	10,407.26
40	Capital Outlay Fund	25	909,966.84
	Total		1,804,489.81

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Includes P14-00001 - P14-00024

PO Number	Vendor Name	Site	Description	Account Amount
P14-00001	PROCESS SOFTWARE CORPORATION		Process Software for MultiNet Maintenance	440.00
P14-00002	PRO TECHNOLOGY AUTOMATION, INC		Adobe Annual Premium Support	3,346.08
P14-00003	MARCIVE, INC.	.	Library authority service per Jenny Langrell	1,350.00
P14-00004	SOLARWINDS.NET, INC.	.	Solarwinds Maintenance Renewal	395.00
P14-00005	ALLDATA LLC	.	ALLDATA Subscription Renewal	975.00
P14-00006	ACADEMIC LEADER		Subscription - Academic Leader	199.00
P14-00007	MARTECH SYSTEMS, INC.		2013-2014 Software support/maintenance	975.00
P14-00008	KEN'S SPORTING GOODS		Football Equipment Reconditioning	2,965.80
P14-00009	RIDDELL AMERICAN SPORTS CORP		Football Equipment Reconditioning	3,810.17
P14-00010	PLATINUM EDUCATIONAL GROUP LLC		Access cards for Paramedic Class 72	3,672.00
P14-00011	ARTstor	.	ARTstor Database Renewal	1,700.00
P14-00012	POSTMASTER		Postage for Summer 2013 SCLO maller	495.43
P14-00013	CDW-G COMPUTER CENTERS	.	WhatsUp Gold Renewal	2,249.28
P14-00014	PLATINUM EDUCATIONAL GROUP LLC		Annual testing subscription SC/HS	750.00
P14-00015	IFMA - FM LEARNING DISTRIBUTION CENTER		Subscription for Anthony Rodgers	1,310.60
P14-00016	KNORR SYSTEMS, INC.		Pool supplies	1,500.00
P14-00017	IPARADIGMS, LLC	.	Turnitin Software Renewal	56,747.46
P14-00018	PRESS ASSOCIATION, INC.		Associated Press Service	14,336.09
P14-00019	COMPENDIUM LIBRARY SERVICES	.	Desk Tracker subscription per Jenny Langrell	1,195.00
P14-00020	MELROK, LLC		Energy score assessment	2,200.00
P14-00021	NAPAHE LINDA RYAN, DRAKE UNIVERSITY		NAPAHE	250.00
P14-00022	SOCIETY FOR COLLEGE AND UNIVERSITY PLANNING (SCUP)		SCUP Membership Renewal 4/1/13-3/31/14	810.00
P14-00023	TABLEAU SOFTWARE		Software user maintenance renewal	300.00
P14-00024	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION		Subscription Renewal	305.00
Total Number of POs			24	Total 102,276.91

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	24	102,276.91

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Board of Trustees Confirming Requisition
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Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03772	EAGLE COMMUNICATIONS	REPAIR	288.52
RQ13-03799	MEADE INSTRUMENTS ATTN: SCOTT BYRUM	* Material returned for repair (see notes)warranty	.00
RQ13-04271	MKH ELECTRONICS	PO Repair services/IVC Ultrasound machine	155.00
RQ13-04354	WELLS FARGO #3317 (DISTRICT)	Vendor: Lanyard Depot	293.00
RQ13-04480	WELLS FARGO #4198	*CC Only,Lab Supplies, stonelantern.com	89.07
RQ13-04635	THE PATON GROUP	Techno mill upgrade for DMP - quote attached	3,305.00
RQ13-04661	ELITE SPORTS	SB S'13 jerseys and pants	2,273.40
RQ13-04719	TURF TIRE DISTRIBUTORS	Parts Valve System	151.85
RQ13-04781	PACIFIC COACHWAYS	Bus for March 13 Emeritus Institute Field Trip	857.94
RQ13-04787	PACIFIC COACHWAYS	Bus for Emeritus Field Trip on March 2nd	1,647.38
RQ13-04789	LAWRENCE GRIHALVA	reimbursement for Larry - Racks in med room	172.79
RQ13-04837	XEROX CORPORATION	Phaser 6500 Printer Demo Purchase	89.86
RQ13-04840	EASTBAY TEAM SPORTS	VB F'12 extra sweatshirts (size XL)	205.96
RQ13-04852	DAN WALSH	Conf Reimb ASCCC Accred Institute	1,002.99
RQ13-04857	ESTER GRAHAM	SHRM 2013 ANNUAL CONFERENCE & EXPOSITION	3,884.80
RQ13-04862	ROBERT COSGROVE	ConfReimb-ASCCC Accreditation Institute	921.05
RQ13-04867	ANTHONY TENG	Conf Reimb ASCCC Accred Inst	919.61
RQ13-04868	JENNY LANGRELL	Conf ReimmbASCCC Accred Institute	907.98
RQ13-04873	WELLS FARGO #4198	Senior Day 2013 - Opportunity Drawings	592.59
RQ13-04877	DEBRA L. FITZSIMONS	NACUBO Conference in Indianapolis, Indiana	4,010.00
RQ13-04889	CCPRO AWARDS PALOMAR COLLEGE PUBLIC	award entry submission fee	180.00
RQ13-04892	PACIFIC COACHWAYS	Bus for EI Field Trip	882.88
RQ13-04899	PRINT FINISHING SOLUTIONS	Challenge Cutter Repair	368.71
RQ13-04902	PACIFIC COACHWAYS	Bus for Emeritus Field Tripto PMCA	874.75
RQ13-04921	WELLS FARGO #1598	Oxygen XML Editor Support Renewal	44.00
RQ13-04928	ARLEEN ELSEROAD	A. Elseroad to attend CCCApply/CA eTrans	115.08
RQ13-04933	WELLS FARGO #4198	CIM- UPS	448.19
RQ13-04937	S & B FOODS	HR/ Financial-Ellucian Demo, Refreshments	736.56
RQ13-04949	DIANE OAKS	travel - D. Oaks 3.15.13	34.75
RQ13-04952	KORI LEE GARNER	3/15/13 - Travel - Kori Garner	34.75
RQ13-04954	MORGAN BARROWS	ConfReimb-NatIConf.onScience,Policy&Environm ent	933.08
RQ13-04955	ARIEL ALEXANDER	ConfReimb-TI:ME Conf w/Ohio Music Educators	909.80
RQ13-04956	LYNDELLE STONICK-GARRINGER	ConfReimb-Color of Light Workshop	500.00
RQ13-04964	GARY POERTNER	Reimbursement for meeting refreshments	12.95
RQ13-04965	WELLS FARGO #4198	computer supplies for department/hd backup	647.96
RQ13-04966	PATRICIA K. FLANIGAN	Reimburse-ASCCC AccreditationInstituteRegistration	415.00
RQ13-04968	GARY POERTNER	Conference for Gary Poertner	2,500.00
RQ13-04969	S & B FOODS	LRC re-opening celebration	2,750.38
RQ13-04973	WELLS FARGO #3317 (DISTRICT)	Vendor: Comer Bakery/ Lake Forest	744.79
RQ13-04974	WELLS FARGO #4198	Supplies for shoe making class	101.96
RQ13-04975	S & B FOODS CATERING DIVISION	TPP Advisory Committee Meeting	182.52
RQ13-04977	DENICE INCIONG	2013 AIR Annual Forum-Denice Inciong	1,245.00
RQ13-04980	LUCAS OCHOA	Speech Tourn. 03/13-17/13 Woodland Hills, CA	10,940.14

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Board of Trustees Confirming Requisition
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Requisition Number	Vendor Name	Description	Requisition Total
RQ13-04985	RENEE GARCIA SADDLEBACK COLLEGE	ConfReimb-Disaster,Displacement & Human Rights	1,000.00
RQ13-04986	WILLIAM MC GUIRE	ConfReimb-KennedyCenterAmerCollegeTheaterFestival	875.00
RQ13-04989	WELLS FARGO #1598	PhotoDon.com - Anti Glare Film	74.60
RQ13-04991	DENNIS GORDON	Attendance at the CLI Conference in Sacramento	1,380.00
RQ13-04994	HEDY RENFRO	Advance Payment for CLI Conference	1,354.00
RQ13-04995	KORI LEE GARNER	CLI Conference For Kori Lee Garner	1,354.00
RQ13-05001	APPERSON EDUCATION PRODUCTS	Repair Equipment	160.12
RQ13-05006	APPERSON PRINT RESOURCES		
RQ13-05006	JACC TREASURER	JACC Event Registration Fee	560.79
RQ13-05011	JOHN RICHARDS	Reimbursement for Instructional Supplies	20.70
RQ13-05012	HIRO KONISHI	Props and supplies for Cooking Show	32.67
RQ13-05013	IRVINE VALLEY COLLEGE BOOKSTORE	CARE Books Spring 2013	579.93
RQ13-05016	SONRISE ELECTRIC INC	Gym Scoreboards Repair	90.00
RQ13-05017	ANGELA OROZCO-MAHANEY	Conference/Angela O Mahaney	1,121.32
RQ13-05022	WELLS FARGO #4198	Admin Supplies -Staples	181.43
RQ13-05026	SNAP-ON INCORPORATED	replacement tools	129.48
RQ13-05027	WELLS FARGO #3317 (DISTRICT)	ScreenFlow 4 Software - Online Purchase	99.00
RQ13-05031	KAREN MARTIN	Advance Payment for CLI Conference	1,354.00
RQ13-05034	DR. ROBERT BRAMUCCI	Campus Technology Form Conference	1,104.00
RQ13-05035	WELLS FARGO #1598	Fresh produce for Bio 2 Plant Biology class	11.92
RQ13-05048	TEDDI LORCH	Conference Registration - ASQ Orange Empire	143.11
RQ13-05049	KAMAN INDUSTRIAL TECHNOLOGIES	MOTOR	5,596.50
RQ13-05050	BLAKE STEPHENS	ConfReimb-ASCCC Accreditation Institute	1,175.72
RQ13-05051	CHRISTIAN ALVARADO	Reimbursement of Expense for Outreach Event	44.07
RQ13-05055	DEBRA KERR	FWATA conference	1,000.00
RQ13-05059	JAMES REPKA	Reimbursement for purchase (VGA cable)	19.42
RQ13-05060	LISA DAVIS-ALLEN	Conf. Reimbursement.	534.25
RQ13-05062	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	978.69
RQ13-05067	THOMAS O'LEARY	ConfReimb-College Art Association	760.98
RQ13-05068	DEAN RAMSER	ConfReimb-Southwest English Symposium	500.00
RQ13-05069	FREEWAY AUTO SUPPLY	shop vehicle battery	48.99
RQ13-05070	VINCE POLIZZI	reimbursement	34.55
RQ13-05073	FARIDA GABDRAKHMANOVA	ConfReimb-Interior Design Educators Council	1,704.07
RQ13-05074	DIANE MC GROARTY	ConfReimb-MAGIC Fashion Trade Show	838.20
RQ13-05075	RICHARD WHITE	ConfReimb-Santa Clara University Art Show	550.00
RQ13-05076	BASIL SMITH	ConfReimb-American Philosophical Association	310.00
RQ13-05077	STEVE CRAPO	ConfReimb-Glazier Football Clinic	280.00
RQ13-05079	KERRY CRABB	ConfReimb-Glazier Football Clinic	530.64
RQ13-05080	VALERIA BARRAGAN	ConfReimb-CA Language Teachers Association	155.00
RQ13-05082	ASMITA BHAKTA	ConfReimb-CA Assn Medical Laboratory Technology	500.00
RQ13-05084	PATRICK QUIGLEY	ConfReimb-National Assoc Developmental Education	1,000.00
RQ13-05086	IRENE RENAULT	ConfReimb-National Assoc Developmental Education	934.70

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Board of Trustees Confirming Requisition
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Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05087	JANET BAGWELL	ConfReimb-National Assoc Developmental Education	963.70
RQ13-05089	JENNIFER GOLDEN	ConfReimb-WesternAssocCollegeAdmissionCounseling	95.65
RQ13-05090	ORLANTHA NIN	ConfReimb-WesternAssocCollegeAdmissionCounseling	70.82
RQ13-05097	REBECCA MORGAN TRNSFR, CAREER & SPECIAL	ConfReimb-Council of College and Military Educators	306.80
RQ13-05098	WELLS FARGO #4198	Advertising for SCLO Auditions	174.85
RQ13-05099	RANDY HARDICK	ConfReimb-AccredUpdate&EvaluatingStudentCompetency	1,230.26
RQ13-05100	ALLISON PRATT	ConfReimb-Labor & Employment Law Advanced Practices	500.00
RQ13-05101	MARK MC ELROY	ConfReimb-CAL Berkeley Football Clinic	696.80
RQ13-05104	CARRIE DANKO	ConfReimb-CardiacMedications-Pharmacological Mgmt	206.12
RQ13-05105	PHILLIS KUCHARSKI	ConfReimb-CardiacMedications-Pharmacological Mgmt	214.03
RQ13-05106	JANINE O'BUCHON	ConfReimb-CardiacMedications-Pharmacological Mgmt	212.08
RQ13-05107	LISA MONTAGNE GALLOWAY	ConfReimb-Race, Gender & Class Conference	500.00
RQ13-05108	BARBARA HUGGINS	ConfReimb-Psychiatric Nursing	462.00
RQ13-05110	CALIN ANDERSON	ConfReimb-College Composition and Communication	500.00
RQ13-05111	KARIN COOPER	ConfReimb-College Composition and Communication	500.00
RQ13-05112	VANESSA FERREIRA	ConfReimb-College Composition and Communication	500.00
RQ13-05113	APRIL CUNNINGHAM	ConfReimb-LillyConference on College& UnivTeaching	820.60
RQ13-05114	DEIDRE CAVAZZI	ConfReimb-Popular Culture/American Culture Assoc.	1,000.00
RQ13-05115	THOMAS L. SMITH	Reimburse for HP Z2100 printer board	89.85
RQ13-05117	DIANE WENZEL	ConfReimb-National Sailing Programs Symposium	500.00
RQ13-05121	ROCKY CIFONE	Reimbursement: Rocky Cifone's registration	32.64
RQ13-05122	BARBARA COX	Registration Reimbursement: Barbara Cox	32.64
RQ13-05123	REBECCA KNAPP	Reimbursement for registration: Rebecca Knapp	32.64
RQ13-05125	DR. CRAIG JUSTICE	C. Justice to CCCIO Spring Conference	1,760.00
RQ13-05126	IRVINE VALLEY COLLEGE BOOKSTORE	Text books for CTE	486.54
RQ13-05128	EFREN RANGEL	Efren Rangel - Conference Attendance	520.00
RQ13-05130	KATHY TUOMINEN-LENNEY	Kathy Tuominen-Lenney - Conference Attendance	520.00
RQ13-05131	ANNE FITZGERALD	Reimbursement for Stamps	45.75
RQ13-05132	TERESA CAMACHO	Teresa Camacho - Conference Attendance	520.00
RQ13-05133	GEORGINA GUY	Georgina Guy - Conference Attendance	300.00
RQ13-05141	MICHAEL BENNETT	To Reimburse M. Bennett for KNEA supplies	269.37
RQ13-05148	CHRISTOPHER WILKINSON	Conference	1,353.06
RQ13-05149	S & B FOODS	8th Grade Job Shadow Day	1,988.00
RQ13-05153	AMY STEVENS	Reimbursment for Supplies	171.43

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Board of Trustees Confirming Requisition

Listing

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Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05155	SADDLEBACK BOOKSTORE - #296	T-Shirts for Senior Day	1,289.52
	FOLLETT HIGHER EDUCATION GROUP		
RQ13-05158	JUAN AVALOS	conf. registration	307.00
RQ13-05161	BAKER & TAYLOR	Library books per Jenny Langrell	230.99
RQ13-05163	ANDREW CRAVEN	Conference	343.00
RQ13-05174	JOYCE SEMANIK	CCCApply/eTran CA Wkshp	550.00
RQ13-05175	ENVIRONMENTAL SYSTEM PRODUCTS	calibration gas , zero air	32.40
RQ13-05176	NETWORK SOLUTIONS, INC.	Domain name registration	341.91
RQ13-05177	JOYCE SEMANIK	CACCRAO Annual Conference 2013- Cabazon CA	770.00
RQ13-05178	KAREN KELLEY	Goldfish for Biology lab	3.24
RQ13-05179	CARMENMARA HERNANDEZ-BRAVO	Reimbursement of Book for Language Lab	21.55
RQ13-05180	JANE ROSENKRANS	CACCRAO Annual Conference 2013- Cabazon CA	400.00
RQ13-05182	CARMENMARA HERNANDEZ-BRAVO	Reimbursement of DVD for Language Lab	24.73
RQ13-05190	FRED MILLS TRAINING SOLUTIONS	One-Day Training	450.00
RQ13-05199	IRVINE VALLEY COLLEGE BOOKSTORE	ADMIN ASST FAST TRACK CERTIFICATE PROG TEXTBOOKS	1,500.93
RQ13-05200	MIKE SAUTER	CCLC conference	1,270.00
RQ13-05207	WELLS FARGO #4198	Rational Equipment/Service Repair	258.00
RQ13-05208	MIROSLAVA MANCHIK	PERKINS 2013-2014 Orientation/Application Sesseion	300.00
RQ13-05209	SHOUKA TORABI	Reimbursement for Supplies	142.98
RQ13-05211	MONIKA CONNOLLY	Int'l Student Office, NAFSA Conference	2,350.00
RQ13-05212	AMY STEVENS	Reimbursment for Supplies	151.80
RQ13-05220	STEVE LEE	Conference Reimbursement for Steve Lee/ETS 2013	100.00
RQ13-05227	WELLS FARGO #4198	Transporation supplies	300.00
RQ13-05235	BAKER & TAYLOR	Library books per Jenny Langrell	87.42
RQ13-05246	MICHAEL LONG	Mike Long to Attend CCCAA Conference	1,908.36
RQ13-05252	CLIFFORD MEYER C/O AUTO TECH	Reimbursement	131.32
RQ13-05254	WELLS FARGO #4198	Materials needed for Performing Arts	404.32
RQ13-05255	S & B FOODS	Commencement/Reception Banquet	2,428.60
RQ13-05261	KIM MC CORD	Travel Exp-Fiscal Standards Committee Meeting	250.00
RQ13-05262	SOKHA SONG	ERTSC Seminar	114.24
RQ13-05264	SOCCCD DISTRICT DEPOSITORY	Spring 2013 Enrollment fee reimbursement	3,864.00
RQ13-05266	KARIMA FELDUS	Karima to CCL Meeting	561.48
RQ13-05268	CAROL HILTON	Conference for Carol Hilton	1,076.21
RQ13-05276	WELLS FARGO #1606	IAB March 13 Mtg Refreshments	98.31
RQ13-05286	WELLS FARGO #4198	CERT training supplies	249.38
RQ13-05299	PAUL BONKOWSKI	CCLC Conference	1,270.00
RQ13-05305	KENT MADOLE	Reimb. Baseball coach/Equipment repair	263.26
RQ13-05306	DEBRA L. FITZSIMONS	2013 Spring ACBO Conference	1,428.12
RQ13-05307	UNISOURCE WORLDWIDE	Grounds Trash Bags	2,170.80
RQ13-05308	S & B FOODS	Consortium meeting Articulation	200.00
RQ13-05309	JUNE MC LAUGHLIN	CCCAOE conference reimbursement.	963.00
RQ13-05310	KEN PATTON	K Patton Travel to LLNL for AdvMfg Meeting	548.80
RQ13-05311	BRUCE GILMAN	ASCCC Spring Plenary Session	1,195.00
RQ13-05312	DAN WALSH	ASCCC Spring Plenary Session	1,195.00

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Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05315	RANIA HAMAD	R. Hamad, Reimbursement for OC Women's Conf	100.00
RQ13-05316	BRAD MCREYNOLDS	National Athletic Trainers Annual Meeting	1,000.00
RQ13-05318	JAMES K. FAGAN	Athletic Equipment Managers National Meeting	617.32
RQ13-05319	MARK KRUHMIN	NAB National Ass. of Broadcasters Conference	1,000.00
RQ13-05327	KIM MC CORD	ACBO Spring Conference	1,100.00
RQ13-05328	EMCOR/Mesa Energy Systems	Emergency Repair on PAC Air Handler	550.00
RQ13-05332	GEORGINA GUY	Conference Attendance for Georgina Guy	130.00
RQ13-05333	JUANITA BALTIERRA	Conference Attendance for Juanita Baltierra	130.00
RQ13-05336	CHRISTOPHER WILKINSON	Conference	1,000.00
RQ13-05337	ROBERT COSGROVE	ASCCC Spring Plenary Session	1,195.00
RQ13-05338	ACCUITY	ACH Participation Directory for Payroll	384.00
RQ13-05339	INNA LINK	ACPA Convention	632.70
RQ13-05341	VICTORIA ORLICH	Reimbursement for supplies	19.42
RQ13-05347	STATE OF CALIFORNIA BOARD OF EQUALIZATION	Use Tax for CY2012	30,060.00
RQ13-05348	COUNTY OF ORANGE AUDITOR-CONTROLLER	Registrar of Voters Services/ Supplies	354,083.20
RQ13-05349	WELLS FARGO #1598	Supplies for geology field trips	45.24
RQ13-05351	WELLS FARGO #1598	Supplies for geology department	94.95
RQ13-05359	ENTERPRISE RENT-A-CAR	Payment for Rental of Vehicle	115.26
RQ13-05360	PARISA SOLTANI	EOPS/CARE STATEWIDE TECHNICAL ASSISTANCE TRAINING	538.80
RQ13-05361	WELLS FARGO #1598	Equipment purchase for Electricity/Construction	1,169.38
RQ13-05370	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	HTCC Conference Registration	1,050.00
RQ13-05372	WELLS FARGO #1606	Purch Portable Scanner Dist CC card	318.59
RQ13-05376	WELLS FARGO #3317 (DISTRICT)	Vendor- Corner Bakery/ Lake Forest	830.00
RQ13-05378	ANTHONY TENG	Teachers of Accounting 2 Yr Colleges Conference	588.00
RQ13-05381	S & B FOODS	Beverages for Workday Software Demo	215.00
RQ13-05382	EDWIN TIONGSON	CCCFA Conference reimbursement	5,973.20
RQ13-05383	REBECCA MAY BRUBAKER	Workshop registration Becky Brubaker	99.00
RQ13-05384	KATHLEEN WERLE	Reimbursement for Business Breakfast Meeting	20.00
RQ13-05386	SO. ORANGE CO. COMM. COL.DIST	R2T4 Direct Loan Repayment	769.00
RQ13-05388	TIMOTHY JEMAL	Conference for Timothy Jemal	31.00
RQ13-05390	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds - Spring Semester 2013	2,609.00
RQ13-05391	JIM WRIGHT	Conference for Jim Wright	31.00
RQ13-05392	PEGAH EBRAHIMPOOR KHORS	Conference attendance- Pegah Ebrahimpours Khorsand	205.00
RQ13-05394	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds - Spring Semester 2013	1,904.00
RQ13-05395	KEVIN O'CONNOR	Conference Reimbursement - 2013 ACCCA	374.82
RQ13-05398	DON BOWMAN	Teachers of Accounting at 2 Yr Colleges Conference	588.00
RQ13-05402	SHOLEH ALIZADEH	S. Alizadeh, Reimbursement for OC Women's Conf.	100.00
RQ13-05405	ORLANTHA NIN	O.Nin, Reimbursement for OC Women's Conf	100.00
RQ13-05416	RUBEN GUZMAN	CACCRAO Conf attendance for R. Guzman	720.79
RQ13-05420	RICHARD DAHLIN	Reimbursement for Mooring at Catalina Island	76.00
RQ13-05426	MAUREEN SMITH	Reimburse Geography equip.-attachment	377.97
RQ13-05435	MAIN GRAPHICS	OCCCLTF Folders 2012/2013	951.08

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Board of Trustees Confirming Requisition

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Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05438	KIMBERLY KEYTON	Reimbursement-Recycling/Zero Waste Program	75.74
RQ13-05447	WELLS FARGO #3317 (DISTRICT)	Vendor- Corner Bakery/ Lake Forest	935.00
RQ13-05448	KOLIN WILLIAMS	Employee Enrollment Fee Reimbursement	92.00
RQ13-05465	CONSTANCE HARRINGTON	Communication Workshop for Women	106.80
	SADDLEBACK COLLEGE		
RQ13-05466	ARLEEN ELSEROAD	CACCRAO Conf attendance for A. Elseroad	693.90
RQ13-05468	FARIBA DAI	Communication Workshop for Women	106.80
RQ13-05469	COAST FITNESS REPAIR SHOP	Fitness Equipment Repair SC PE	887.55
RQ13-05470	COAST FITNESS REPAIR SHOP	Fitness Equipment Repair	941.69
RQ13-05472	GILLIAN ASHTON	Conference costs for G. Ashton	115.03
RQ13-05474	SHANNA MOORHOUSE	Conference costs for S. Moorhouse	115.03
RQ13-05475	RUBEN GUZMAN	Conference costs for R. Guzman	115.03
RQ13-05488	MORGAN BARROWS	Instructional DVD	31.89
RQ13-05512	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse faculty for supplies	201.73
RQ13-05514	THOMAS MAC DUFF	Software training for staff & faculty	131.95
RQ13-05515	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse faculty member for book purchase	36.39
RQ13-05516	MARK KRUHMIN	Reimburse staff member for sets	25.23
RQ13-05520	DEBRA KERR	Conference Travel Expenses	111.13
RQ13-05526	DAVID YOUNG	David Young to Attend CCUPA Conf.	191.00
RQ13-05528	BARBARA PENLAND	ConfReimb-Mini Med School for Paramedics	1,000.00
RQ13-05530	TERRY CHATKUPT	ShortsLab: LA Workshop Reimbursement	150.00
RQ13-05532	CHRIS BROWN	ConfReimb-College Composition & Communication	497.78
RQ13-05533	JOSEPH GERGES	Printmaking: Introduction Course Winter 2013	1,232.02
RQ13-05534	WILLIAM STEVENSON	ConfReimb-College Composition & Communication	1,000.00
RQ13-05535	ZINA BORATYNEC	ConfReimb-Revolution.Diagnosis&TreatmntUsing DSM-5	134.51
RQ13-05536	MARYAM AZARY	ConfReimb-Revolution.Diagnosis&TreatmntUsing DSM-5	134.99
RQ13-05538	MICHAEL HOGGATT	ConfReimb- Cal-Nev-Ha District Circle K Convention	691.00
RQ13-05539	JYOTI CHANDRA	ConfReimb-Annual Computer-UsingEducatorsConference	238.00
RQ13-05541	JENNY LANGRELL	ConfReimb-CCL Deans & Directors Meeting	341.80
RQ13-05542	POUYA JAHANSHAHI	ConfReimb-AIGA Annual "Y Design" Conference	500.00
RQ13-05543	MICHAEL LONG	ConfReimb-CA CmtyCollegeAthleticAssoc	930.00
RQ13-05544	ROY MC CORD	American Astronomical Society Annual Meeting	75.00
RQ13-05545	KERRY CRABB	ConfReimb-UnivOregonFootballPractice&CoachesClinic	433.21
RQ13-05546	STEVE CRAPO	ConfReimb-UnivOregonFootballPractice&CoachesClinic	637.00
RQ13-05547	LESLEY LOWE	ConfReimb-JG Fitness Conference	255.00
RQ13-05548	ROY MC CORD	Int'l Society for Optics/Photonics	1,325.00
RQ13-05549	LISA MESSENGER	ConfReimb-JG Fitness Conference	255.00
RQ13-05550	THROCKMORTON, JULIANNA	Western State Communication Conference	700.00
RQ13-05552	SUZANNE D. HEWITT	ConfReimb-CA Dietetic Assoc Meeting & Exhibition	1,000.00

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

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Board of Trustees Confirming Requisition
Listing

Includes 02/27/2013 - 04/10/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05553	CHRISTINA SMITH	ConfReimb-HigherEducationColloquium forEarlyCareEd	921.00
RQ13-05554	BARBARA TAMIALIS	ConfReimb-HigherEducationColloquium forEarlyCareEd	618.20
RQ13-05555	GEORGINA GUY	ConfReimb-CA Psychological Association	399.28
RQ13-05556	KRIS LEPPHEN-CHRISTENSEN	ConfReimb-TermanTeaching&WesternPsychologi calAssoc	1,000.00
RQ13-05557	CHRIS HOGSTEDT	Restoring Your Balance Conference	645.30
RQ13-05559	MONICA FRIEDRICH	ConfReimb-On Course National Conference	406.52
RQ13-05560	FARIMAH FAZELI	CMC3-South Conference	123.90
RQ13-05561	MAUREEN SMITH	ConfReimb-CA Geographical Society	609.20
RQ13-05562	DAN WALSH	ConfReimb-CA Geographical Society	992.66
RQ13-05563	SENIYE MARGARET HUANG	ConfReimb-Integrative and Holistic Nursing	500.00
RQ13-05564	JENNIFER GOLDEN	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05565	JORGE GUERRERO	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05566	JENNIFER RACHMAN	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05567	JAYNE KLUNDER	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05568	MIKI MIKOLAJCZAK	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05569	CAROL LERMAN	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05570	SARA NIEVES-LUCAS	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05571	ORLANATHA NIN	ConfReimb-Ensuring Transfer Success	100.00
RQ13-05572	MARK ZANDONELLA	Mark Zandonella to Attend CCUPCA Conf.	191.00
RQ13-05578	IRVINE VALLEY COLLEGE BOOKSTORE	EOPS Bookstore Billing Spring 2013	23,451.65
RQ13-05585	JACK APPLEMAN	CMC3-South Conference	265.43
RQ13-05588	REBECCA GROFF	LA Area CC Conference	65.00
RQ13-05591	REBECCA GROFF	UC's Counselor Conference	40.00
RQ13-05596	REBECCA GROFF	N4A Region V Conference	95.00
RQ13-05597	LARRY WARD	Reimbursement-Locks for Wall Cases	26.84
RQ13-05601	KENT MADOLE	Reimb. IVC Baseball coach/Lawnmower repair	85.35
RQ13-05603	GLENN ROQUEMORE	UCI Parking	10.00
RQ13-05616	SANDI SEMBIAZZA	Reimbursement for expenses	39.95
RQ13-05621	KIMBERLY STANKOVICH	ASCCC Spring Plenary Session	1,195.00
RQ13-05628	IRVINE VALLEY COLLEGE BOOKSTORE	Text books for CTE	291.06
RQ13-05627	LIANNA ZHAO	reimburse	11.70
RQ13-05629	WELLS FARGO #3317 (DISTRICT)	Vendor- Corner Bakery/ Laguna Nigel	600.20
RQ13-05634	AMY V. GRIMM	Reimbursement	36.59
RQ13-05644	AP SPECIALTIES	CD Conference Supplies-Attachment	237.10
RQ13-05646	ANTHONY TENG	UPS- CIM	441.59
RQ13-05649	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	1,989.00
RQ13-05652	PENNY SKAFF	Conference for Penny Skaff	100.00
RQ13-05663	GLOW ZONE, INC.	Photoluminescent signage	642.64
RQ13-05676	WELLS FARGO #1606	Fitness Ball Chairs	755.95
RQ13-05683	WELLS FARGO #1606	Sports Tape and Glue for Dance	118.00
RQ13-05689	YOLANDA GOULDSMITH	ETS Conference for Yolanda Gouldsmith	100.00
RQ13-05695	TECHNIC BUSINESS SOLUTIONS	Plotter Repair	145.00
RQ13-05696	CHRISTIAN ALVARADO	Registration for Conference & Training	100.00

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Board of Trustees Confirming Requisition

Listing

Includes 02/27/2013 - 04/10/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05698	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	Honors Conf., Irvine, Ca 3/23/13	780.00
RQ13-05699	SYLVIE GROTE	Lilly Conference Reimbursement	700.00
RQ13-05706	WELLS FARGO #1598	Printer desk stand	130.00
RQ13-05708	JULIE MARTINEZ	UC Counselor Conference	40.00
RQ13-05709	ARTHUR AMBROSE	Academic Academy 2013	508.88
RQ13-05710	ELIZABETH CIPRES	ACCCA - Conference	990.00
RQ13-05712	WELLS FARGO #3317	amazon.com	57.74
RQ13-05714	S & B FOODS	ISP & OOS Transfer College Fair - April 24, 2013	291.01
RQ13-05715	WILL GLEN	Reimbursement for Will Glen	13.49
RQ13-05730	DERECK ZARA	Reimbursement - 2013 ETS	115.65
RQ13-05737	WELLS FARGO #4198	Laptop battery replacement for Parking Svs.	36.47
RQ13-05739	WELLS FARGO #4198	Legally Blonde prop and set supplies	149.18
RQ13-05740	CHRISTIAN ALVARADO	CCSF AAA Spring Directors Training	97.42
RQ13-05747	JANICE BROWN	CACCRAO Conf attendance for J. Brown	144.74
RQ13-05748	DR. ROBERT BRAMUCCI	Gartner Leadership Forum Expenses	38.00
RQ13-05750	MARIA LOPEZ	Expenses for M. Lopez to attend NAFSA Conference	2,241.56
RQ13-05754	TONY'S LOCKSMITH & SAFE SERVICE	keys for shop cabinets	102.12
RQ13-05755	ENVIRONMENTAL SYSTEM PRODUCTS	calibration gas	32.40
RQ13-05765	KARL ABRAMS	Reimbursement of Dental Benefits	738.90
RQ13-05767	B & P SERVICES, INC.	A200 Exhaust Fan Sheet Metal	225.00
RQ13-05771	BARBARA CAREY	Reimbursement for food/culinary class	41.30
RQ13-05774	S & B FOODS	lunch meeting	194.40
RQ13-05776	JOAN GOODSPEED	supplies for shoemaking class	101.96
RQ13-05779	DIANA MC CULLOUGH	ETS conference Diana McCullough	108.18
RQ13-05794	KENT S. MC FANN	Reimburse-Supplies-Theatre Dept.	109.66
RQ13-05798	JOAN GOODSPEED	Supplies for shoemaking class.	19.96
RQ13-05809	WELLS FARGO #2078	Employment Verification	20.00
RQ13-05810	CRAIG HAYWARD	RP Group conference registration & travel	458.00
RQ13-05814	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	Name badges ALREADY RECIEVED	381.00
RQ13-05821	S & B FOODS	May 8th, 2013 Transfer Celebration Grill	250.00
RQ13-05827	TOD A. BURNETT	CCLC - 2013 annual trustees conference	2,100.00
RQ13-05828	SOPHIE MILLER	CCLC - executive assistants workshop	1,697.70
RQ13-05844	WELLS FARGO #3317 (DISTRICT)	Symantec (VeriSign) software	284.00
RQ13-05846	JEANETTE MURILLO	Staff Development Reimbursement	175.00
RQ13-05856	DENICE INCIONG	Reimbursement for meeting refreshments	300.00
RQ13-05857	CAROLINE DURDELLA	PrepaidExpCDurellaConf	680.00
RQ13-05879	ELIZABETH CIPRES	Reimbursement to Dean Elizabeth Cipres	26.95
RQ13-05886	TIFFANY TRAN	Reimbursement-ETS conference Tiffany Tran	125.00
RQ13-05902	LOS RIOS CCD	Conference for Cadence Wynter-Attachment	50.00
RQ13-05904	MELODY HARPER	M. Harper, Reimbursement for ETS conference	125.00
RQ13-05905	MICHELLE SCHARF	ETS Conference Reimbursement - Scharf	125.00
RQ13-05907	LISA INLOW	Reimbursement for scale for Culinary Arts classes	82.95
RQ13-05914	MOLLY KRUGER	Food for Culinary Classes	154.47
RQ13-05915	CRAIG CONNOR	CLI conference	1,184.33

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Board of Trustees Confirming Requisition
Listing

Includes 02/27/2013 - 04/10/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05918	HEIDI M. OCHOA	Speech Tourn. 04/16-20/13 Woodland Hills, CA	10,990.31
RQ13-05922	S & B FOODS CATERING DIVISION	TPP Statewide Conference	477.83
RQ13-05925	BLAKE STEPHENS	reimburse for inst supplies purchased	59.86
RQ13-05930	MISSION VIEJO COUNTRY CLUB	Refreshments for board self-evaluation	500.00
RQ13-05932	WELLS FARGO #1598	For STEM Expo	374.00
RQ13-05937	WELLS FARGO #1598	Purchase stands for STEM Expo.	177.96
RQ13-05945	TERYN CARTER	Music sheets for J. Sellers	130.00
RQ13-05946	WELLS FARGO #1598	Classified Staff Training-REI GPS training	240.00
RQ13-05947	HIRO KONISHI	Reimburse Instructor for Cooking Show supplies	49.84
RQ13-05950	FRANCHISE TAX BOARD	Nonresident Withholding Payment	4,283.00
RQ13-05953	BERTRAND'S MUSIC	Instrument repair	40.00
RQ13-05959	MARY ANSTADT	CTE ReEntry Center Event	44.39
RQ13-05962	WELLS FARGO #1598	Classified Staff Training-OCSafety CPR/AED	60.00
RQ13-05964	WILLIAM HEWITT	FACCC Advocacy & Policy Conference	700.00
RQ13-05965	GLENN ROQUEMORE	Travel for Glenn Roquemore	1,045.00
RQ13-05966	LAGUNA GRAPHIC ARTS, INC.	Fast Facts - March 2013	162.00
RQ13-05981	SHOUKA TORABI	PrepaidExpS.TorabiConf	1,062.47
RQ13-05983	AMY V. GRIMM	College Art Assn Conference	1,400.00
RQ13-05987	JAMIE M. POSTER	Society for Cinema & Media Studies Conference	1,400.00
RQ13-05989	SUSAN BOETTGER C/O MUSIC DEPT.	MTNA Conference	685.00
RQ13-05991	DANIELLE HALAGARDA	Payment for services for Danielle Halagarda	250.00
RQ13-05993	LYNDSEY M. LEFEBVRE	Conference on College Composition & Communication	700.00
RQ13-05994	NICOLE ORTEGA OFFICE OF INSTRUCTION	PrepaidExpN.OrtegaConf	1,057.95
RQ13-05995	JH RECOGNITION COMPANY	Nursing Pins for students in need	403.86
RQ13-05996	CRAMMER, CALE	National Model UN - NY Conference	700.00
RQ13-05997	JOON KIL	Assoc for Asian Studies Annual Conference	704.78
RQ13-06008	BLAKE STEPHENS	ASCCC Spring Plenary Session	1,195.00
RQ14-00001	DEBRA L. FITZSIMONS	NACUBO Conference in Indianapolis, Indiana	4,010.00
RQ14-00008	WELLS FARGO #4198	Easy DNS Secondary DNS Subscrip Renewal	89.00
RQ14-00011	WELLS FARGO #4198	GoDaddy Domain Name Renewals	101.55
RQ14-00017	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse faculty for supplies	201.73
RQ14-00034	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse faculty member for book purchase	36.39
RQ14-00035	MARK KRUHMIN	Reimburse staff member for sets	25.23
RQ14-00036	MARK KRUHMIN	Reimburse Staff for purchase of sets	25.23
RQ14-00037	THOMAS MAC DUFF	Software training for staff & faculty	131.95
RQ14-00149	WELLS FARGO #1598	Evernote Premium Subscription Renewal	45.00
		Total	364 641,740.37

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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**Board of Trustees Confirming Requisition
Listing**

Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	356	632,676.92
40	Capital Outlay Fund	7	8,324.55
71	Retiree Benefit Fund	1	738.90
Total		364	<u>641,740.37</u>

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

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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. 167104 through 168359 processed through the Orange County Department of Education, totaling \$5,972,627.08; and Checks No. 010610 through 010627, processed through Saddleback College Community Education, totaling \$185,977.06; and Checks No. 009087 through 009098, processed through Irvine Valley College Community Education, totaling \$78,065.48 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 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
167104	02/27/2013	AT & T	27.28
167105	02/27/2013	AT&T	47.50
167106	02/27/2013	COX COMMUNICATIONS	2,341.19
167107	02/27/2013	DirecTV	114.99
167108	02/27/2013	FEDERAL EXPRESS	17.04
167109	02/27/2013	CSU FULLERTON ATHLETICS	510.00
167110	02/28/2013	ACCCA	395.00
167111	02/28/2013	DR. ROBERT BRAMUCCI	588.80
167112	02/28/2013	TOD A. BURNETT	329.30
167113	02/28/2013	CALIFORNIA PLACEMENT ASSN.	250.00
167114	02/28/2013	CCPRO C/O CRAIG PETINAK, TREASURER	250.00
167115	02/28/2013	CCPRO C/O CRAIG PETINAK, TREASURER	250.00
167116	02/28/2013	CCPRO C/O CRAIG PETINAK, TREASURER	250.00
167117	02/28/2013	CCPRO C/O CRAIG PETINAK, TREASURER	250.00
167118	02/28/2013	COUNCIL FOR RESOURCE DEVELOP.	375.00
167119	02/28/2013	LISA DAVIS-ALLEN	865.75
167120	02/28/2013	DANIEL DE ROULET	1,400.00
167121	02/28/2013	KORI LEE GARNER	9.62
167122	02/28/2013	RICHARD MORLEY	131.00
167123	02/28/2013	TERENCE NELSON C/O VETS CENTER	832.90
167124	02/28/2013	DIANE OAKS	90.00
167125	02/28/2013	GLENN ROQUEMORE	12.00
167126	02/28/2013	THE RP GROUP	250.00
167127	02/28/2013	PARISA SOLTANI	33.90
167128	02/28/2013	MINDI WOLF	500.00
167129	02/28/2013	AMERICAN GEOTECHNICAL, INC.	6,399.70
167130	02/28/2013	CATALYST CONSULTING	3,000.00
167131	02/28/2013	COMPUTROLS, INC.	84,961.49
167132	02/28/2013	CRESCENT SOLUTIONS	6,372.00
167133	02/28/2013	i3 SOLUTIONS	7,200.00
167134	02/28/2013	NEUDESIC, LLC	49,756.50
167135	02/28/2013	RGP PLANNING & DEVELOPMENT SERVICES	6,689.75
167136	02/28/2013	TMCx SOLUTIONS, LLC	540.00
167137	03/04/2013	AT & T	71.58
167138	03/04/2013	AT & T	422.21
167139	03/04/2013	AT & T	73.43
167140	03/04/2013	AT & T	73.43
167141	03/04/2013	AT & T	73.43
167142	03/04/2013	AT&T	556.58
167143	03/04/2013	AT&T	371.04
167144	03/04/2013	AT&T	1,622.93
167145	03/04/2013	EARLEY L. BASKIN	75.00
167146	03/04/2013	KIRK MICHAEL BENTZ	75.00
167147	03/04/2013	COX COMMUNICATIONS	1,173.51
167148	03/04/2013	RODGER DUBBS	75.00
167149	03/04/2013	DUKE FULLER	75.00
167150	03/04/2013	JEFFREY T. HASPELL	100.00
167151	03/04/2013	JAMES E. LEAHY	150.00
167152	03/04/2013	LOS SERRANOS GOLF COURSE	312.00

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

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Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
167153	03/04/2013	OFFICEMAX CONTRACT INC.	8,224.68
167154	03/04/2013	ORANGE EMPIRE CONFERENCE	575.00
167155	03/04/2013	SAUL PACHECO	75.00
167156	03/04/2013	ROBERT W. PALMER	75.00
167157	03/04/2013	RESERVE ACCOUNT PITNEY BOWES	30,000.00
167158	03/04/2013	VINCENT POLITO	75.00
167159	03/04/2013	SOUTHERN CALIFORNIA EDISON CO.	35,087.12
167160	03/04/2013	AARDVARK CLAY AND SUPPLIES	2,177.01
167161	03/04/2013	ALA STORE AMERICAN LIBRARY ASSOCIATION	1,515.00
167162	03/04/2013	ALERT SERVICES, INC.	624.24
167163	03/04/2013	AMERICAN GRIP INC.	1,281.40
167164	03/04/2013	APPERSON	160.12
167165	03/04/2013	APPLE COMPUTER INC.	2,224.05
167166	03/04/2013	APPLIED DIAMOND TOOLS	261.00
		Unpaid Sales Tax	20.88
		Expensed Amount	281.88
167167	03/04/2013	AUCA LOS ANGELES	184.14
167168	03/04/2013	ARC AMER. REPROGRAPHICS CO.	1,904.86
167169	03/04/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	7,159.80
		Unpaid Sales Tax	572.78
		Expensed Amount	7,732.58
167170	03/04/2013	BAKER & TAYLOR	870.73
167171	03/04/2013	BAUDVILLE	134.45
		Unpaid Sales Tax	10.00
		Expensed Amount	144.45
167172	03/04/2013	MARGUERITE BEAL	280.00
167173	03/04/2013	BLICK ART MATERIALS	437.44
167174	03/04/2013	BOUNDLESS NETWORK	620.15
167175	03/04/2013	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	33,279.85
167176	03/04/2013	KRISTEN BUSH	1,330.00
167177	03/04/2013	BUTLER CHEMICALS, INC.	329.88
167178	03/04/2013	CALIFORNIA STAGE/LIGHTING, INC	625.75
167179	03/04/2013	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	781.00
167180	03/04/2013	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	2,700.00
167181	03/04/2013	CCPRO	180.00 *
Cancelled on 03/04/2013, Cancel Register # AP03042013B			
167182	03/04/2013	CCPRO AWARDS PALOMAR COLLEGE PUBLIC	80.00
167183	03/04/2013	CDW GOVERNMENT, INC.	185.11
167184	03/04/2013	CHIEF ARCHITECT, INC	90.00
167185	03/04/2013	CLARK SECURITY PRODUCTS INC.	140.42
167186	03/04/2013	EDUCATION 4 WORK SUSAN M. COLEMAN	7,500.00
167187	03/04/2013	CONTRACT PAPER GROUP, INC.	43,055.72
167188	03/04/2013	CPP, INC. DAVIES-BLACK PUBLISHING	195.00
167189	03/04/2013	CARIE CRUZ	700.00
167190	03/04/2013	CULLIGAN	114.35
167191	03/04/2013	JOHN DEERE LANDSCAPES, INC.	30.15

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

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Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
167192	03/04/2013	DISCOUNT DANCE SUPPLY CO.	96.08
167193	03/04/2013	DUNN-EDWARDS CORPORATION	185.06
167194	03/04/2013	ECONOMIC ALTERNATIVES, INC.	358.33
167195	03/04/2013	EMERALD MIRROR & GLASS	225.00
167196	03/04/2013	EXPERIAN	77.00
167197	03/04/2013	JOHN FELLNER,	38.00
167198	03/04/2013	FREEWAY AUTO SUPPLY	224.93
167199	03/04/2013	FULL COMPASS SYSTEMS	198.31
Unpaid Sales Tax			15.18
Expensed Amount			213.49
167200	03/04/2013	AT & T MOBILITY	12.79
167201	03/04/2013	CHEVRON AND TEXACO BUSINESS CARD SERVICES	145.47
167202	03/05/2013	ASSOCIATION FOR INSTITUTIONAL RESEARCH	445.00
167203	03/05/2013	ARIEL ALEXANDER	909.80
167204	03/05/2013	TOD A. BURNETT	552.11
167205	03/05/2013	CCCFA MOORPARK COLLEGE	819.00
167206	03/05/2013	COMMUNITY COLLEGE LEAGUE OF CA	640.00
167207	03/05/2013	ANDREW CRAVEN	117.00
167208	03/05/2013	PATRICIA K. FLANIGAN	415.00
167209	03/05/2013	RENEE GARCIA	1,000.00
167210	03/05/2013	DENNIS GORDON	1,035.00
167211	03/05/2013	JENNY LANGRELL	907.98
167212	03/05/2013	MARRIOTT	5,566.14
167213	03/05/2013	LUCAS OCHOA	3,330.00
167214	03/05/2013	ANTHONY TENG	919.61
167215	03/05/2013	DAN WALSH	1,002.99
167216	03/07/2013	AT&T	11.67
167217	03/07/2013	BAKERSFIELD COLLEGE TRACK AND FIELD	200.00
167218	03/07/2013	EMPLOYMENT DEVELOPMENT DEPT.	6,156.00
167219	03/07/2013	SOMMER MC CARTNEY	310.00
167220	03/07/2013	SOMMER MC CARTNEY	1,674.00
167221	03/07/2013	SAFEWAY, INC.	227.35
167222	03/07/2013	SMART & FINAL IRIS CO.	201.89
167223	03/07/2013	XEROX CORPORATION	50.00
167224	03/07/2013	XEROX CORPORATION	23,390.49 *
Cancelled on 03/07/2013, Cancel Register # AP03072013B			
167225	03/07/2013	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	172.80
167226	03/07/2013	PACIFIC COACHWAYS CHARTER SERVICES, INC.	4,026.43
167227	03/07/2013	PARKWAY LAWNMOWER SHOP	100.95
167228	03/07/2013	PASCO SCIENTIFIC	324.20
167229	03/07/2013	PAYAM-E-ASHENA	250.00
167230	03/07/2013	PENN CORPORATE RELOCATION SERVICES, INC.	1,826.19
167231	03/07/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
167232	03/07/2013	GARY POERTNER	12.95
167233	03/07/2013	POWER CLEANERS	435.46
167234	03/07/2013	PRAXAIR DISTRIBUTION, INC	27.41
167235	03/07/2013	QUICK CAPTION	2,310.00
167236	03/07/2013	RED DIGITAL CAMERA COMPANY	789.02
167237	03/07/2013	CHARLENE REED	8,000.00

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Check Number	Check Date	Pay to the Order of	Check Amount
167238	03/07/2013	JOHN RICHARDS	20.70
167239	03/07/2013	RICOH AMERICAS CORP	72.96
167240	03/07/2013	RIO GRANDE ALBUQUERQUE THE BELL GROUP	389.69
		Unpaid Sales Tax	30.45
		Expensed Amount	420.14
167241	03/07/2013	JAMES ROGERS	59.99
167242	03/07/2013	S & B FOODS CATERING DIVISION	360.29
167243	03/07/2013	S & B FOODS CATERING DIVISION	563.22
167244	03/07/2013	S & B FOODS CATERING DIVISION	769.50
167245	03/07/2013	S & B FOODS CATERING DIVISION	2,750.38
167246	03/07/2013	SAFEWAY INC/PAVILIONS	16.89
167247	03/07/2013	FHEG SADDLEBACK BOOKSTORE STORE #296 M.A. 2962629	112.72
167248	03/07/2013	SchoolOutfitters.com	59.35
		Unpaid Sales Tax	3.43
		Expensed Amount	62.78
167249	03/07/2013	SEHI COMPUTER PRODUCTS, INC.	589.38
167250	03/07/2013	SHIMADZU SCIENTIFIC INSTRUMENT	142.56
167251	03/07/2013	SHRED-IT USA-SAN DIEGO	40.00
167252	03/07/2013	SIGMA ALDRICH CHEMICAL CO.	484.23
167253	03/07/2013	SIMS TREE HEALTH SPEC., INC.	1,417.50
167254	03/07/2013	SMASHING SPORTS	1,002.00
167255	03/07/2013	SMITH PIPE & SUPPLY, INC.	3,800.41
167256	03/07/2013	DANIEL SMITH, INC.	34.54
		Unpaid Sales Tax	2.76
		Expensed Amount	37.30
167257	03/07/2013	THOMAS L. SMITH	66.48
167258	03/07/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,543.49
167259	03/07/2013	DENISE SONNENBERG	1,815.00
167260	03/07/2013	FARNOOSH SORAYA	240.00
167261	03/07/2013	SPORTS ATTACK	3,538.92
167262	03/07/2013	SYSCO LOS ANGELES, INC.	63.80
167263	03/07/2013	ARLENE THOMAS	165.23
167264	03/07/2013	TNR TECHNICAL, INC.	574.88
167265	03/07/2013	TURF TIRE DISTRIBUTORS	157.25
167266	03/07/2013	TUTTLE-CLICK FORD	117.12
167267	03/07/2013	VEFO INCORPORATED	400.01
167268	03/07/2013	VISTA PAINT CORPORATE OFFICE	328.61 *
Cancelled on 03/18/2013, Cancel Register # AP03182013D			
167269	03/07/2013	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	7,500.00
167270	03/07/2013	VWR INTERNATIONAL, INC.	149.72
167271	03/07/2013	WALTERS WHOLESALE ELECTRIC	97.85
167272	03/07/2013	WARD'S NATURAL SCIENCE	73.93
167273	03/07/2013	W A X I E	223.56
167274	03/07/2013	MICHAEL E. WILSON	9,792.00
167275	03/07/2013	PETER WOOD	485.00
167276	03/07/2013	JIM WRIGHT	53.99
167277	03/07/2013	SOUTH COAST FAMILY PRACTICE	260.00
167278	03/07/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,950.00

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Check Number	Check Date	Pay to the Order of	Check Amount
167279	03/07/2013	HALO	2,993.87
167280	03/07/2013	IRVINE RANCH WATER DIST.	5,387.94
167281	03/07/2013	IRVINE RANCH WATER DIST. ATEP	319.34
167282	03/07/2013	RJ COACHING AND CONSULTING RITA M. JONES	6,666.67
167283	03/07/2013	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	22,210.86
167284	03/07/2013	XEROX CORPORATION	133.68
167285	03/07/2013	XEROX CORPORATION	23,256.78
167286	03/08/2013	WELLS FARGO #1598	160.00
		Unpaid Sales Tax	2.40
		Expensed Amount	162.40
167287	03/08/2013	WELLS FARGO #1606	4,294.86
167288	03/08/2013	WELLS FARGO #4198	1,309.77
		Unpaid Sales Tax	20.74
		Expensed Amount	1,330.51
167289	03/08/2013	ARCHITXTURE	2,222.99
167290	03/08/2013	CLARK SECURITY PRODUCTS INC.	2,115.07
167291	03/08/2013	EMCOR/Mesa Energy Systems	3,397.00
167292	03/08/2013	ENAMIX, INC.	5,840.00
167293	03/08/2013	NIMBLE CONSULTING	10,250.00
167294	03/08/2013	PADHRAIC SMYTH	1,375.00
167295	03/08/2013	STRATA INFORMATION GROUP	3,600.00
167296	03/08/2013	SYNERGY SOFTWARE SOLUTIONS	14,359.00
167297	03/08/2013	CCCCSSAA ATTN: BRUCE PATT	250.00
167298	03/08/2013	RIVERSIDE COUNTY SHERIFF BEN CLARK TRAINING CTR	343.00
167299	03/08/2013	BRANDYE D'LENA	20.00
167300	03/08/2013	DOUBLETREE HOTEL	360.99
167301	03/08/2013	FBI NAA - LOS ANGELES DIVISIONc/o LT. RUSSELL McKINNEY	450.00
167302	03/08/2013	FRED MILLS TRAINING SOLUTIONS	250.00
167303	03/08/2013	FWATA	175.00
167304	03/08/2013	JACC TREASURER	225.00
167305	03/08/2013	KIM MC CORD	298.80
167306	03/08/2013	ANGELA OROZCO-MAHANEY	840.99
167307	03/08/2013	RENAISSANCE LOS ANGELES AIRPORT HOTEL	578.06
167308	03/08/2013	FAWN TANRIVERDI	449.80
167309	03/08/2013	CHRISTOPHER WILKINSON	467.10
167310	03/11/2013	LAURA ABRAMS	31.83
167311	03/11/2013	MARY ANSTADT	38.02
167312	03/11/2013	JOYCE BARTLOMAIN	15.26
167313	03/11/2013	CHERYL CLAVEL	15.26
167314	03/11/2013	BRANDYE D'LENA	47.00
167315	03/11/2013	RONALD L. GRANT dba GRANT MARINE SURVEYS	200.00
167316	03/11/2013	RUBEN GUZMAN	204.80
167317	03/11/2013	HITT MARKING DEVICES, INC.	25.18
167318	03/11/2013	JANE HORLINGS	89.31
167319	03/11/2013	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	8,740.00 *
167320	03/11/2013	IRVINE PIPE & SUPPLY	129.55

Cancelled on 04/08/2013, Cancel Register # AP04082013B

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Check Number	Check Date	Pay to the Order of	Check Amount
167321	03/11/2013	BILL JAY	8.80
167322	03/11/2013	SANDY JEFFRIES	14.69
167323	03/11/2013	TIMOTHY JEMAL	25.05
167324	03/11/2013	KAREN KELLEY	14.80
167325	03/11/2013	DAVIT S. KHACHATRYAN,	76.28
167326	03/11/2013	DAVID B. LANG	16.93
167327	03/11/2013	NICOLE LOFTUS	161.87
167328	03/11/2013	MARCIA MILCHIKER	65.18
167329	03/11/2013	NATIONAL OFFICE FURNITURE	4,324.44
167330	03/11/2013	JOHN OZUROVICH	15.26
167331	03/11/2013	NANCY PADBERG	74.47
167332	03/11/2013	HEATHER PARK	37.09
167333	03/11/2013	THOMAS JOHN PRENDERGAST	38.35
167334	03/11/2013	JAMES ROGERS	19.54
167335	03/11/2013	LOUIS SESSLER	71.08
167336	03/11/2013	CHRISTOPHER WILKINSON	70.44
167337	03/11/2013	JIM WRIGHT	94.87
167338	03/11/2013	EDIE W. MONTGOMERY	338.08
167339	03/11/2013	RUBY HAZZARD	15.26
167340	03/11/2013	EARL PAGAL	15.26
167341	03/11/2013	WELLS FARGO #3317	4,491.44
Unpaid Sales Tax			70.66
Expensed Amount			4,562.10
167342	03/11/2013	DAVID E. ANDERSON, JR.	67.00
167343	03/11/2013	NIKKANI S. ANDREWS	225.00
167344	03/11/2013	CCPRO AWARDS PALOMAR COLLEGE PUBLIC	180.00
167345	03/11/2013	THOMAS L. SCOTT	100.00
167346	03/11/2013	SIGNATURE CELEBRATIONS	558.90
167347	03/11/2013	SVM, LP	3,093.95
167348	03/11/2013	AMARA AGUILAR	335.79
167349	03/11/2013	AMERICAN EXPRESS TRAVEL RELATED	3,495.70
SERVICES CO INC			
167350	03/11/2013	CCCCIO c/o CLAIRE BIANCALANA	380.00
167351	03/11/2013	COMMUNITY COLLEGE LEAGUE OF CA	640.00
167352	03/11/2013	DARRYL COX	407.58
167353	03/11/2013	ERIC HILDEN	270.91
167354	03/11/2013	RED LION HOTEL WOODLAKE	134.00
167355	03/11/2013	WELLS FARGO #2078	5,002.08
167356	03/12/2013	AT & T MOBILITY	58.04
167357	03/12/2013	AT&T	11.01
167358	03/12/2013	AT & T	71.13
167359	03/12/2013	AT & T	29.42
167360	03/12/2013	AT & T	35.90
167361	03/12/2013	COX COMMUNICATIONS	10.25
167362	03/12/2013	CR&R	809.24
167363	03/12/2013	CR&R	2,461.00
167364	03/12/2013	CR&R	92.00
167365	03/12/2013	SPARKLETT'S	2,310.24
167366	03/12/2013	FEDERAL EXPRESS	44.96

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Check Number	Check Date	Pay to the Order of	Check Amount
167367	03/12/2013	SOUTHERN CALIFORNIA EDISON CO.	1,885.58
167368	03/12/2013	SOUTHERN CALIFORNIA EDISON CO.	225.91
167369	03/12/2013	XEROX CORPORATION	1,695.16
167370	03/12/2013	G & K SERVICES	64.88
167371	03/12/2013	MINDIA GABICHVADZE	1,416.66
167372	03/12/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	1,165.25
167373	03/12/2013	GKKWORKS	1,790.00
167374	03/12/2013	WILL GLEN	121.75
167375	03/12/2013	GOODSON MANUFACTURING COMPANY	56.95
		Unpaid Sales Tax	4.56
		Expensed Amount	61.51
167376	03/12/2013	GOPHER NW5634	132.96
		Unpaid Sales Tax	9.80
		Expensed Amount	142.76
167377	03/12/2013	M. SCOTT GRABAU	258.43
167378	03/12/2013	W. W. GRAINGER	996.86
167379	03/12/2013	GRANICUS, INC.	1,773.50
167380	03/12/2013	MARLYS GRODT	1,000.00
167381	03/12/2013	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,150.00
167382	03/12/2013	HERNANDEZ, GABRIELA	50.00
167383	03/12/2013	CARMENMARA HERNANDEZ-BRAVO	46.28
167384	03/12/2013	HIRSCH PIPE & SUPPLY	361.74
167385	03/12/2013	HORIZON	3,978.12
167386	03/12/2013	INTERSTATE BATTERIES OF CALIFORNIA COAST	109.39
167387	03/12/2013	DESTINATION IRVINE WENDY HAASE	1,500.00
167388	03/12/2013	IRVINE PIPE & SUPPLY	462.84
167389	03/12/2013	IRVINE TENNIS	963.36
167390	03/12/2013	EFAX CORPORATE c/o J2 GLOBAL, INC.	144.80
167391	03/12/2013	JACKSTIN JACKSON KELLY	13,100.00
167392	03/12/2013	PIPS C/O KEENAN & ASSOCIATES	154,247.83
167393	03/12/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	3,366.00
167394	03/12/2013	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	2,200.00
167395	03/12/2013	JMN ENTERPRISE dba ZEPHYR TURFCARE	1,380.00
		EQUIPMENT	
167396	03/12/2013	PACIFIC CLIPPINGS	59.00
167397	03/12/2013	PARADIGM PRODUCTIONS	213.60
167398	03/12/2013	MONICA PARKS	184.00
167399	03/12/2013	PARTEK SOLUTIONS	190.66
		Unpaid Sales Tax	11.04
		Expensed Amount	201.70
167400	03/12/2013	PASCO SCIENTIFIC	4,108.40
167401	03/12/2013	LILIANN PEREZ-STROUD	600.00
167402	03/12/2013	VINCE POLIZZI	34.55
167403	03/12/2013	PRO TECHNOLOGY AUTOMATION, INC	3,346.08
167404	03/12/2013	PROGRESSIVE MEDICAL INT.	889.72
167405	03/12/2013	PYRO-COMM SYSTEMS	2,300.00
167406	03/12/2013	QUEST DIAGNOSTICS	791.87
167407	03/12/2013	JAMES REPKA	19.42
167408	03/12/2013	S & B FOODS CATERING DIVISION	387.29

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Check Number	Check Date	Pay to the Order of	Check Amount
167409	03/12/2013	SARGENT WELCH	139.92
167410	03/12/2013	SCANTRON CORPORATION	921.70
167411	03/12/2013	GUISELLE SCOTT	630.00
167412	03/12/2013	JARED SCOTT	100.00
167413	03/12/2013	SEHI PROCOMP COMPUTER PRODUCTS	975.87
167414	03/12/2013	JENNIFER SNIDER	210.00
167415	03/12/2013	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	1,260.00
167416	03/12/2013	SONRISE ELECTRIC INC	90.00
167417	03/12/2013	TEST EQUIP DISTRIBUTORS LLC	1,955.64
		Unpaid Sales Tax	152.87
		Expensed Amount	2,108.51
167418	03/12/2013	TOMARK SPORTS, INC.	1,357.75
167419	03/12/2013	TRIARCH INC.	1,529.01
167420	03/12/2013	ARACELI TRUJILLO	50.00
167421	03/12/2013	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	65.00
167422	03/12/2013	TUSTIN UNIFIED SCHOOL DISTRICT	820.77
167423	03/12/2013	UNISOURCE WORLDWIDE INC.	172.63
167424	03/12/2013	UNITED INTERIORS	500.31
167425	03/12/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	354.53
167426	03/12/2013	USA SCIENTIFIC ACCOUNTS RECEIVABLES	520.81
167427	03/12/2013	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
167428	03/12/2013	LUIS MAURICIO VASQUEZ	875.00
167429	03/12/2013	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	4,772.50
167430	03/12/2013	WESTERN PACIFIC DISTRIBUTORS, INC	89.31
167431	03/12/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,840.18
167432	03/12/2013	ACSIG/EDGE	139,805.89
167433	03/12/2013	ACSIG/EDGE	43,045.66
167434	03/12/2013	HYATT LEGAL	7,254.20
167435	03/12/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,866.72
167436	03/12/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,947.40
167437	03/12/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,260,090.00
167438	03/12/2013	UNUM LIFE INSURANCE COMPANY	2,895.68
167439	03/12/2013	UNUM LIFE INSURANCE COMPANY	1,513.80
167440	03/12/2013	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,127.32
167441	03/12/2013	ACSIG/EDGE	23,612.87
167442	03/12/2013	ACSIG/EDGE	5,883.91
167443	03/12/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	346,703.00
167444	03/12/2013	JACOBSEN WEST	967.41
167445	03/12/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	4,068.50
167446	03/12/2013	KAPCO LIBRARY PRODUCTS	194.58
		Unpaid Sales Tax	14.48
		Expensed Amount	209.06
167447	03/12/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	2,400.00
167448	03/12/2013	KAREN KELLEY	3.24
167449	03/12/2013	MORITAKA KINA	480.00
167450	03/12/2013	HIRO KONISHI	32.67
167451	03/12/2013	ABOUBACAR KOUYATE	225.00

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Check Number	Check Date	Pay to the Order of	Check Amount
167452	03/12/2013	LAGUNA CLAY CO.	732.24
167453	03/12/2013	LAURA'S INT PLANTSCAPE SERV	245.36
167454	03/12/2013	CHIEF, LOC CDS	525.00
167455	03/12/2013	MAPLESOF	1,755.00
167456	03/12/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	1,674.00
167457	03/12/2013	MOULTON-NIGUEL WATER DIST.	2,404.70
167458	03/12/2013	OC Treasurer-Tax Collector	9,224.00
167459	03/12/2013	OC REGISTER COMMERCIAL BILLING	1,795.06
167460	03/12/2013	ORKIN PEST CONTROL 711	2,759.00
167461	03/12/2013	SC ASSOCIATED STUDENT BODY	3,758.44
167462	03/12/2013	ORKIN PEST CONTROL 711	93.60
167463	03/13/2013	AARDVARK CLAY AND SUPPLIES	122.88
167464	03/13/2013	ACCUVANT INC.	79,384.40
167465	03/13/2013	ADCLUB ADVERTISING SERVICE	1,530.00
167466	03/13/2013	AGUINAGA GREEN, INC.	214.92
167467	03/13/2013	AIR SOURCE INDUSTRIES, INC.	174.30
167468	03/13/2013	AIRGAS WEST	385.45
167469	03/13/2013	ALL TECH SERVICE	1,175.00
167470	03/13/2013	ALLSTAR AWARDS	65.82
167471	03/13/2013	AMTECH ELEVATOR SERVICES	4,725.08
167472	03/13/2013	APPLE COMPUTER INC.	1,802.28
167473	03/13/2013	YVETTE ARBIZO	100.00
167474	03/13/2013	ART SUPPLY WAREHOUSE	348.21
167475	03/13/2013	ADVANTA ENERGY	800.00
167476	03/13/2013	AYU TECHNOLOGY SOLUTIONS, LLC	1,000.01
167477	03/13/2013	BAKER & TAYLOR	799.64
167478	03/13/2013	BESAFE TECHNOLOGIES, INC.	738.15
167479	03/13/2013	BISHOP DESIGN, INC.	253.00
		Unpaid Sales Tax	17.52
		Expensed Amount	270.52
167480	03/13/2013	BLICK ART MATERIALS	134.57
167481	03/13/2013	BROADCAST SUPPLY WORLDWIDE	2,447.05
		Unpaid Sales Tax	193.41
		Expensed Amount	2,640.46
167482	03/13/2013	BULBCONNECTION.COM	191.99
		Unpaid Sales Tax	14.96
		Expensed Amount	206.95
167483	03/13/2013	CAPISTRANO UNIFIED SCHOOL DISTRICT	4,825.00
167484	03/13/2013	CAROLINA BIOLOGICAL SUPPLY	45.63
167485	03/13/2013	CCPRO	175.00 *
Cancelled on 03/19/2013, Cancel Register # AP03192013C			
167486	03/13/2013	CDW GOVERNMENT, INC.	628.52
167487	03/13/2013	CEREBELLUM CORP.	1,043.00
167488	03/13/2013	CLAIRE CESAREO-SILVA	230.00
167489	03/13/2013	CHEFS' TOYS	7,375.00
167490	03/13/2013	CLARK SECURITY PRODUCTS INC.	1,420.47
167491	03/13/2013	CLUB CAR, INC.	96.94
167492	03/13/2013	COASTLINE ROP	1,913.75
167493	03/13/2013	CONSOLIDATED ELECTRICAL DIST.	259.16

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Check Number	Check Date	Pay to the Order of	Check Amount
167494	03/13/2013	CPP, INC. DAVIES-BLACK PUBLISHING	4,025.00
167495	03/13/2013	CROWN VALLEY BODY SHOP	1,386.06
167496	03/13/2013	DANA POINT FUEL DOCK	299.95
167497	03/13/2013	DANA POINT YACHT MAINTENANCE	72.15
167498	03/13/2013	DELL MARKETING L.P. C/O DELL USA L.P.	1,487.25
167499	03/13/2013	DIVERSIFIED BUSINESS SERVICES	2,013.00
167500	03/13/2013	DR MYCOMMERCE, INC dba eSELLERATE	325.00
167501	03/13/2013	MICHELE DUGAN	180.00
167502	03/13/2013	EDWARDS, ARNETTE	360.00
167503	03/13/2013	ENVIRONMENTAL SYSTEM PRODUCTS	32.40
167504	03/13/2013	MARK ESTRADA	50.00
167505	03/13/2013	EXAMKRACKERS	60.69
167506	03/13/2013	FISHER SCIENTIFIC	329.81
167507	03/13/2013	FLAG STORE USA	166.06
Unpaid Sales Tax			11.65
Expensed Amount			177.71
167508	03/13/2013	FREEWAY AUTO SUPPLY	77.23
167509	03/13/2013	ADVANCED OFFICE SERVICES IMAGING PLUS	23.44
167510	03/13/2013	THE EMBROIDERY STORE	592.60
167511	03/13/2013	CDE PRESS ACCOUNTING OFFICE	1,024.92
167512	03/13/2013	DAIRY DEPOT	253.16
167513	03/14/2013	VISALIA MARRIOTT	2,545.40
167514	03/14/2013	ALPHA FACILITIES SOLUTIONS	44,200.00
167515	03/14/2013	ALTERNATIVE DELIVERY SOLUTIONS	1,551.00
167516	03/14/2013	CATALYST CONSULTING	3,100.00
167517	03/14/2013	CDW GOVERNMENT, INC.	7,239.84
167518	03/14/2013	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	2,500.00
167519	03/14/2013	DVV ASSOCIATES, INC.	3,500.00
167520	03/14/2013	ENVIRON INTERNATIONAL CORP.	930.95
167521	03/14/2013	FACILITIES PLANNING & PROGRAM SERVICES, INC	5,180.00
167522	03/14/2013	GKKWORKS	3,783.61
167523	03/14/2013	I3 SOLUTIONS	4,000.00
167524	03/14/2013	JOYCE INSPECTION & TESTING	6,720.00
167525	03/14/2013	LIBERTY MUTUAL ATTN: JASON STONEFELD	421,716.00
167526	03/14/2013	LIONAKIS	1,433.44
167527	03/14/2013	MC CARTHY BUILDING COMPANIES	61,140.00
167528	03/14/2013	NEUDESIC, LLC	90,900.50
167529	03/14/2013	PARSONS BRINCKERHOFF, INC.	2,088.00
167530	03/14/2013	PUBLIC ECONOMICS, INC.	761.07
167531	03/14/2013	R2A ARCHITECTURE	6,367.27
167532	03/14/2013	STRATA INFORMATION GROUP	2,479.10
167533	03/14/2013	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	2,862.00
167534	03/14/2013	TMCx SOLUTIONS, LLC	1,350.00
167535	03/14/2013	TORREY PINES BANK ATTN: ROSE RAMSDEN	46,860.00
167536	03/14/2013	UC REGENTS UCSD	547.50
167537	03/14/2013	S & B FOODS CATERING DIVISION	56.11
167538	03/14/2013	S & B FOODS CATERING DIVISION	54.76
167539	03/14/2013	SAFEWAY, INC.	56.10

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Check Number	Check Date	Pay to the Order of	Check Amount
167540	03/14/2013	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	1,289.52
167541	03/14/2013	SEHI PROCOMP COMPUTER PRODUCTS	6,805.68
167542	03/14/2013	SHIFFLER EQUIPMENT SALES, INC.	617.56
167543	03/14/2013	SHRED-IT USA-SAN DIEGO	164.00
167544	03/14/2013	DANIEL SMITH, INC.	127.22
		Unpaid Sales Tax	10.18
		Expensed Amount	137.40
167545	03/14/2013	JENNIFER SNIDER	420.00
167546	03/14/2013	SO COAST A.Q.M.D.	6,894.77
167547	03/14/2013	SO COAST A.Q.M.D.	115.56
167548	03/14/2013	SPORTS ATTACK	2,357.84
167549	03/14/2013	SUPERIOR PRESS	188.13
167550	03/14/2013	AMY SUPINGER dba SUPINGER STRATEGIES	3,500.00
167551	03/14/2013	TASER INTERNATIONAL, INC.	466.89
167552	03/14/2013	THOMPSON ENAMEL	379.94
		Unpaid Sales Tax	29.21
		Expensed Amount	409.15
167553	03/14/2013	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
167554	03/14/2013	TRIARCH INC.	93.31
167555	03/14/2013	U.S. DATA TRUST CORPORATION	6,000.00
167556	03/14/2013	ULINE ATTN: ACCOUNTS RECEIVABLE	83.46
167557	03/14/2013	UNLIMITED ENVIRONMENTAL, INC.	4,460.00
167558	03/14/2013	VERNIER SOFTWARE	2,473.51
167559	03/14/2013	VSA, Inc.	4,122.00
167560	03/14/2013	VILLAGE NURSERIES LANDSCAPE CENTERS	242.84
167561	03/14/2013	WARD'S NATURAL SCIENCE	107.74
167562	03/14/2013	WILMAD/LAB GLASS	409.14
167563	03/14/2013	WIRED PLANET ERIK JENSEN	262.50
167564	03/14/2013	LISA WORKMAN	50.00
167565	03/14/2013	WORLDPOINT ECC, INC.	908.63
167566	03/14/2013	XELLERATION	580.00
167567	03/14/2013	SAFEWAY, INC.	640.17
167568	03/14/2013	SMART & FINAL IRIS CO.	1,324.51
167569	03/14/2013	SO. ORANGE CO. COMM. COL. DIST	3,787.98
167570	03/14/2013	PACIFIC COACHWAYS	1,123.75
167571	03/14/2013	PBS DISTRIBUTION, LLC	25.34
167572	03/14/2013	THOMAS JOHN PRENDERGAST	64.99
167573	03/14/2013	PRINT FINISHING SOLUTIONS	368.71
167574	03/14/2013	PROFESSIONAL PLASTICS, INC.	301.47
167575	03/14/2013	PROVISIO, LLC ACCOUNTS RECEIVABLE	297.00
167576	03/14/2013	PURETEC	261.85
167577	03/14/2013	PYRO-COMM SYSTEMS	5,824.94
167578	03/14/2013	REAL VOLLEYBALL	902.87
167579	03/14/2013	THE RIEGLE PRESS, INC.	48.75
		Unpaid Sales Tax	3.90
		Expensed Amount	52.65
167580	03/14/2013	RPM CONSULTANT GROUP	3,232.26
167581	03/14/2013	JUAN AVALOS	994.34

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167582	03/14/2013	CACCRAO REGISTRATION c/o ALLISON CURTIS	200.00
167583	03/14/2013	CACCRAO REGISTRATION c/o ALLISON CURTIS	200.00
167584	03/14/2013	CALWORKS LOS ANGELES MISSION COLLEGE	325.00
167585	03/14/2013	CALWORKS LOS ANGELES MISSION COLLEGE	325.00
167586	03/14/2013	CALWORKS LOS ANGELES MISSION COLLEGE	325.00
167587	03/14/2013	CCLC/CCCAA CONVENTION	455.00 *
Cancelled on 03/18/2013, Cancel Register # AP03182013D			
167588	03/14/2013	COMMUNITY COLLEGE LEAGUE OF CA	640.00
167589	03/14/2013	ELIZABETH CIPRES	960.95
167590	03/14/2013	ROBERT COSGROVE	921.05
167591	03/14/2013	CARRIE DANKO	206.12
167592	03/14/2013	LISA DAVIS-ALLEN	534.25
167593	03/14/2013	TEDDI LORCH	13.11
167594	03/14/2013	SAN MATEO MARRIOTT SFO	268.56
167595	03/14/2013	DIANE MC GROARTY	838.20
167596	03/14/2013	WILLIAM MC GUIRE	875.00
167597	03/14/2013	DEAN RAMSER	500.00
167598	03/14/2013	RED LION HOTEL WOODLAKE AND CONFERENCE CENTER	153.43
167599	03/14/2013	LYNDELLE STONICK-GARRINGER	500.00
167600	03/18/2013	JAY AMOS	130.00 *
Cancelled on 04/02/2013, Cancel Register # AP04022013B			
167601	03/18/2013	CCLC/CCCAA CONVENTION	305.00
167602	03/18/2013	ORANGE COAST COLLEGE DIV OF PHYSICAL ED & ATHLETICS	150.00
167603	03/18/2013	OFFICEMAX CONTRACT INC.	3,583.02
167604	03/18/2013	ARROWHEAD DRINKING WATER	41.84
167605	03/18/2013	ARROWHEAD DRINKING WATER	43.19
167606	03/18/2013	AT&T	5,803.64
167607	03/18/2013	AT&T	11.85
167608	03/18/2013	AT&T	11.67
167609	03/18/2013	COX COMMUNICATIONS	65.51
167610	03/18/2013	COX COMMUNICATIONS	97.96
167611	03/18/2013	CR&R INC.	963.00
167612	03/18/2013	SPARKLETTS	788.42
167613	03/18/2013	FEDERAL EXPRESS	304.01
167614	03/18/2013	SAN DIEGO GAS & ELECTRIC	962.97
167615	03/18/2013	SOUTHERN CALIFORNIA GAS CO.	3,501.98
167616	03/18/2013	SOUTHERN CALIFORNIA GAS CO.	148.81
167617	03/18/2013	SOUTHERN CALIFORNIA GAS CO.	26,146.30
167618	03/18/2013	SOUTHERN CALIFORNIA GAS CO.	2,119.60
167619	03/18/2013	SOUTHERN CALIFORNIA GAS CO.	50.85
167620	03/18/2013	ACADEMIC SENATE CA COMM COLL	355.00
167621	03/18/2013	ACADEMIC SENATE CA COMM COLL	355.00
167622	03/18/2013	ACBO ASSOCIATION OF CHIEF	285.00
167623	03/18/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	225.00

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Check Number	Check Date	Pay to the Order of	Check Amount
167624	03/18/2013	CCLC/CCCAA CONVENTION	310.00
167625	03/18/2013	BEN DOLAN	251.80
167626	03/18/2013	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	31.00
167627	03/18/2013	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	31.00
167628	03/18/2013	TAMERA RICE	244.60
167629	03/18/2013	EDWARD TACKETT	340.50
167630	03/18/2013	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,760.15
167631	03/18/2013	JAY AMOS	130.00
167632	03/18/2013	JAY AMOS	540.00
167633	03/18/2013	ANTELOPE VALLEY COLLEGE SOCAL TRACK ACCOUNT	400.00
167634	03/18/2013	MARK BLETHEN	1,026.00
167635	03/18/2013	MARK BLETHEN	360.00
167636	03/18/2013	MARK BLETHEN	80.00
167637	03/18/2013	MARK BLETHEN	1,026.00
167638	03/18/2013	STEPHEN T. BLUE	75.00
167639	03/18/2013	EDWIN DAVIS	540.00
167640	03/18/2013	RICHARD C. EDE	75.00
167641	03/18/2013	PETER ENZ	75.00
167642	03/18/2013	GARY D. FARRELL	150.00
167643	03/18/2013	DAVID FIER	200.00
167644	03/18/2013	JAY HAMMER	75.00
167645	03/18/2013	SUSAN MARIE HARRIS	75.00
167646	03/18/2013	JENNIFER HIGGINSON	1,584.00
167647	03/18/2013	PAUL MAHONEY	150.00
167648	03/18/2013	SOMMER MC CARTNEY	310.00
167649	03/18/2013	SOMMER MC CARTNEY	403.00
167650	03/18/2013	SOMMER MC CARTNEY	403.00
167651	03/18/2013	SOMMER MC CARTNEY	310.00
167652	03/18/2013	SOMMER MC CARTNEY	248.00
167653	03/18/2013	MICHAEL RAE	117.00
167654	03/18/2013	MICHAEL RAE	117.00
167655	03/18/2013	MICHAEL RAE	117.00
167656	03/18/2013	JACK R. RECLA	200.00
167657	03/18/2013	CURTIS JAMES SESSION	75.00
167658	03/18/2013	DAVID E. SNYDER	75.00
167659	03/18/2013	NICK TRANI	208.00
167660	03/18/2013	NICK TRANI	128.00
167661	03/18/2013	NICK TRANI	128.00
167662	03/18/2013	NICK TRANI	208.00
167663	03/18/2013	TED WALDO	75.00
167664	03/19/2013	S & B FOODS CATERING DIVISION	182.52
167665	03/19/2013	SADDLEBACK GOLF CARS, INC.	12,531.96
167666	03/19/2013	SAFEWAY, INC.	140.07
167667	03/19/2013	CHARLES C. STILL SECURE LIVE SCAN	282.00
167668	03/19/2013	SHIFFLER EQUIPMENT SALES, INC.	153.26
167669	03/19/2013	SIGN A RAMA	1,054.08
167670	03/19/2013	SIGNATURE CELEBRATIONS	167.40

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Check Number	Check Date	Pay to the Order of	Check Amount
167671	03/19/2013	SIMS TREE HEALTH SPEC., INC.	945.00
167672	03/19/2013	SMART & FINAL IRIS CO.	141.26
167673	03/19/2013	SMASHING SPORTS	1,324.92
167674	03/19/2013	DANIEL SMITH, INC.	181.47
		Unpaid Sales Tax	14.51
		Expensed Amount	195.98
167675	03/19/2013	SNAP-ON INDUSTRIAL A Division of IDSC Holdings	129.48
167676	03/19/2013	SOCCCD DISTRICT DEPOSITORY	3,864.00
167677	03/19/2013	SOURCE GRAPHICS	73.70
167678	03/19/2013	SPORTS ATTACK	4,808.84
167679	03/19/2013	STATE OF CALIFORNIA BOARD OF EQUALIZATION	30,060.00
167680	03/19/2013	SURVIVAL SOLUTIONS, INC.	944.64
		Unpaid Sales Tax	69.31
		Expensed Amount	1,013.95
167681	03/19/2013	TOMARK SPORTS, INC.	542.50
167682	03/19/2013	ULINE ATTN: ACCOUNTS RECEIVABLE	736.81
167683	03/19/2013	POSTMASTER	10.00
167684	03/19/2013	USA SCIENTIFIC ACCOUNTS RECEIVABLES	1,546.84
167685	03/19/2013	VENTEK INTERNATIONAL	315.00
167686	03/19/2013	VSA, Inc.	2,970.00
167687	03/19/2013	VISTA PAINT CORPORATE OFFICE	103.32
167688	03/19/2013	ROBERT WADDINGTON	300.00
167689	03/19/2013	JODY WALLACE	85.00
167690	03/19/2013	J. WINK, INC. WEISS HEADWEAR	1,024.40
167691	03/19/2013	YALE CHASE MATERIALS HANDLING	622.40
167692	03/19/2013	SMART & FINAL IRIS CO.	469.47
167693	03/19/2013	HOAG MEMORIAL HOSPITAL	426.70
167694	03/19/2013	CITY OF SAN CLEMENTE FIRE DEPARTMENT	1,134.42
167695	03/19/2013	MOBILE MODULAR MGMT. CORP.	12,936.00
167696	03/19/2013	AARDVARK CLAY AND SUPPLIES	16.10
167697	03/19/2013	ABC ICE HOUSE	5.83
167698	03/19/2013	ADCLUB ADVERTISING SERVICE	5,022.00
167699	03/19/2013	ALLIED REFRIGERATION INC	31.23
167700	03/19/2013	CHRISTIAN ALVARADO	44.07
167701	03/19/2013	APPLE COMPUTER INC.	3,245.66
167702	03/19/2013	AQUARIUM OF THE PACIFIC % CONSIGNMENT	270.00
167703	03/19/2013	AIRPORT VAN RENTAL SOLUTIONS	1,054.72
167704	03/19/2013	BECKMAN COULTER INC	270.17
167705	03/19/2013	MICHAEL BENNETT	269.37
167706	03/19/2013	BLICK ART MATERIALS	440.30
167707	03/19/2013	THE BLIND FACTORY	1,220.00
167708	03/19/2013	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	25,877.12
167709	03/19/2013	CA HAZARDOUS SERVICE	1,533.20
167710	03/19/2013	CCPRO C/O CRAIG PETINAK, TREASURER	175.00
167711	03/19/2013	CINTAS CORPORATION	80.00
167712	03/19/2013	CINTAS DOCUMENT MANAGEMENT	120.00
167713	03/19/2013	CINTAS DOCUMENT MANAGEMENT	120.00
167714	03/19/2013	CCN FINANCIAL SERVICES	1,653.75

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Check Number	Check Date	Pay to the Order of	Check Amount
167715	03/19/2013	COMPUTERLAND	359.00
167716	03/19/2013	CONSOLIDATED ELECTRICAL DIST.	501.10
167717	03/19/2013	CROWN FENCE	840.00
167718	03/19/2013	RICHARD DAHLIN	76.00
167719	03/19/2013	DE NAULT'S TRUE VALUE HARDWARE	338.46
167720	03/19/2013	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	222.00
167721	03/19/2013	DHARMA TRADING CO.	298.45
167722	03/19/2013	DISCOUNT DANCE SUPPLY CO.	73.26
167723	03/19/2013	MICHAEL K. DOMINIC	360.00
167724	03/19/2013	DUNN-EDWARDS CORPORATION	172.63
167725	03/19/2013	EAGLE COMMUNICATIONS	288.52
167726	03/19/2013	EDUCATIONAL INNOVATIONS INC.	2,207.82
		Unpaid Sales Tax	14.12
		Expensed Amount	2,221.94
167727	03/19/2013	EDMONDS COMMUNITY COLLEGE	5,314.40
167728	03/19/2013	EDWARDS, ARNETTE	360.00
167729	03/19/2013	FISHER SCIENTIFIC	108.94
167730	03/19/2013	FREEWAY AUTO SUPPLY	7.49
167731	03/19/2013	DEBORAH FRICKE	180.00
167732	03/19/2013	ALBERTSONS PURCHASE ADVANTAGE CARD	110.22
167733	03/19/2013	DAIRY DEPOT	50.63
167734	03/19/2013	DISCOUNT SCHOOL SUPPLY	3,967.35
167735	03/19/2013	PACIFIC COACHWAYS	1,647.38
167736	03/19/2013	PARKWAY LAWNMOWER SHOP	164.01
167737	03/19/2013	BOB PARRETT CONSTRUCTION	3,780.00
167738	03/19/2013	THE PATON GROUP	13,032.00
167739	03/19/2013	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
167740	03/19/2013	PITNEY BOWES PRE-SORT SRVCS	201.35
167741	03/19/2013	POWER FORD TUSTIN	270.91
167742	03/19/2013	PRO GROUP CO.	1,002.30
167743	03/19/2013	PROGRESSIVE MEDICAL INT.	784.86
167744	03/19/2013	PYRO-COMM SYSTEMS	240.00
167745	03/19/2013	QUEZADA PRO LANDSCAPE, INC.	5,630.00
167746	03/20/2013	GOLF CARS OF RIVERSIDE, INC	868.20
167747	03/20/2013	KNORR SYSTEMS, INC.	8,340.29
167748	03/20/2013	MF ATHLETIC COMPANY	6,390.96
167749	03/20/2013	RIDDELL ALL AMERICAN	78.85
167750	03/20/2013	RIO GRANDE ALBUQUERQUE THE BELL GROUP	19.75
		Unpaid Sales Tax	1.58
		Expensed Amount	21.33
167751	03/20/2013	ROTH CARNEY APC	3,622.00
167752	03/20/2013	ROYAL PLYWOOD CO., LLC	1,295.58
167753	03/20/2013	ACADEMIC SENATE	355.00
167754	03/20/2013	JANET BAGWELL	963.70
167755	03/20/2013	CCLC CLASSIFIED LEADERSHIP INSTITUTE	640.00
167756	03/20/2013	COMMUNITY COLLEGE LEAGUE OF CA	665.00
167757	03/20/2013	CCUPCA	450.00
167758	03/20/2013	EMBASSY SUITES ANAHEIM-SOUTH	325.46

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167759	03/20/2013	KORI LEE GARNER	34.75
167760	03/20/2013	REBECCA MORGAN	306.80
167761	03/20/2013	ORLANATHA NIN	70.82
167762	03/20/2013	DIANE PESTOLESI	516.80
167763	03/20/2013	IRENE RENAULT	934.70
167764	03/20/2013	BASIL SMITH	310.00
167765	03/20/2013	AT&T DATACOM, INC.	4,000.00
167766	03/20/2013	B & P SERVICES, INC.	1,045.00
167767	03/20/2013	DATA CLEAN CORPORATION	880.00
167768	03/20/2013	DVV ASSOCIATES, INC.	1,125.00
167769	03/20/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	32,927.20
167770	03/20/2013	JOYCE INSPECTION & TESTING	6,720.00
167771	03/20/2013	NEUDESIC, LLC	71,496.00
167772	03/20/2013	NIMBLE CONSULTING	10,375.00
167773	03/20/2013	ORANGE COUNTY REGISTER	950.00
167774	03/20/2013	STRATA INFORMATION GROUP	4,960.00
167775	03/20/2013	SYNERGY SOFTWARE SOLUTIONS	7,221.00
167776	03/21/2013	AT & T	63.29
167777	03/21/2013	DISH NETWORK	76.84
167778	03/21/2013	OFFICEMAX CONTRACT INC.	9,299.61
167779	03/21/2013	SAN DIEGO GAS & ELECTRIC	55,608.38
167780	03/21/2013	SAN DIEGO GAS & ELECTRIC	56,222.85
167781	03/21/2013	SOUTHERN CALIFORNIA EDISON CO.	94.20
167782	03/21/2013	XEROX CORPORATION	638.00
167783	03/21/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	7,846.89
167784	03/21/2013	JAY AMOS	130.00
167785	03/21/2013	KATE FUENTES	100.00
167786	03/21/2013	STEPHEN HENKLE	580.00
167787	03/21/2013	KELVIN MOTA	150.00
167788	03/21/2013	TREVOR WHYTE	125.00
167789	03/21/2013	SAFEWAY, INC.	66.97
167790	03/21/2013	SEHI PROCOMP COMPUTER PRODUCTS	2,048.14
167791	03/21/2013	SHRED-IT USA-SAN DIEGO	40.00
167792	03/21/2013	SIGMA ALDRICH CHEMICAL CO.	245.85
167793	03/21/2013	SIMS-ORANGE WELDING SUPPLY	222.95
167794	03/21/2013	RAJBIR SINGH	138.00
167795	03/21/2013	SIXTEN, INC. dba SIXTEN & ASSOC.	847.00
167796	03/21/2013	SMART & FINAL IRIS CO.	307.03
167797	03/21/2013	THOMAS L. SMITH	89.85
167798	03/21/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,386.96
167799	03/21/2013	SO. ORANGE CO. COMM. COL.DIST	5,282.00
167800	03/21/2013	SPORTS RESOURCE GROUP, INC.	316.00
			Unpaid Sales Tax 24.00
			Expensed Amount 340.00
167801	03/21/2013	THEATRE HOUSE, INC.	376.71
			Unpaid Sales Tax 30.13
			Expensed Amount 406.84
167802	03/21/2013	TUTTLE-CLICK FORD	402.35
167803	03/21/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	285.56

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Check Number	Check Date	Pay to the Order of	Check Amount
167804	03/21/2013	UNIVERSAL SPECIALTIES, INC.	160.64
167805	03/21/2013	VISTA PAINT CORPORATE OFFICE	42.80
167806	03/21/2013	ROBERT WADDINGTON	180.00
167807	03/21/2013	WHITAKER BROS. BUSINESS MACH.	6,041.52
167808	03/21/2013	SINGLISH ENTERPRISES, INC.	471.76
167809	03/21/2013	KATE ALDER	75.00
167810	03/21/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
167811	03/21/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
167812	03/21/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
167813	03/21/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
167814	03/21/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
167815	03/21/2013	CACCRAO REGISTRATION c/o SBCC	200.00
167816	03/21/2013	CACCRAO REGISTRATION c/o SBCC	200.00
167817	03/21/2013	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	1,050.00
167818	03/21/2013	HYATT REGENCY ST. LOUIS AT THE ARCH	626.90
167819	03/21/2013	BRAD MCREYNOLDS	750.00
167820	03/21/2013	MORONGO CASINO, RESORT & SPA	376.05
167821	03/21/2013	MORONGO CASINO, RESORT & SPA	376.05
167822	03/21/2013	NAFSA 2013	529.00
167823	03/25/2013	CITY OF MISSION VIEJO	280.00
167824	03/25/2013	ANDREW CRAVEN	30.39
167825	03/25/2013	LOIS DI ALTO	15.26
167826	03/25/2013	CHERYL DOBBIE	15.26
167827	03/25/2013	TERESA FLUEGEMAN	176.59
167828	03/25/2013	DENNIS GORDON	30.51
167829	03/25/2013	AMY V. GRIMM	142.75
167830	03/25/2013	GEORGINA GUY	24.08
167831	03/25/2013	BRUCE HAGAN	45.77
167832	03/25/2013	PATTY HELTON	45.77
167833	03/25/2013	MELANIE HOSHALL	73.68
167834	03/25/2013	IRVINE PIPE & SUPPLY	329.27
167835	03/25/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	579.93
167836	03/25/2013	BICHTUYEN JENSEN	30.51
167837	03/25/2013	KELLY-WRIGHT HARDWOODS	2,528.36
167838	03/25/2013	SHARON LANDIS	480.00
167839	03/25/2013	DIANE LEWIS	1,521.34
167840	03/25/2013	LIEBERT CASSIDY WHITMORE	9,651.15 *
Cancelled on 04/02/2013, Cancel Register # AP04022013C			
167841	03/25/2013	EDITH LOZANO	120.00
167842	03/25/2013	LYNX SYSTEM DEVELOPERS, INC.	2,017.00
Unpaid Sales Tax			159.60
Expensed Amount			2,176.60
167843	03/25/2013	LORI MANGELS	137.30
167844	03/25/2013	ANITA MC DONALD	15.26

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Check Number	Check Date	Pay to the Order of	Check Amount
167845	03/25/2013	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	56.81
167846	03/25/2013	MC KESSON MEDICAL SURGICAL	836.10
167847	03/25/2013	MARGIE MCNELLY LICENSED MARRIAGE & FAMILY THERAPIST	480.00
167848	03/25/2013	METALLIFEROUS	144.95
		Unpaid Sales Tax	10.56
		Expensed Amount	155.51
167849	03/25/2013	MICRO CENTER A/R	344.47
167850	03/25/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	384.48
167851	03/25/2013	SALLIE MILLER	295.00
167852	03/25/2013	MITY-LITE, INC.	706.62
167853	03/25/2013	MKH ELECTRONICS	155.00
167854	03/25/2013	MOORE MEDICAL, LLC	56.59
167855	03/25/2013	MULTI-LITE USA, INC.	92.54
167856	03/25/2013	MYERS, W. CO.	99.95
167857	03/25/2013	SUSAN NARUCKI	100.00
167858	03/25/2013	NATIONAL COLLEGIATE HONORS COUNCIL (NCHC)	600.00
167859	03/25/2013	OC Treasurer-Tax Collector	354,083.20
167860	03/25/2013	ORANGE COUNTY ELECTRIC, INC	5,490.00
167861	03/25/2013	OTHER WORLD COMPUTING ATTN: EDUCATIONAL ACCOUNTS	536.82
		Unpaid Sales Tax	43.20
		Expensed Amount	580.02
167862	03/25/2013	EFREN RANGEL	24.08
167863	03/25/2013	SOKHA SONG	61.02
167864	03/25/2013	FELICIA STINSON	128.31
167865	03/25/2013	ACCUITY, INC.	384.00
167866	03/25/2013	APPLE COMPUTER INC.	1,922.76
167867	03/25/2013	AUCA LOS ANGELES	184.14
167868	03/25/2013	ART SUPPLY WAREHOUSE	518.92
167869	03/25/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	1,326.17
		Unpaid Sales Tax	90.81
		Expensed Amount	1,416.98
167870	03/25/2013	BACKDROP OUTLET	3,273.32
167871	03/25/2013	MORGAN BARROWS	31.89
167872	03/25/2013	COMMUNITY PLAYTHINGS	123.12
167873	03/25/2013	CONTRACT PAPER GROUP, INC.	625.32
167874	03/25/2013	DHARMA TRADING CO.	258.18
167875	03/25/2013	DISCOUNT SCHOOL SUPPLY	230.53
167876	03/25/2013	EASTBAY TEAM SPORTS DEPT #5374	3,398.41
167877	03/25/2013	EDUCATIONAL MAPS AND GLOBES	646.00
		Unpaid Sales Tax	47.76
		Expensed Amount	693.76
167878	03/25/2013	ELITE SPORTS	2,273.40
167879	03/25/2013	FOSTER CARE AUXILIARY OF OC	120.00
167880	03/25/2013	FREEWAY AUTO SUPPLY	11.18
167881	03/25/2013	AT & T	48.99
167882	03/25/2013	AT&T	47.29
167883	03/25/2013	AT&T	550.70

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Check Number	Check Date	Pay to the Order of	Check Amount
167884	03/25/2013	AT&T	367.12
167885	03/25/2013	COX COMMUNICATIONS	1,122.46
167886	03/25/2013	COX COMMUNICATIONS	1,802.37
167887	03/25/2013	FEDERAL EXPRESS	32.67
167888	03/25/2013	OFFICEMAX CONTRACT INC.	2,685.04
167889	03/25/2013	SOUTHERN CALIFORNIA EDISON CO.	1,879.52
167890	03/25/2013	SOUTHERN CALIFORNIA EDISON CO.	7,924.59
167891	03/25/2013	SOUTHERN CALIFORNIA EDISON CO.	15,227.95
167892	03/25/2013	OFFICEMAX CONTRACT INC.	161.80
167893	03/26/2013	G & K SERVICES	272.68
167894	03/26/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	69.64
167895	03/26/2013	TIM GILL MUSIC	200.00
167896	03/26/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	6,200.00
167897	03/26/2013	W. W. GRAINGER	917.95
167898	03/26/2013	GREEN THUMB INTERNATIONAL	61.82
167899	03/26/2013	LAWRENCE GRIHALVA	172.79
167900	03/26/2013	HAIR CALIFORNIA BEAUTY ACADEMY	24,236.50
167901	03/26/2013	HANAH SILK, INC.	219.14
167902	03/26/2013	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	36.74
167903	03/26/2013	HIGHER ONE INC.	969.60
167904	03/26/2013	HITT MARKING DEVICES, INC.	17.94
167905	03/26/2013	CHRIS HOGSTEDT	110.89
167906	03/26/2013	HORIZON	4,357.12
167907	03/26/2013	INGARDIA BROTHERS PRODUCE, INC.	1,983.01
167908	03/26/2013	INTENT DIGITAL LLC	3,500.00
167909	03/26/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	2,488.50
167910	03/26/2013	JAMECO ELECTRONICS	64.38
167911	03/26/2013	K-LOG COMPANY	301.83
		Unpaid Sales Tax	15.84
		Expensed Amount	317.67
167912	03/26/2013	KIEFER	267.85
		Unpaid Sales Tax	91.80
		Expensed Amount	359.65
167913	03/26/2013	ERIN KIM	50.00
167914	03/26/2013	KNORR SYSTEMS, INC.	16,433.40
167915	03/26/2013	KRATOS HBE	620.15
167916	03/26/2013	LAGUNA GRAPHIC ARTS, INC.	270.00
167917	03/26/2013	LAWNMOWERS ETC., LLC	186.33
167918	03/26/2013	LINCOLN EQUIPMENT, INC.	2,552.07
167919	03/26/2013	LIVESCRIBE, INC.	281.94
167920	03/26/2013	LOOMIS, FARGO & COMPANY	682.45
167921	03/26/2013	MACIAS, GINI & O'CONNELL, LLP	434.07
167922	03/26/2013	MARCIVE, INC.	1,350.00
167923	03/26/2013	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	731.78
167924	03/26/2013	MATS, MATS, MATS TINYINKLING.COM, LLC	304.40
167925	03/26/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	496.00
167926	03/26/2013	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	446.88
167927	03/26/2013	CALIFORNIA STATE UNIVERSITY LOS ANGELES	600.00

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Check Number	Check Date	Pay to the Order of	Check Amount
167928	03/26/2013	MT. SAC RELAYS	345.00
167929	03/26/2013	MICHAEL RAE	200.00
167930	03/26/2013	DEREK CARROLL	450.00
167931	03/28/2013	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	21,998.48
167932	03/28/2013	ENAMIX, INC.	5,548.00
167933	03/28/2013	GKKWORKS	372.84
167934	03/28/2013	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
167935	03/28/2013	PERCEPTIVE SOFTWARE	1,575.00
167936	03/28/2013	RGP PLANNING & DEVELOPMENT SERVICES	17,707.70
167937	03/29/2013	ACADEMIC SENATE	355.00
167938	03/29/2013	SHOLEH ALIZADEH	100.00
167939	03/29/2013	JUAN AVALOS	57.00
167940	03/29/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
167941	03/29/2013	CALWORKS LOS ANGELES MISSION COLLEGE	185.00
167942	03/29/2013	CCUPCA	125.00
167943	03/29/2013	ROCKY CIFONE	43.19
167944	03/29/2013	KERRY CRABB	530.64
167945	03/29/2013	STEVE CRAPO	260.00
167946	03/29/2013	DR. LINDA FONTANILLA	287.78
167947	03/29/2013	JENNIFER FOROUZESH	751.70
167948	03/29/2013	FARIDA GABDRAKHMANOVA	1,704.07
167949	03/29/2013	LISA MONTAGNE GALLOWAY	500.00
167950	03/29/2013	YOLANDA GOULDSMITH	155.00
167951	03/29/2013	GEORGINA GUY	470.76
167952	03/29/2013	LANIA HAMAD	100.00
167953	03/29/2013	ROBIN MELISSA KLIMOWICZ SADDLEBACK COLLEGE	425.00
167954	03/29/2013	TONY LIPOLD	599.52
167955	03/29/2013	MARRIOTT VENTURA BEACH	111.13
167956	03/29/2013	MARK MC ELROY	696.60
167957	03/29/2013	MICHAEL J. MERRIFIELD	629.23
167958	03/29/2013	ORLANATHA NIN	100.00
167959	03/29/2013	KEVIN O'CONNOR	374.82
167960	03/29/2013	DIANE OAKS	16.00
167961	03/29/2013	KEN PATTON	548.80
167962	03/29/2013	PARISA SOLTANI	483.44
167963	03/29/2013	EDWIN TIONGSON	5,973.20
167964	03/29/2013	ALLIEDBARTON SECURITY SERVICES	19,697.76
167965	04/01/2013	PETCO ANIMAL SUPPLIES, INC.	50.17
167966	04/01/2013	MARK PETERSEN	54.49
167967	04/01/2013	PHOENIX GROUP	1,968.74
167968	04/01/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
167969	04/01/2013	PROCESS SOFTWARE CORPORATION	440.00
167970	04/01/2013	QUEST DIAGNOSTICS INC.	1,459.69
167971	04/01/2013	REFRIGERATION SUPPLIES DIST.	276.75
167972	04/01/2013	RENTERIA, YADIRA	360.00
167973	04/01/2013	RICOH AMERICAS CORP	72.96

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Check Number	Check Date	Pay to the Order of	Check Amount
167974	04/01/2013	SEHI PROCOMP COMPUTER PRODUCTS	171.18
167975	04/01/2013	MAUREEN SMITH	377.97
167976	04/01/2013	TECHNIC BUSINESS SOLUTIONS	1,101.76
167977	04/01/2013	UNISOURCE WORLDWIDE INC.	2,170.80
167978	04/01/2013	UNITED INTERIORS	4,668.14
167979	04/01/2013	LUIS MAURICIO VASQUEZ	875.00
167980	04/01/2013	VISTA PAINT CORPORATE OFFICE	148.48
167981	04/01/2013	WARD'S NATURAL SCIENCE	262.14
167982	04/01/2013	WEST-LITE SUPPLY CO.	1,095.02
167983	04/01/2013	WOODCRAFTERS, INC.	4,000.00
167984	04/01/2013	XEROX CORPORATION	587.52
167985	04/01/2013	YALE/CHASE EQUIPMENT AND SERVICES, INC.	254.28
167986	04/01/2013	SMART & FINAL IRIS CO.	358.01
167987	04/02/2013	JACK APPLEMAN	265.43
167988	04/02/2013	DR. ROBERT BRAMUCCI	38.00
167989	04/02/2013	TERRY CHATKUPT	150.00
167990	04/02/2013	FARIMAH FAZELI	123.90
167991	04/02/2013	REBECCA GROFF	105.00
167992	04/02/2013	RANDY HARDICK	1,230.26
167993	04/02/2013	CHRIS HOGSTEDT	645.30
167994	04/02/2013	THOMAS O'LEARY	760.98
167995	04/02/2013	GLENN ROQUEMORE	10.00
167996	04/02/2013	WELLS FARGO #1606	1,451.63
167997	04/02/2013	WELLS FARGO #4198	3,396.57
Unpaid Sales Tax			105.84
Expensed Amount			3,502.41
167998	04/02/2013	CHANG, DAVID H.	7.01
167999	04/02/2013	RAUL B. GUTIERREZ	20.45
168000	04/02/2013	AMY HASSET	15.26
168001	04/02/2013	HOME DEPOT CREDIT SERVICES	7,905.83
168002	04/02/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	23,451.65
168003	04/02/2013	DONALD T. LINDBOE	74.15
168004	04/02/2013	JOE LIU	10.96
168005	04/02/2013	NICOLE LOFTUS	143.84
168006	04/02/2013	O'MEARA, MICHAEL	13.87
168007	04/02/2013	SANDRA POPE	45.77
168008	04/02/2013	TIFFANY TRAN	78.08
168009	04/02/2013	VERIZON	129.02
168010	04/02/2013	VERIZON	409.41
168011	04/02/2013	PACIFIC COACHWAYS	2,719.51
168012	04/02/2013	LILIANN PEREZ-STROUD	240.00
168013	04/02/2013	JIM PHANEUF	163.97
168014	04/02/2013	POCKET NURSE ENTERPRISES, INC.	1,810.00
Unpaid Sales Tax			131.64
Expensed Amount			1,941.64
168015	04/02/2013	PRAXAIR DISTRIBUTION	58.34
168016	04/02/2013	ROYAL PLYWOOD CO., LLC	865.80
168017	04/02/2013	S & B FOODS CATERING DIVISION	2,503.49
168018	04/02/2013	SCANTRON CORPORATION	75.97

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Check Number	Check Date	Pay to the Order of	Check Amount
168019	04/02/2013	SEHI PROCOMP COMPUTER PRODUCTS	989.79
168020	04/02/2013	SIRCHIE FINGER PRINT LABS	55.38
168021	04/02/2013	SMART & FINAL IRIS CO.	93.19
168022	04/02/2013	SO. ORANGE CO. COMM. COL.DIST	1,989.00
168023	04/02/2013	SYSCO LOS ANGELES, INC.	343.97
168024	04/02/2013	PATRIC TAYLOR	101.98
168025	04/02/2013	TECHSMITH CORP SOFTWARE ORDER	185.95
		Unpaid Sales Tax	14.32
		Expensed Amount	200.27
168026	04/02/2013	ANTHONY TENG	441.59
168027	04/02/2013	TEST EQUIPMENT CONNECTION CORP	2,517.00
		Unpaid Sales Tax	188.00
		Expensed Amount	2,705.00
168028	04/02/2013	TRUSTWAVE HOLDINGS, INC.	1,650.00
168029	04/02/2013	U.S. EQUIPMENT CO., INC.	570.00
168030	04/02/2013	WEST COAST LIGHTS & SIRENS, INC.	195.00
168031	04/02/2013	WARD'S NATURAL SCIENCE	498.45
168032	04/02/2013	LARRY WARD	26.84
168033	04/02/2013	WATER TECH AG SUPPLY	1,883.47
168034	04/02/2013	WEST PAYMENT CENTER	436.34
168035	04/02/2013	JIM WRIGHT	55.99
168036	04/02/2013	XELLERATION	290.00
168037	04/02/2013	LIANNA ZHAO	11.70
168038	04/02/2013	ARROWHEAD DRINKING WATER	43.19
168039	04/02/2013	AT & T MOBILITY	12.91
168040	04/02/2013	AT & T	65.97
168041	04/02/2013	AT & T	398.09
168042	04/02/2013	AT & T	68.44
168043	04/02/2013	AT & T	68.44
168044	04/02/2013	AT & T	68.44
168045	04/02/2013	AT&T	1,662.50
168046	04/02/2013	CHEVRON AND TEXACO BUSINESS CARD SERVICES	1,098.99
168047	04/02/2013	CULLIGAN	109.35
168048	04/02/2013	DirecTV	109.99
168049	04/02/2013	OFFICEMAX CONTRACT INC.	11,587.07
168050	04/02/2013	OFFICEMAX CONTRACT INC.	397.58
168051	04/03/2013	EARLEY L. BASKIN	75.00
168052	04/03/2013	KIRK MICHAEL BENTZ	75.00
168053	04/03/2013	STEVEN R. CORTEZ	75.00
168054	04/03/2013	EDWIN DAVIS	450.00
168055	04/03/2013	RODGER DUBBS	75.00
168056	04/03/2013	PETER ENZ	75.00
168057	04/03/2013	CHRYSTAL A. FARRELL	75.00
168058	04/03/2013	GARY D. FARRELL	75.00
168059	04/03/2013	DUKE FULLER	175.00
168060	04/03/2013	FULLERTON COLLEGE TENNIS C/O ROGER SEE, MEN'S COACH	150.00
168061	04/03/2013	SUSAN MARIE HARRIS	75.00
168062	04/03/2013	HOLIDAY INN EXPRESS PORT HUENEME	1,633.51

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Check Number	Check Date	Pay to the Order of	Check Amount
168063	04/03/2013	PAUL MAHONEY	150.00
168064	04/03/2013	PAUL MAHONEY	90.00
168065	04/03/2013	SAUL PACHECO	75.00
168066	04/03/2013	DARREN PETERS	75.00
168067	04/03/2013	VINCENT POLITO	75.00
168068	04/03/2013	JERRY SKINNER	75.00
168069	04/03/2013	DAVID E. SNYDER	75.00
168070	04/03/2013	SOFITEL SAN FRANCISCO BAY	2,965.92
168071	04/03/2013	EUGENE M. STEMM	75.00
168072	04/03/2013	TED WALDO	75.00
168073	04/03/2013	CHARLES M. WHEATLEY	75.00
168074	04/03/2013	HARRIS/RAGAN MANAGEMENT GROUP	100.00
168075	04/03/2013	JSERRA CATHOLIC HIGH SCHOOL	3,250.00
168076	04/03/2013	LIEBERT CASSIDY WHITMORE	9,651.15
168077	04/03/2013	SHARON LOUIE	52.43
168078	04/03/2013	MICHAEL LOWELL MC CORMICK	58.43
168079	04/03/2013	McMASTER CARR SUPPLY CO.	82.70
168080	04/03/2013	MEDIA EDUCATION FOUNDATION	333.65
Unpaid Sales Tax			26.00
Expensed Amount			359.65
168081	04/03/2013	MELODY CHILD CARE	525.00
168082	04/03/2013	MARIA ISABEL MENDOZA	120.00
168083	04/03/2013	MARCIA MILCHIKER	39.99
168084	04/03/2013	MK DIAMOND DIRECT	96.04
168085	04/03/2013	MOULTON-NIGUEL WATER DIST.	11,417.67
168086	04/03/2013	ORLANTHA NIN	147.65
168087	04/03/2013	OC Treasurer-Tax Collector	373.23
168088	04/03/2013	ORANGE COUNTY MONSTER CARTS	8,478.00
168089	04/03/2013	ORANGE COUNTY REGISTER	565.29
168090	04/03/2013	CANON SOLUTIONS AMERICA	60.00
168091	04/03/2013	ORCHARD SUPPLY HARDWARE	276.24
168092	04/03/2013	ORIENTAL TRADING COMPANY, INC.	50.72
Unpaid Sales Tax			3.26
Expensed Amount			53.98
168093	04/03/2013	ORKIN PEST CONTROL 711	300.00
168094	04/03/2013	VICTORIA ORLICH	19.42
168095	04/03/2013	WENDY RAYBURN	23.93
168096	04/03/2013	GELENCHI, FANTAHUN	285.18
168097	04/03/2013	ACADEMIC LEADER	199.00
168098	04/03/2013	ARTstor	1,700.00
168099	04/03/2013	ADVANCE BEAUTY COLLEGE, INC.	51,676.50
168100	04/03/2013	AZUSA PACIFIC UNIVERSITY	3,500.00
168101	04/03/2013	BOUNDLESS NETWORK	5,878.48
168102	04/03/2013	TOM CHIAROMONTE	500.00
168103	04/03/2013	CORNER BAKERY CAFE	712.17
168104	04/03/2013	CSU FULLERTON	3,000.00
168105	04/03/2013	DEPARTMENT OF JUSTICE	1,606.00
168106	04/03/2013	EASTBAY TEAM SPORTS	1,056.65

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Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168107	04/03/2013	ENTERPRISE RENT-A-CAR	115.26
168108	04/03/2013	ENVIRONMENTAL SYSTEM PRODUCTS	32.40
168109	04/03/2013	EUROPEAN AMERICAN MUSIC DIST	837.80
168110	04/03/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	381.00
168111	04/03/2013	THOMAS JOHN PRENDERGAST	58.32
168112	04/03/2013	DENISE SONNENBERG	2,681.25
168113	04/03/2013	KARL ABRAMS	738.90
168114	04/03/2013	SO. COAST FIRE PROTECTION	1,750.00
168115	04/03/2013	MARK BLETHEN	1,026.00
168116	04/03/2013	MARK BLETHEN	1,026.00
168117	04/03/2013	MARK BLETHEN	1,026.00
168118	04/03/2013	MARK BLETHEN	1,026.00
168119	04/03/2013	HAMPTON INN & SUITES	1,419.90
168120	04/03/2013	HAMPTON INN & SUITES	1,178.82
168121	04/03/2013	MICHAEL RAE	162.00
168122	04/03/2013	SC ASSOCIATED STUDENT BODY	3,299.00
168123	04/03/2013	SOUTHERN CALIFORNIA EDISON CO.	36,785.19
168124	04/03/2013	POSTMASTER	495.43
168125	04/04/2013	FERNANDO VASQUEZ	1,500.00
168126	04/04/2013	ALPHA FACILITIES SOLUTIONS	11,700.00
168127	04/04/2013	ALTERNATIVE DELIVERY SOLUTIONS	9,790.00
168128	04/04/2013	BFK ENGINEERS	1,330.00
168129	04/04/2013	CATALYST CONSULTING	2,500.00
168130	04/04/2013	FACILITIES PLANNING & PROGRAM SERVICES, INC	8,170.00
168131	04/04/2013	HAITBRINK ASPHALT PAVING, INC.	56,820.00
168132	04/04/2013	JOYCE INSPECTION & TESTING	6,720.00
168133	04/04/2013	LIONAKIS	5,733.76
168134	04/04/2013	MC CARTHY BUILDING COMPANIES	61,140.00
168135	04/04/2013	NIMBLE CONSULTING	10,750.00
168136	04/04/2013	PARSONS BRINCKERHOFF, INC.	2,088.00
168137	04/04/2013	S & B FOODS CATERING DIVISION	556.30
168138	04/04/2013	SYNERGY SOFTWARE SOLUTIONS	6,972.00
168139	04/04/2013	TRACE3, INC.	42,371.38
168140	04/04/2013	WELLS FARGO #1598	1,798.51
168141	04/04/2013	WELLS FARGO #2078	5,199.80
168142	04/04/2013	WELLS FARGO #3317	2,843.55
Unpaid Sales Tax			72.02
Expensed Amount			2,915.57
168143	04/04/2013	WELLS FARGO #3317	744.79
168144	04/05/2013	A & J WHOLESALE INC dba GIGANTICMIRRORS.COM	1,396.00
168145	04/05/2013	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	2,828.47
168146	04/05/2013	JOYCE BARTLOMAIN	15.26
168147	04/05/2013	G & K SERVICES	64.88
168148	04/05/2013	WILL GLEN	13.49
168149	04/05/2013	GLOW ZONE, INC.	642.64
168150	04/05/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,680.00

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Check Number	Check Date	Pay to the Order of	Check Amount
168151	04/05/2013	DENNIS GORDON	45.77
168152	04/05/2013	AMY V. GRIMM	36.59
168153	04/05/2013	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	725.00
168154	04/05/2013	HIGHER ONE INC.	1,270.02
168155	04/05/2013	HIRSCH PIPE & SUPPLY	437.42
168156	04/05/2013	HOLLANDER GLASS, INC.	166.26
168157	04/05/2013	MICHAEL JAMES	139.67
168158	04/05/2013	DAVIT S. KHACHATRYAN,	76.28
168159	04/05/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	124.00
168160	04/05/2013	JOHN OZUROVICH	57.29
168161	04/05/2013	SANDRA POPE	15.26
168162	04/05/2013	JAMES ROGERS	114.85
168163	04/05/2013	KATE ALDER	298.80
168164	04/05/2013	ARTHUR AMBROSE	508.68
168165	04/05/2013	COMMUNITY COLLEGE LEAGUE OF CA	225.00
168166	04/05/2013	COMMUNITY COLLEGE LEAGUE OF CA	500.00
168167	04/05/2013	CCUPCA	125.00
168168	04/05/2013	CRAIG CONNOR	888.25
168169	04/05/2013	FARIBA DAI	27.80
168170	04/05/2013	KARIMA FELDTHUS	132.68
168171	04/05/2013	DAVID D. GATEWOOD	776.66
168172	04/05/2013	JOSEPH GERGES	1,232.02
168173	04/05/2013	REBECCA GROFF	95.00
168174	04/05/2013	SYLVIE GROTE	700.00
168175	04/05/2013	CONSTANCE HARRINGTON SADDLEBACK COLLEGE	27.80
168176	04/05/2013	HYATT REGENCY ST. LOUIS AT THE ARCH	626.90
168177	04/05/2013	INNA LINK	632.70
168178	04/05/2013	MARRIOTT	5,493.31
168179	04/05/2013	JULIE MARTINEZ	40.00
168180	04/05/2013	ROY MC CORD	75.00
168181	04/05/2013	NAFSA 2013	529.00
168182	04/05/2013	HEIDI M. OCHOA	2,730.00
168183	04/05/2013	PHI RHO PI NAT'L TOURNAMENT	1,420.00
168184	04/05/2013	GARY POERTNER	657.80
168185	04/05/2013	THE RITZ-CARLTON, LAKE TAHOE	656.70
168186	04/05/2013	KEITH SHACKLEFORD	37.93
168187	04/05/2013	THROCKMORTON, JULIANNA	700.00
168188	04/05/2013	CADENCE A. WYNTER	257.60
168189	04/05/2013	PORTLAND COMMUNITY COLLEGE	2,169.74
168190	04/05/2013	DR. NALINI RAO	100.00
168191	04/05/2013	SAFEWAY, INC.	53.85
168192	04/05/2013	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	224.92
168193	04/05/2013	SIEMENS INDUSTRY INC.	245.00
168194	04/05/2013	SMART & FINAL IRIS CO.	98.48
168195	04/05/2013	SO COAST A.Q.M.D.	438.68
168196	04/05/2013	SOLARWINDS.NET, INC.	395.00
168197	04/05/2013	STEELDECK, INC.	35.97

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Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168198	04/05/2013	SYSCO LOS ANGELES	573.78
168199	04/05/2013	TECHNIC BUSINESS SOLUTIONS	145.00
168200	04/05/2013	UNITED INTERIORS	519.76
168201	04/05/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	377.78
168202	04/05/2013	VANGENT, INC.	34,618.32
168203	04/05/2013	VISTA PAINT	159.15
168204	04/05/2013	WARD'S NATURAL SCIENCE	656.08
168205	04/05/2013	FLORA-LEE WRAY	525.00
168206	04/05/2013	AAA ELECTRIC MOTOR SALES	321.21
168207	04/05/2013	AARDVARK CLAY AND SUPPLIES	118.37
168208	04/05/2013	AGILENT TECHNOLOGIES, INC.	5,064.00
168209	04/05/2013	AIRGAS WEST	165.96
168210	04/05/2013	ROCIO ALTAMIRANO	480.00
168211	04/05/2013	APPLE COMPUTER INC.	1,598.76
168212	04/05/2013	AUCA LOS ANGELES	109.91
168213	04/05/2013	LEE ARMSTRONG CO., INC.	3,765.00
168214	04/05/2013	ASICS	6,350.19
168215	04/05/2013	ASW EXPRESS	333.97
		Unpaid Sales Tax	26.72
		Expensed Amount	360.69
168216	04/05/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	61,521.01
168217	04/05/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	1,399.57
		Unpaid Sales Tax	35.28
		Expensed Amount	1,434.85
168218	04/05/2013	BAKER & TAYLOR	17,848.71
168219	04/05/2013	BESAFE TECHNOLOGIES, INC.	738.15
168220	04/05/2013	BLICK ART MATERIALS	1,063.49
168221	04/05/2013	BRAVO SIGN & DESIGN	2,677.80
168222	04/05/2013	KRISTEN BUSH	1,540.00
168223	04/05/2013	BUTLER CHEMICALS, INC.	851.34
168224	04/05/2013	CDPH/RHB	344.00
168225	04/05/2013	BARBARA CAREY	41.30
168226	04/05/2013	CDW GOVERNMENT, INC.	2,613.39
168227	04/05/2013	CLARK SECURITY PRODUCTS INC.	945.87
168228	04/05/2013	COAST FITNESS REPAIR SHOP	2,329.24
168229	04/05/2013	COMPUTERLAND	18,900.00
168230	04/05/2013	CONSOLIDATED ELECTRICAL DIST.	275.31
168231	04/05/2013	CONTRACT PAPER GROUP, INC.	792.62
168232	04/05/2013	DAART ENGINEERING CO., INC.	624.00
168233	04/05/2013	EAGLE COMMUNICATIONS	185.03
168234	04/05/2013	EASTBAY TEAM SPORTS DEPT #5374	818.93
168235	04/05/2013	EBERHARD EQUIPMENT	242.55
168236	04/05/2013	ECONOMIC ALTERNATIVES, INC.	358.33
168237	04/05/2013	EDWARDS, ARNETTE	180.00
168238	04/05/2013	ELECTRONIX EXPRESS	165.00
		Unpaid Sales Tax	12.00
		Expensed Amount	177.00
168239	04/05/2013	ESSENCE ENTERTAINMENT	2,640.00

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Check Number	Check Date	Pay to the Order of	Check Amount
168240	04/05/2013	EWING IRRIGATION PRODUCTS	209.83
168241	04/05/2013	EXCELSIOR ELEVATOR CORPORATION	1,137.50
168242	04/05/2013	FREEWAY AUTO SUPPLY	30.05
168243	04/05/2013	FROMUTH TENNIS	3,950.00
		Unpaid Sales Tax	316.00
		Expensed Amount	4,266.00
168244	04/05/2013	FRY'S ELECTRONICS	1,006.33
168245	04/05/2013	CDW GOVERNMENT, INC.	203.80
168246	04/05/2013	DAIRY DEPOT	219.26
168247	04/08/2013	SWINDEN, JAMES IRVINE	100.00
168248	04/08/2013	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	8,740.00
168249	04/08/2013	AARDVARK CLAY AND SUPPLIES	5,965.46
168250	04/08/2013	ABC ICE HOUSE	264.16
168251	04/08/2013	ACOUSTICAL MATERIAL SERVICES	411.26
168252	04/08/2013	ALLDATA LLC	975.00
168253	04/08/2013	APPLE COMPUTER INC.	250.56
168254	04/08/2013	ARS ENTERPRISES	630.33
168255	04/08/2013	ADVANCE BEAUTY COLLEGE, INC.	51,834.38
168256	04/08/2013	BULBS.COM	489.81
		Unpaid Sales Tax	39.19
		Expensed Amount	529.00
168257	04/08/2013	CALIFORNIA POWER PARTNERS, INC.	51,582.32
168258	04/08/2013	CALIFORNIA STAGE/LIGHTING, INC	1,716.36
168259	04/08/2013	CENTRAL RESTAURANT PRODUCTS	1,799.00
		Unpaid Sales Tax	143.92
		Expensed Amount	1,942.92
168260	04/08/2013	CHEFS' TOYS	2,562.33
168261	04/08/2013	ELIZABETH CIPRES	26.95
168262	04/08/2013	EDUCATION 4 WORK SUSAN M. COLEMAN	3,750.00
168263	04/08/2013	MIKE COLLINS	522.75
168264	04/08/2013	CONTRACTORS DIRECT	144.75
		Unpaid Sales Tax	10.72
		Expensed Amount	155.47
168265	04/08/2013	DANA POINT YACHT MAINTENANCE	34.40
168266	04/08/2013	DELL MARKETING L.P. C/O DELL USA L.P.	5,948.80
168267	04/08/2013	DHARMA TRADING CO.	293.69
168268	04/08/2013	DISCOUNT DANCE SUPPLY CO.	45.74
168269	04/08/2013	EDUCATION FOR SUCCESSFUL PARENTING	690.00
168270	04/08/2013	EDITS	641.55
168271	04/08/2013	EMCOR/Mesa Energy Systems	550.00
168272	04/08/2013	EVIDENT, INC.	914.00
		Unpaid Sales Tax	66.80
		Expensed Amount	980.80
168273	04/08/2013	EXPERIAN	77.00
168274	04/08/2013	FISHER SCIENTIFIC	1,519.67
168275	04/08/2013	ANNE FITZGERALD	45.75
168276	04/08/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	1,717.20
168277	04/08/2013	FRY'S ELECTRONICS	548.46

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Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168278	04/08/2013	DAIRY DEPOT	52.55
168279	04/09/2013	ACADEMIC SENATE	385.00
168280	04/09/2013	ASSOCIATION FOR INSTITUTIONAL RESEARCH	555.00
168281	04/09/2013	ASSOCIATION FOR INSTITUTIONAL RESEARCH	460.00
168282	04/09/2013	ASSOCIATION FOR INSTITUTIONAL RESEARCH	555.00
168283	04/09/2013	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	2,276.80
168284	04/09/2013	SONYA BANGSTON	110.83
168285	04/09/2013	CRAMMER, CALE	700.00
168286	04/09/2013	AMY V. GRIMM	1,400.00
168287	04/09/2013	WILLIAM HEWITT	700.00
168288	04/09/2013	DENICE INCIONG	205.69
168289	04/09/2013	JOON KIL	704.78
168290	04/09/2013	LE RIVAGE HOTEL	314.14
168291	04/09/2013	LOS RIOS COMM. COLLEGE DIST. VALERIE CARRIGAN	50.00
168292	04/09/2013	JEANETTE MURILLO	175.00
168293	04/09/2013	JAMIE M. POSTER	1,400.00
168294	04/09/2013	PARISA SOLTANI	55.36
168295	04/09/2013	SOKHA SONG	74.24
168296	04/09/2013	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	183.60
168297	04/09/2013	PACIFIC COLLEGE TESTING	1,200.00
168298	04/09/2013	NANCY PADBERG	379.93
168299	04/09/2013	PAYAM-E-ASHENA	250.00
168300	04/09/2013	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
168301	04/09/2013	J.W. PEPPER & SON, INC.	2,763.86
168302	04/09/2013	LILIANN PEREZ-STROUD	360.00
168303	04/09/2013	PORT SUPPLY	525.36
168304	04/09/2013	ROBERT J. POSTMAN	1,100.00
168305	04/09/2013	PROGRESSIVE MEDICAL INT.	583.20
168306	04/09/2013	PURETEC	261.85
168307	04/09/2013	QUEST DIAGNOSTICS	1,730.95
168308	04/09/2013	QUEZADA PRO LANDSCAPE, INC.	2,310.00
168309	04/09/2013	QUICK CAPTION	3,520.00
168310	04/09/2013	QUINN RENTAL SERVICES	936.09
168311	04/09/2013	R2A ARCHITECTURE	1,485.03
168312	04/09/2013	RACO INDUSTRIES	88.80
Unpaid Sales Tax			6.32
Expensed Amount			95.12
168313	04/09/2013	HENRY SAMUELI SCHOOL OF ENG. TEC BUSINESS CTR.	336.55
168314	04/09/2013	REI	1,549.68
168315	04/09/2013	RIDDELL ALL AMERICAN	1,813.04
168316	04/09/2013	ROGERS ATHLETIC CO.	1,125.00
168317	04/09/2013	S & B FOODS CATERING DIVISION	182.14
168318	04/09/2013	SIEMENS INDUSTRY INC.	56.00
168319	04/09/2013	SIGMA ALDRICH CHEMICAL CO.	484.91
168320	04/09/2013	SIMULAIDS, INC.	2,514.64
Unpaid Sales Tax			196.00
Expensed Amount			2,710.64

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Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168321	04/09/2013	SO COAST A.Q.M.D.	213.85
168322	04/09/2013	TONY'S LOCKSMITH & SAFE SERVICE	102.12
168323	04/09/2013	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
168324	04/09/2013	TURF TIRE DISTRIBUTORS	151.85
168325	04/09/2013	UNITED INTERIORS	1,317.81
168326	04/09/2013	VSA, Inc.	1,998.00
168327	04/09/2013	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	7,684.00
168328	04/09/2013	WARD'S NATURAL SCIENCE	52.07
168329	04/09/2013	WHITAKER BROS. BUSINESS MACH.	12,573.36
168330	04/09/2013	KOLIN WILLIAMS	92.00
168331	04/09/2013	SANDI SEMBIAZZA	39.95
168332	04/09/2013	SMART & FINAL IRIS CO.	474.56
168333	04/09/2013	CR&R INC.	963.00
168334	04/09/2013	CR&R	1,214.64
168335	04/09/2013	CR&R	2,461.00
168336	04/09/2013	CR&R	92.00
168337	04/09/2013	SPARKLETTS	74.24
168338	04/09/2013	SPARKLETTS	44.38
168339	04/09/2013	OFFICEMAX CONTRACT INC.	3,650.99
168340	04/09/2013	AT & T MOBILITY	58.04
168341	04/09/2013	AT & T	29.41
168342	04/09/2013	AT & T	35.84
168343	04/09/2013	AT&T	16.22
168344	04/09/2013	SAN DIEGO GAS & ELECTRIC	888.49
168345	04/09/2013	SOUTHERN CALIFORNIA EDISON CO.	1,870.93
168346	04/09/2013	SOUTHERN CALIFORNIA EDISON CO.	190.23
168347	04/10/2013	FRANCHISE TAX BOARD	4,263.00
168348	04/10/2013	BRIAN D. BOYCE	960.00
168349	04/10/2013	HAYAN CHARLSTON	960.00
168350	04/10/2013	HAIR CALIFORNIA BEAUTY ACADEMY	26,295.75
168351	04/10/2013	HOME DEPOT CREDIT SERVICES	616.52
168352	04/10/2013	IRVINE RANCH WATER DIST.	315.73
168353	04/10/2013	PIPS C/O KEENAN & ASSOCIATES	154,247.83
168354	04/10/2013	ALEXANDER LEIGH	4,460.00
168355	04/10/2013	MOULTON-NIGUEL WATER DIST.	6,250.91
168356	04/10/2013	OC Treasurer-Tax Collector	10,337.50
168357	04/10/2013	KAITLYN PIETRAS	2,000.00
168358	04/10/2013	RJ COACHING AND CONSULTING RITA M. JONES	3,333.33
168359	04/10/2013	FERNANDO VASQUEZ	1,500.00
		Total Number of Checks	1,256
			6,015,677.33

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	8	43,050.25
Net Issue		5,972,627.08

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

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	General Fund	1,145	4,193,228.48
12	Child Development Fund	18	10,723.35
40	Capital Outlay Fund	73	1,383,254.62
68	Self-Insurance Fund	7	8,479.80
71	Retiree Benefit Fund	5	380,170.94
Total Number of Checks		1,248	5,975,857.19
Less Unpaid Sales Tax Liability			3,230.11
Net (Check Amount)			5,972,627.08

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Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010610	03/08/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	113,974.44
010611	03/08/2013	UNITED INTERIORS	25,735.13
010612	03/15/2013	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	628.60
010613	03/19/2013	ACTIVE NETWORK, INC.	3,513.45
010614	03/19/2013	GREGORY J. ATWOOD THE GLASS SPECTRUM	1,080.00
010615	03/19/2013	COHEN-NAGLESTAD ENTERPRISES LLC	50.00
010616	03/19/2013	FENG SHUI SOLUTIONS KARTAR DIAMOND	70.00
010617	03/19/2013	KAYLAA FOX	1,257.00
010618	03/19/2013	INSIGHT SYSTEMS GROUP, INC.	2,602.34
010619	03/19/2013	NEW SCHOOL OF AMERICAN MUSIC	865.00
010620	03/19/2013	ARRON SEARCY	48.41
010621	03/19/2013	XEROX CORPORATION	467.39
010622	03/28/2013	BOSTON REED COLLEGE	5,490.00
010623	03/28/2013	EDUCATION TO GO	3,482.00
010624	03/28/2013	GOOD TIMES TRAVEL, INC.	5,304.00
010625	04/05/2013	KAYLAA FOX	2,138.85
010626	04/05/2013	INSIGHT SYSTEMS GROUP, INC.	587.46
010627	04/05/2013	POSTMASTER	18,682.99
Total Number of Checks			18
			185,977.06

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	18	185,977.06
Total Number of Checks		18	185,977.06
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			185,977.06

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

Page 1 of 1

Checks Dated 02/27/2013 through 04/10/2013

Check Number	Check Date	Pay to the Order of	Check Amount
009087	02/28/2013	REBECCA MAY BRUBAKER	21.27
009088	02/28/2013	EDUCATION TO GO	917.00
009089	02/28/2013	IRVINE UNIFIED SCHOOL DIST. ATTN: P.GRAHAM, ACCOUNTING	550.00
009090	02/28/2013	RONALD KLAMECKI	1,100.00
009091	03/08/2013	ACTIVE NETWORK, INC.	1,275.00
009092	03/08/2013	FHEG IVC BOOKSTORE STORE 895	1,036.80
009093	03/08/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	71,611.19
009094	03/15/2013	OFFICEMAX CONTRACT INC.	231.57
009095	03/21/2013	FHEG IVC BOOKSTORE STORE 895	43.20
009096	03/28/2013	SHARON LOUIE	122.21
009097	04/05/2013	EDUCATION TO GO	820.25
009098	04/08/2013	WELLS FARGO #1598	336.99
Total Number of Checks			12
			78,065.48

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	12	78,065.48
Total Number of Checks		12	78,065.48
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			78,065.48

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 1 of 1

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.1
DATE: 4/29/13

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: 2013-14 Student Health Fee Increase

ACTION: Approval

BACKGROUND

California Education Code Section 76355 (Exhibit A) permits governing boards of community college districts to charge a student health. Currently, this fee is set at \$18 per semester and \$15 per summer session or intersession of at least four weeks for the South Orange County Community College District. This same code section allows districts to increase these fees by one dollar (\$1) when calculations for the Implicit Price Deflator for State and Local Government Purchase of Goods and Services show an increase of \$1 above the existing fee. This increase has occurred eight times since the fee was established at \$10 in 1993 (1997, 2001, 2004, 2005, 2006, 2007, 2008 and 2011).

On April 3, 2012 State Chancellor's Office Assistant Vice Chancellor Frederick E. Harris announced the Implicit Price Deflator Index supported a one dollar (\$1) increase in the student health fee to \$19 per semester and \$16 per summer session or intersession of at least four weeks (Exhibit B). Since the college health centers are fully supported by the student health fees, using the Implicit Price Deflator Index adjustment assists the colleges in stabilizing the financial solvency of the health centers.

STATUS

Both the Irvine Valley College and Saddleback College Student Health Centers are completely funded by student health fees, and as prices for goods rise and the needs of students increase, it becomes increasingly difficult to balance the budgets without general fund assistance. This modest \$1 increase in the health fee will allow the Centers to remain self-sufficient in the remaining year and allow us to maintain the high quality services our students expect and deserve.

This request has the approval of the Academic Senate and Associated Students of Irvine Valley College and the Associated Student Government and the Consultation Council of Saddleback College.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees permit the colleges to implement a student health fee increase of \$1 for the 2013-14 academic year.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*
Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

76355. (a) (1) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each intersession of at least four weeks, or seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

(2) The governing board of each community college district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar (\$1) above the existing fee, the fee may be increased by one dollar (\$1).

(b) If, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

(c) The governing board of a district maintaining a community college shall adopt rules and regulations that exempt the following students from any fee required pursuant to subdivision (a):

(1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

(2) Students who are attending a community college under an approved apprenticeship training program.

(d) (1) All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors.

(2) Authorized expenditures shall not include, among other things, athletic trainers' salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

(e) Any community college district that provided health services in the 1986-87 fiscal year shall maintain health services, at the level provided during the 1986-87 fiscal year, and each fiscal year thereafter. If the cost to maintain that level of service exceeds the limits specified in subdivision (a), the excess cost shall be borne by the district.

(f) A district that begins charging a health fee may use funds for startup costs from other district funds, and may recover all or part of those funds from health fees collected within the first five years following the commencement of charging the fee.

(g) The board of governors shall adopt regulations that generally describe the types of health services included in the health service program.

Chris Hogstedt

From: Health Services Personnel [HSP-ALL@LISTSERV.CCCCO.EDU] on behalf of Harris, Fred [FHARRIS@CCCCO.EDU]
Sent: Tuesday, April 03, 2012 2:13 PM
To: HSP-ALL@LISTSERV.CCCCO.EDU
Subject: Student Health Fee
Attachments: FS12-01 - Health Services Fee Memo.pdf

Memorandum

April 3, 2012

Fiscal Services Memo 12-01
Via E-mail Only

To:
Chief Business Officers
Chief Student Services Officers
Health Services Program Directors
Financial Aid Officers
Admissions and Records Officers

From:
Frederick E. Harris, Assistant Vice Chancellor College Finance and Facilities Planning

Subject:
Student Health Fee

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has now increased enough since the last fee increase of 2011 to support a one dollar increase in the student health fees. Effective with the Summer Session of 2012, districts may begin charging a maximum fee of \$19.00 per semester, \$16.00 for summer session, \$16.00 for each intersession of at least four weeks, or \$16.00 for each quarter.

For part-time students, the governing board shall decide the amount of the fee, if any, that the student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

The governing board operating a health services program must have rules that exempt the following students from any health services fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

All fees collected pursuant to this section shall be deposited in the Student Health Fee Account in the Restricted General Fund of the district. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors. Allowable expenditures include health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both. Allowable expenditures exclude athletic-related salaries, services, insurance, insurance deductibles, or any other expense that is not available to all students. No student shall be denied a service supported by student health fee on account of participation in athletic programs.

If you have any questions about the fee increase, please contact Michael Yarber at 916.327.6818 or myarber@ccccc.edu.

Attachment

Frederick E. Harris, Assistant Vice Chancellor College Finance & Facilities Planning

California Community Colleges Chancellor's Office
1102 Q Street, 4th Floor
Sacramento, CA. 95811-6549

fharris@ccccc.edu
<http://www.cccc.edu/divisions/cffp/finance.htm>

Please join me at:
www.linkedin.com/in/frederickeharris

916-324-9508 Office/Cell
925-226-4043 FAX

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 2014-2015 Academic Calendar

ACTION: Approval

BACKGROUND

Annually the South Orange County Community College District Academic Calendar Committee convenes to review the development of the academic calendar. During the 2012-2013 academic year, representatives from the governance groups studied calendar options for 2014-2015.

On March 4, 2013, the District-wide Academic Calendar Committee met and voted to approve the proposed calendar, which is presented as Exhibit A. On March 18, 2013, the Board of Trustees accepted for review and study the proposed 2014-2015 Academic Calendar.

STATUS

The proposed 2014-2015 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 approve the proposed Academic Calendar for 2014-2015 (Exhibit A).



ACADEMIC CALENDAR 2014 – 2015

FALL SEMESTER 2014

AUGUST 2014

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

SEPTEMBER 2014

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

OCTOBER 2014

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

NOVEMBER 2014

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

DECEMBER 2014

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

SUMMER SESSION 2015

MAY 2015

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

JUNE 2015

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

JULY 2015

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

AUGUST 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

SPRING SEMESTER 2015

JANUARY 2015

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

FEBRUARY 2015

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

MARCH 2015

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

APRIL 2015

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

MAY 2015

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

LEGEND

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

Each college may develop a special final exam schedule.

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

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



Saddleback College • Irvine Valley College

ACADEMIC CALENDAR 2014 – 2015

FALL SEMESTER 2014

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

SPRING SEMESTER 2015

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

SUMMER SESSION 2015

• May 25 (Monday)	Memorial Day — Holiday
May 26-August 14 (Tuesday-Friday)	Summer Session
• July 3 (Friday)	Fourth of July — Holiday

SUMMARY

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

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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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



Exhibit B
Page 1 of 2

September 14, 2012

TO: District Superintendent/President

FROM: Diane Brady, Administrator 
Fiscal Policy

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

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

Fiscal Year 2012-13

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

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

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

(Continued)

Fiscal Year 2013-14

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

Fiscal Year 2014-15

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

Fiscal Year 2015-16

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

Action/Date Requested: Information

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Energy Master Supply Contracts

ACTION: Approval

BACKGROUND

Saddleback College retained Aviva Energy Corporation as its exclusive energy advisor. As part of Aviva's services, they developed a Request for Proposals (RFP) to select suppliers for executing a North American Energy Standards Board (NAESB) form of master supply contract. Saddleback College currently is utilizing these master contracts for natural gas procurement, but the contracts will expire June 30, 2013.

STATUS

On Feb. 8, 2013, Aviva invited seven energy suppliers to respond to the RFP process including: 1) Seminole Energy, 2) BP Energy, 3) Pacific Summit Energy, 4) Constellation New Energy, 5) Shell Energy North America, 6) Occidental Energy, and 7) Direct Energy Business.

Two suppliers responded and submitted proposals:

1. BP Energy
2. Constellation New Energy

The execution of master contracts for both of these vendors will allow negotiations with two energy suppliers during the course of these contracts, which will provide greater flexibility and optimal pricing for the delivery of natural gas to Saddleback College. Each month pricing will be requested from each supplier and the lowest price will be selected. If the college wishes to secure a fixed price for a longer term, these contracts allow for securing the longer commitment for supply and delivery with one of the suppliers.

The annual expenditure for natural gas is anticipated at \$600,000/year. Funds are available in the college general fund for these expenses.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve two NAESB agreements, one with BP Energy (Exhibit A), and one with Constellation New Energy (Exhibit B) for term of five years with an estimated annual cost of \$600,000 for a five year total contract amount of \$3,000,000 commencing on July 1, 2013.

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

**SPECIAL PROVISIONS ATTACHED TO AND FORMING PART OF
THE BASE CONTRACT FOR SALE AND PURCHASE OF NATURAL GAS**

Dated July 1, 2013

by and between

BP Energy Company ("BP")

And

South Orange County Community College District ("Counterparty")

Collectively BP and the Counterparty shall be referred to as the "Parties", and individually may be referred to as a "Party".

Section 1. Purpose & Procedures

Add the phrase "or other electronic means of communication" after "conversation" and before "with" in the second line of Section 1.2.

Delete Section 1.3 and replace it with the following:

"1.3. If a sending Party's Transaction Confirmation is materially different from the receiving Party's understanding of the agreement referred to in Section 1.2, such receiving Party shall notify the sending Party via facsimile, EDI or mutually agreeable electronic means by the Confirm Deadline, unless such receiving Party has previously sent a Transaction Confirmation to the sending Party. The failure of the receiving Party to so notify the sending Party in writing by the Confirm Deadline constitutes the receiving Party's agreement to the terms of the transaction described in the sending Party's Transaction Confirmation. If there are any material differences between timely sent Transaction Confirmations governing the same transaction, or if the receiving Party has timely objected to the terms of the sending Party's Transaction Confirmation, such transaction remains valid and the Parties remain legally bound thereby, however, both Parties shall in good faith attempt to resolve such differences. Once such material differences are resolved, the Confirming Party shall transmit a written Transaction Confirmation to the other Party, and such Transaction Confirmation shall be accepted (or disputed) pursuant to the provisions of this Section 1.3. The provisions of this Section 1.3 may be repeated as many times as necessary to produce a written Transaction Confirmation that is accepted or deemed accepted by the receiving Party. In the event of a conflict among the terms of (i) a binding Transaction Confirmation pursuant to Section 1.2, (ii) the oral agreement of the Parties (which may be evidenced by a recording of such transaction, oral testimony, data in a computer system, trade tickets, and/or notes), where the Parties have selected the Oral Transaction Procedure of the Base Contract, (iii) the Base Contract, and (iv) these General Terms and Conditions, the terms of the items shall govern in the priority listed in this sentence."

Add the following before the "." at the end of the second sentence in Section 1.4:

"; provided, further that the party responsible for obtaining the consent of its agents and employees to such recordings shall indemnify, defend and hold the other party harmless from any and all losses, liabilities, claims, damages, judgments, costs and expenses, including but not limited to reasonably attorney's fees and costs of court, arising from or out of such party's failure to obtain the consent of its agents and employees to such recordings."

Section 3. Performance Obligation

Add the following at the end of Section 3.1:

"To the extent that BP is the Seller, and subject to the terms of this Contract, BP agrees to sell and deliver Firm Gas to the Counterparty at the Delivery Point(s) in accordance with the Firm Contract Quantity specified in the applicable Transaction Confirmation, and Counterparty agrees to purchase and accept delivery of such Gas. Seller is under no obligation to source the Gas being sold to Buyer from storage."

Add the following as Section 3.5:

"3.5. In the event that the Contract Price for a transaction is a Fixed Price (as defined below), and such transaction (a) has a Firm performance obligation, and (b) a Delivery Period of at least one Month, then, notwithstanding anything to the contrary in this Contract, including without limitation, anything in Sections 3.2 or 11 of this Contract:

- (i) if, upon the occurrence of an event of Force Majeure, and as a result of the event of Force Majeure a) Seller is unable to sell and deliver or b) Buyer is unable to purchase and receive, the Contract Quantity of Fixed Price Gas, either in whole or in part, for such transaction,
- (ii) then for the duration of the event of Force Majeure, for each Day that Seller is unable to sell and deliver, or Buyer is unable to purchase and receive, such Fixed Price Gas, as set out in Section 3.5(a)(i) above, the following settlement obligations between the Parties shall apply:
 - a. if the FOM Price (as defined below) exceeds the Fixed Price, Seller shall pay Buyer the difference between the FOM Price and the Fixed Price for each MMBtu of such Gas not delivered and/or received on that Day, or
 - b. if the Fixed Price exceeds the FOM Price, Buyer shall pay Seller the difference between the Fixed Price and the FOM Price for each MMBtu of such Gas not delivered and/or received on that Day.

For the purpose of this Section 3.5:

"Fixed Price" means, a Contract Price for a transaction that is expressed as a flat dollar amount for the Month of delivery, excluding any transactions that have been entered into after the last trading day (as defined by the NYMEX) for the applicable Month. Subject to the foregoing exclusion, "Fixed Price" also includes any transaction containing a Contract Price that has been converted from a floating price mechanism (i.e., a NYMEX/first of the month index basis component and a fixed price component, or a NYMEX/first of the month index priced component with a fixed basis component) to a flat dollar amount for the Month of delivery, either upon the mutual agreement of the Parties or as a result of a Party exercising a pricing "trigger" option in the Contract. "FOM Price" means the price per MMBtu, stated in the same currency as the transaction

subject to such event of Force Majeure, for the first of the Month delivery, either as the NYMEX settlement price or as an index price published in the first issue of a publication commonly accepted by the natural gas industry (selected by the Seller in a commercially reasonable manner) for the Month of such event of Force Majeure for the geographic location closest in proximity to the Delivery Point(s) for the relevant Day, adjusted for the basis differential between the Delivery Point(s) and the NYMEX or such published geographic location as determined by the Seller in a commercially reasonable manner."

Add the following as Section 3.6:

"3.6. Any Gas sold and/or delivered by BP to the Counterparty at the Delivery Point(s), and purchases made and/or received from BP by the Counterparty at the Delivery Point(s), shall be deemed delivered in the following order: (i) any Fixed Price Gas; (ii) any Basis Price Gas; (iii) any FOM Index Baseload Amount; (iv) any Average GDD Price Baseload Amount; (v) any Firm Swing Gas; and (vi) any Interruptible Swing Gas. Additionally, for purposes of this section, the first Gas delivered under any of the specified categories shall be deemed to be Gas sold and purchased under the earliest dated transaction."

Section 7. Billing, Payment and Audit

Delete Sections 7.1, 7.2, 7.3, 7.4 and 7.5 and replace them with the following:

"7.1. To the extent that BP is the Seller, BP shall invoice the Counterparty each Month based on the Counterparty's actual consumption of the Gas during the prior Month, in addition to other applicable charges and the Counterparty shall provide customary supporting documentation. If Counterparty is the Seller, Buyer will send Seller a monthly statement detailing Gas delivered and received in the preceding Month and for any other applicable charges, providing supporting documentation acceptable in industry practice to support the amount charged, and the Counterparty shall provide customary supporting documentation as applicable. Any adjustments to invoices with respect to actual deliveries or actual consumption, as the case may be, and nominated deliveries shall be reflected in the invoice for the following Month. The Party owing any amount under this Contract shall remit the amount due under this Section in the manner specified in the Base Contract, in immediately available funds, on or before the Payment Date, provided that if the Payment Date is not a Business Day, payment is due on the next Business Day following that date. In the event payments become due pursuant to Sections 3.2 or 3.3, the performing Party may submit an invoice to the nonperforming Party for an accelerated payment setting forth the basis upon which the invoiced amount was calculated. Payment from the nonperforming Party will be due five (5) Business Days after receipt of invoice. The invoiced Party may dispute any invoice in good faith by providing supporting documentation to the invoicing Party without undue delay, but must pay any undisputed portion of the invoice when due. If the Counterparty is the Seller, it may also dispute the monthly statement provided by BP in good faith by providing supporting documentation to the Buyer without undue delay and BP shall pay the undisputed amount. In the event the Parties are unable to resolve such dispute, either Party may pursue any remedy available at law or in equity to enforce its rights pursuant to this section. Should the invoiced Party fail to pay any invoice when due, the unpaid balance shall bear interest from the date due until paid at the prime rate in effect from time to time as published by the *Wall Street Journal*, plus two percent (2%), compounded quarterly; provided, however, that to the extent the foregoing is greater than the amount allowed under applicable law, the interest rate shall be reduced to the maximum amount chargeable under existing law."

Renumber Section 7.6 to 7.2.

Delete Section 7.7 and replace it with the following:

"7.3. Unless the Parties have elected on the Base Contract not to make this Section 7.2 applicable to this Contract, the Parties shall net all undisputed amounts due and owing, and/or past due arising under the Contract, such that the Party owing the greater amount shall make a single payment of the net amount to the other Party in accordance with Section 7; provided that no payment required to be made pursuant to the terms of any Credit Support Obligation or pursuant to Sections 3.2 or 3.3 shall be subject to netting under this Section. Provided however, that the Party due payment under Sections 3.2 or 3.3 may net all sums due thereunder against any amounts payable by it when making payments under Section 7. If the Parties have executed a separate netting agreement, the terms and conditions therein shall prevail to the extent inconsistent herewith."

Section 8. Title, Warranty, and Indemnity

Delete Section 8.4 in its entirety.

Section 9. Notices

In the first sentence of Section 9.4 delete the words "commercially acceptable".

Section 10. Financial Responsibility

Add the following at the end before the "." in the last sentence of Section 10.2:

"provided that no suspension of performance shall continue for more than thirty (30) Days unless an Early Termination Date has been declared and the Defaulting Party given Notice thereof in accordance with Section 10.3."

Add the following as the third paragraph of Section 10.3.1. "Early Termination Damages Apply":

"The Non-Defaulting Party shall also aggregate the costs that the Non-Defaulting Party incurs in liquidating and accelerating each Terminated Transaction, or otherwise settling obligations arising from the cancellation and termination of each Terminated Transaction, including brokerage fees, commissions, and other similar transaction costs and expenses reasonably incurred by the Non-Defaulting Party including costs associated with hedging its obligations, transaction costs associated with obtaining replacement suppliers or markets (e.g. brokerage fees, or other such payments), additional transportation costs, and like costs incurred in moving the replacement Gas to or from the Delivery Point, and reasonable attorneys' fees and other reasonable litigation costs incurred in connection with enforcing its rights under this Contract (collectively "Costs") and such Costs shall be due to the Non-Defaulting Party."

Delete the words "and without prior Notice to the Defaulting Party" in the second sentence of Section 10.3.2 "Other Agreements Setoffs Apply".

Add the following at the end of Section 10.3.2:

"To the extent that amounts otherwise owed by the Non-Defaulting Party Affiliate to the Defaulting Party, have been Setoff by the Non-Defaulting Party pursuant to this section, the Non-Defaulting Party Affiliate shall not be liable to, and shall be released by, the Defaulting Party; provided further that the Defaulting Party shall be forever estopped from asserting that the Non-Defaulting Party Affiliate owes the Setoff amounts to the Defaulting Party. The obligations of the Non-Defaulting Party, the Non-Defaulting Party's Affiliates, the Defaulting Party and the Defaulting Party's Affiliates under this Contract or otherwise in respect of such amounts shall be deemed satisfied and discharged to the extent of any such Setoff. For this purpose, the amounts subject to the Setoff may be converted at the applicable prevailing exchange rate into U.S. Dollars by the Non-Defaulting Party. The Non-Defaulting Party will give the Defaulting Party Notice of any Setoff effected under this section provided that failure to give such notice shall not affect the validity of the Setoff. Nothing in this paragraph shall be deemed to create a charge or other security interest. The rights provided by this Section are in addition to and not in limitation of any other right or remedy (including any right to setoff, counterclaim, or otherwise withhold payment) to which a Party may be entitled (whether by operation of law, contract or otherwise). "Setoff" as used herein means setoff, offset, combination of accounts, right of retention or withholding or similar right or requirement to which the Non-Defaulting Party is entitled or subject to (whether arising under this Contract, another contract, applicable law or otherwise) that is exercised by, or imposed on, the Non-Defaulting Party."

Delete Section 10.5 in its entirety and replace it with the following:

"10.5. Each Party further represents and warrants to the other Party that (i) this Base Contract and all transaction(s) governed by the Base Contract constitute "forward contracts" and/or "swap agreements" within the meaning of the United States Bankruptcy Code (the "Code"); (ii) it is a "forward contract merchant" within the meaning of the Code with respect to any transactions that constitute "forward contracts"; (iii) it is a "swap participant" within the meaning of the Code with respect to any transactions that constitute "swap agreements"; (iv) the Contract is a "master netting agreement for purposes of the Code; (v) it is a "master netting agreement participant" for purposes of the Code; (vi) all payments made or to be made on its behalf pursuant to the Contract, including the application by a Party of any collateral or security to any amounts due and owing to such Party, constitute "settlement payments" within the meaning of the Code; (vii) all transfers of collateral or security by it or on its behalf under the Contract constitute "margin payments" within the meaning of the Code; and (viii) its rights under Section 10, "Financial Responsibility", of the Contract constitute a "contractual right to liquidate, terminate or accelerate" or "contractual right to liquidate, terminate, accelerate, or offset under a master netting agreement and across contracts" the transactions within the meaning of the Code. Each Party further agrees that the other Party is not a "utility" as such term is used in 11 U.S.C. Section 366, and each Party agrees to waive and not to assert the applicability of the provisions of 11 U.S.C. Section 366 in any bankruptcy proceeding involving such Party. In addition, each Party agrees that, for any Gas actually consumed (rather than resold) by such Party, if Gas is not delivered pursuant to this Contract, the local gas distribution utility for such Party is the provider of last resort and can supply such Party's Gas consumption needs."

Section 11. Force Majeure

Delete Section 11.4 and replace it with the following:

"11.4. Notwithstanding anything to the contrary in this Section 11, the Parties agree that the settlement of strikes, lockouts, or other industrial disturbances shall be within the sole discretion of the Party experiencing such disturbance, and further agree that upon the occurrence and continuance of any event of Force Majeure, neither Party shall be obligated to purchase or sell Gas hereunder if such purchase or sale would result in material economic impact to such Party under the subject transaction."

Add the following as Section 11.7:

"11.7. Without restricting the generality of Section 15.3, if an event of Force Majeure occurs, the Party affected may, in its sole discretion and without notice to the other Party, determine not to make a claim of Force Majeure and to waive its rights hereunder as they would apply to such event. Such determination or waiver shall not preclude the affected Party from claiming Force Majeure in respect of any subsequent event, including any event that is substantially similar to the event in respect of which such determination or waiver is made."

Section 14. Market Disruption

In Section 14, delete "and averaging the four quotes" at the end of the first sentence.

In Section 14, delete the second sentence and replace it with the following:

"Once the Parties obtain the quotes, the following methodology shall be used to determine the replacement price for the Floating Price: (i) if each Party obtains two quotes, the arithmetic mean of the quotations, excluding the highest and lowest values, shall be utilized; (ii) if one Party obtains two quotes and the other Party only obtains one quote, the highest and lowest values shall be excluded and the remaining quotation shall be utilized; (iii) if both Parties each obtain one quote, the arithmetic mean of the quotations shall be utilized; or (iv) if only one Party is able to obtain a quote, the obtained quotation shall be utilized. For purposes of the foregoing sentence, if more than one quotation is the same as another quotation, and such quotations are the highest and/or lowest values, only one of the quotations shall be excluded."

Section 15. Miscellaneous

Delete Section 15.3 in its entirety and replace it with the following:

"15.3. No waiver of any breach of this Contract, or delay, failure or refusal to exercise or enforce any rights under this Contract, shall be held to be a waiver of any other or subsequent breach, or be construed as a waiver of any such right then existing or arising in the future."

In the second line of Section 15.10, add the following:

"or any financial information provided by a Party under the terms of this Contract" after "the terms of any transaction".

Add the following as Section 15.13:

"15.13. To the extent, if any, that a transaction does not qualify as a "first sale" as defined by the Natural Gas Act and §§ 2 and 601 of the Natural Gas Policy Act, each Party irrevocably waives its rights, including its rights under §§ 4-5 of the Natural Gas Act, unilaterally to seek or support a change to any terms and conditions of the Contract, including but not limited to the rate(s), charges, or classifications set forth therein. By this provision, each Party expressly waives its right to seek or support, either directly or indirectly, and by whatever means: (i) an order from the U.S. Federal Energy Regulatory Commission ("FERC") seeking to change any of the terms and conditions of the Contract agreed to by the Parties; and (ii) any refund from the other Party with respect to the Contract. Each Party further agrees that this waiver and covenant shall be binding upon it notwithstanding any regulatory or market changes that may occur after the date of the Base Contract or any transaction entered into between the Parties. Absent the agreement of both Parties to the proposed change, the standard of review for changes to any terms and conditions of the Contract proposed by (a) a Party, to the extent that the waiver set forth in this Section 15.13 is unenforceable or ineffective as to such Party due to a final determination being made under applicable law that precludes the Party from waiving its rights to seek or support changes from the FERC to the terms and conditions of this Contract, (b) a non-party, or (c) the FERC acting sua sponte, shall solely be the "public interest" application of the "just and reasonable" standard of review set forth in United Gas Pipe Line Co. v. Mobile Gas Service Corp., 350 U.S. 332 (1956) and Federal Power Commission v. Sierra Pacific Power Co., 350 U.S. 348 (1956) (the "Mobile-Sierra Doctrine"), as such Mobile-Sierra Doctrine has been clarified by Morgan Stanley Capital Group, Inc. v. Public Util. Dist. No. 1 of Snohomish 128 S.Ct. 2733 (2008)."

Add the following as Section 15.14:

"15.14. This Contract shall be considered for all purposes as prepared through the joint efforts of the Parties and shall not be construed against one Party or the other as a result of the manner in which this Contract was negotiated, prepared, drafted or executed."

Add the following as Section 15.15:

"15.15. Each Party will be deemed to represent to the other Party each time a transaction is entered into that: (a) it is acting for its own account, and it has made its own independent decisions to enter that transaction and as to whether that transaction is appropriate or proper for it based upon its own judgment and upon advice from such advisors as it has deemed necessary; (b) it is not relying on any communication (written or oral) of the other Party as investment advice or as a recommendation to enter into that transaction; it being understood that information and explanations related to the terms and conditions of a transaction shall not be considered investment advice or a recommendation to enter into that transaction; (c) no communication (written or oral) received from the other Party shall be deemed to be an assurance or guarantee as to the expected results of that transaction; (d) it is capable of assessing the merits (on its own behalf or through independent professional advice), and understands and accepts, the terms, conditions and risks of that transaction; (e) it is capable of assuming, and assumes, the risks of that transaction; and (f) the other Party is not acting as a fiduciary for, or an advisor to, it in respect of that transaction."

Add the following as Section 15.16:

"15.16. Notwithstanding anything else to the contrary in this Contract, if the Counterparty is invoiced based on consumption, if upon conclusion of the Delivery Period the Counterparty discontinues service with BP and selects another Gas supplier, any remaining Imbalance positions, whether positive or negative, shall be settled and priced at the First of Month Index reported in The McGraw-Hill Companies, or its successor-in-interest, Platt's *Inside FERC Gas Market Report*, first of month publication, under the table "Prices of Spot Gas Delivered to Pipelines", for the delivery Month under the column "Index", under the table and row, as applicable, for the applicable Delivery Point (or the nearest pricing point to the Delivery Point(s) for the relevant Day, as modified for any transportation costs and/or basis adjustments determined by BP in a commercially reasonable manner) for the Month immediately subsequent to the Month of service discontinuance and such settlement shall be the Counterparty's sole responsibility."

Add the following as Section 15.17:

"15.17. Any terms used herein that are not otherwise defined shall have the definition set forth in the Transaction Confirmation."

BP ENERGY COMPANY

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT**

By: 

By: _____

Name: JASON K. TATE

Name: _____

Title: VICE PRESIDENT

Title: _____

Base Contract for Sale and Purchase of Natural Gas

This Base Contract is entered into as of the following date: July 1, 2013

The parties to this Base Contract are the following:

PARTY A BP Energy Company 201 Helios Way Houston, TX 77079	PARTY NAME ADDRESS	PARTY B South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692
www.bp.com	BUSINESS WEBSITE	www.soccd.cc.ca.us
	CONTRACT NUMBER	
62-527-5755	D-U-N-S® NUMBER	07-606-0169
<input checked="" type="checkbox"/> US FEDERAL: 36-3421804 <input type="checkbox"/> OTHER:	TAX ID NUMBERS	<input checked="" type="checkbox"/> US FEDERAL: 95-2479872 <input type="checkbox"/> OTHER:
Delaware	JURISDICTION OF ORGANIZATION	California
<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> Other:	COMPANY TYPE	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input checked="" type="checkbox"/> Other:
	GUARANTOR (IF APPLICABLE)	
CONTACT INFORMATION		
ATTN: _____ TEL#: _____ FAX#: _____ EMAIL: _____	• COMMERCIAL	ATTN: <u>John Ozurovich</u> TEL#: <u>949-582-4880</u> FAX#: <u>949-364-9461</u> EMAIL: <u>JOzurovich@saddleback.edu</u>
ATTN: <u>Gas Scheduling</u> TEL#: <u>(713) 323-0203</u> FAX#: _____ EMAIL: _____	• SCHEDULING	ATTN: <u>John Ozurovich</u> TEL#: <u>949-582-4880</u> FAX#: <u>949-364-9461</u> EMAIL: <u>JOzurovich@saddleback.edu</u>
ATTN: <u>Contract Services</u> TEL#: <u>(713) 323-2000</u> FAX#: <u>(713) 323-0203</u> EMAIL: <u>natgascontracts@bp.com</u>	• CONTRACT AND LEGAL NOTICES	ATTN: <u>John Ozurovich</u> TEL#: <u>949-582-4880</u> FAX#: <u>949-364-9461</u> EMAIL: <u>JOzurovich@saddleback.edu</u>
ATTN: <u>Credit Services</u> TEL#: <u>(713) 323-2000</u> FAX#: <u>(713) 323-6335</u> EMAIL: _____	• CREDIT	ATTN: <u>John Ozurovich</u> TEL#: <u>949-582-4880</u> FAX#: <u>949-364-9461</u> EMAIL: <u>JOzurovich@saddleback.edu</u>
BP Energy Company P.O. Box 3092 Houston, TX 77253-3092 ATTN: <u>Confirmations Dept</u> TEL#: <u>(713) 323-2000</u> FAX#: <u>(713) 323-1633</u> EMAIL: _____	• TRANSACTION CONFIRMATIONS	ATTN: <u>John Ozurovich</u> TEL#: <u>949-582-4880</u> FAX#: <u>949-364-9461</u> EMAIL: <u>JOzurovich@saddleback.edu</u>
ACCOUNTING INFORMATION		
ATTN: <u>Gas Accounting</u> TEL#: <u>(801) 451-9200</u> FAX#: <u>(801) 451-9204</u> EMAIL: _____	• INVOICES • PAYMENTS • SETTLEMENTS	ATTN: _____ TEL#: _____ FAX#: _____ EMAIL: _____
BANK: <u>Chase Manhattan Bank, New York, NY</u> ABA: <u>021000021</u> ACCT: <u>910-2-548097</u> OTHER DETAILS: <u>For Account of BP Energy Company</u>	WIRE TRANSFER NUMBERS (IF APPLICABLE)	BANK: _____ ABA: _____ ACCT: _____ OTHER DETAILS: _____
BANK: _____ ABA: _____ ACCT: _____ OTHER DETAILS: _____	ACH NUMBERS (IF APPLICABLE)	BANK: _____ ABA: _____ ACCT: _____ OTHER DETAILS: _____
ATTN: _____ ADDRESS: _____	CHECKS (IF APPLICABLE)	ATTN: _____ ADDRESS: _____


Base Contract for Sale and Purchase of Natural Gas

(Continued)

This Base Contract incorporates by reference for all purposes the General Terms and Conditions for Sale and Purchase of Natural Gas published by the North American Energy Standards Board. The parties hereby agree to the following provisions offered in said General Terms and Conditions. In the event the parties fail to check a box, the specified default provision shall apply. Select the appropriate box(es) from each section:

Section 1.2 Transaction Procedure <input checked="" type="checkbox"/> Oral (default) OR <input type="checkbox"/> Written	Section 10.2 Additional Events of Default <input checked="" type="checkbox"/> No Additional Events of Default (default) <input type="checkbox"/> Indebtedness Cross Default <input type="checkbox"/> Party A: _____ <input type="checkbox"/> Party B: _____ <input type="checkbox"/> Transactional Cross Default <u>Specified Transactions:</u> _____ _____
Section 2.7 Confirm Deadline <input type="checkbox"/> 2 Business Days after receipt (default) OR <input checked="" type="checkbox"/> 5 Business Days after receipt	
Section 2.8 Confirming Party <input type="checkbox"/> Seller (default) OR <input type="checkbox"/> Buyer <input checked="" type="checkbox"/> <u>BP Energy Company</u>	
Section 3.2 Performance Obligation <input checked="" type="checkbox"/> Cover Standard (default) OR <input type="checkbox"/> Spot Price Standard	Section 10.3.1 Early Termination Damages <input checked="" type="checkbox"/> Early Termination Damages Apply (default) OR <input type="checkbox"/> Early Termination Damages Do Not Apply
Note: The following Spot Price Publication applies to both of the immediately preceding.	
Section 2.31 Spot Price Publication <input checked="" type="checkbox"/> Gas Daily Midpoint (default) OR <input type="checkbox"/> _____	Section 10.3.2 Other Agreement Setoffs <input checked="" type="checkbox"/> Other Agreement Setoffs Apply (default) <input type="checkbox"/> Bilateral (default) <input checked="" type="checkbox"/> Triangular OR <input type="checkbox"/> Other Agreement Setoffs Do Not Apply
Section 6 Taxes <input checked="" type="checkbox"/> Buyer Pays At and After Delivery Point (default) OR <input type="checkbox"/> Seller Pays Before and At Delivery Point	
Section 7.2 Payment Date <input type="checkbox"/> 25 th Day of Month following Month of delivery (default) OR <input checked="" type="checkbox"/> 25 Days from Receipt of Invoice	Section 15.5 Choice Of Law <u>New York</u>
Section 7.2 Method of Payment <input checked="" type="checkbox"/> Wire transfer (default) <input checked="" type="checkbox"/> Automated Clearinghouse Credit (ACH) <input type="checkbox"/> Check	Section 15.10 Confidentiality <input checked="" type="checkbox"/> Confidentiality applies (default) OR <input type="checkbox"/> Confidentiality does not apply
Section 7.7 Netting <input checked="" type="checkbox"/> Netting applies (default) OR <input type="checkbox"/> Netting does not apply	
<input checked="" type="checkbox"/> Special Provisions Number of sheets attached: <u>4</u> <input type="checkbox"/> Addendum(s): _____	

IN WITNESS WHEREOF, the parties hereto have executed this Base Contract in duplicate.

BP ENERGY COMPANY	PARTY NAME	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
By: 	SIGNATURE	By: _____
<u>Jason K. Tate</u> <u>Vice President</u>	PRINTED NAME	
	TITLE	

General Terms and Conditions

Base Contract for Sale and Purchase of Natural Gas

SECTION 1. PURPOSE AND PROCEDURES

1.1. These General Terms and Conditions are intended to facilitate purchase and sale transactions of Gas on a Firm or Interruptible basis. "Buyer" refers to the party receiving Gas and "Seller" refers to the party delivering Gas. The entire agreement between the parties shall be the Contract as defined in Section 2.9.

The parties have selected either the "Oral Transaction Procedure" or the "Written Transaction Procedure" as indicated on the Base Contract.

Oral Transaction Procedure:

1.2. The parties will use the following Transaction Confirmation procedure. Any Gas purchase and sale transaction may be effectuated in an EDI transmission or telephone conversation with the offer and acceptance constituting the agreement of the parties. The parties shall be legally bound from the time they so agree to transaction terms and may each rely thereon. Any such transaction shall be considered a "writing" and to have been "signed". Notwithstanding the foregoing sentence, the parties agree that Confirming Party shall, and the other party may, confirm a telephonic transaction by sending the other party a Transaction Confirmation by facsimile, EDI or mutually agreeable electronic means within three Business Days of a transaction covered by this Section 1.2 (Oral Transaction Procedure) provided that the failure to send a Transaction Confirmation shall not invalidate the oral agreement of the parties. Confirming Party adopts its confirming letterhead, or the like, as its signature on any Transaction Confirmation as the identification and authentication of Confirming Party. If the Transaction Confirmation contains any provisions other than those relating to the commercial terms of the transaction (i.e., price, quantity, performance obligation, delivery point, period of delivery and/or transportation conditions), which modify or supplement the Base Contract or General Terms and Conditions of this Contract (e.g., arbitration or additional representations and warranties), such provisions shall not be deemed to be accepted pursuant to Section 1.3 but must be expressly agreed to by both parties; provided that the foregoing shall not invalidate any transaction agreed to by the parties.

Written Transaction Procedure:

1.2. The parties will use the following Transaction Confirmation procedure. Should the parties come to an agreement regarding a Gas purchase and sale transaction for a particular Delivery Period, the Confirming Party shall, and the other party may, record that agreement on a Transaction Confirmation and communicate such Transaction Confirmation by facsimile, EDI or mutually agreeable electronic means, to the other party by the close of the Business Day following the date of agreement. The parties acknowledge that their agreement will not be binding until the exchange of nonconflicting Transaction Confirmations or the passage of the Confirm Deadline without objection from the receiving party, as provided in Section 1.3.

1.3. If a sending party's Transaction Confirmation is materially different from the receiving party's understanding of the agreement referred to in Section 1.2, such receiving party shall notify the sending party via facsimile, EDI or mutually agreeable electronic means by the Confirm Deadline, unless such receiving party has previously sent a Transaction Confirmation to the sending party. The failure of the receiving party to so notify the sending party in writing by the Confirm Deadline constitutes the receiving party's agreement to the terms of the transaction described in the sending party's Transaction Confirmation. If there are any material differences between timely sent Transaction Confirmations governing the same transaction, then neither Transaction Confirmation shall be binding until or unless such differences are resolved including the use of any evidence that clearly resolves the differences in the Transaction Confirmations. In the event of a conflict among the terms of (i) a binding Transaction Confirmation pursuant to Section 1.2, (ii) the oral agreement of the parties which may be evidenced by a recorded conversation, where the parties have selected the Oral Transaction Procedure of the Base Contract, (iii) the Base Contract, and (iv) these General Terms and Conditions, the terms of the documents shall govern in the priority listed in this sentence.

1.4. The parties agree that each party may electronically record all telephone conversations with respect to this Contract between their respective employees, without any special or further notice to the other party. Each party shall obtain any necessary consent of its agents and employees to such recording. Where the parties have selected the Oral Transaction Procedure in Section 1.2 of the Base Contract, the parties agree not to contest the validity or enforceability of telephonic recordings entered into in accordance with the requirements of this Base Contract.

SECTION 2. DEFINITIONS

The terms set forth below shall have the meaning ascribed to them below. Other terms are also defined elsewhere in the Contract and shall have the meanings ascribed to them herein.

2.1. "Additional Event of Default" shall mean Transactional Cross Default or Indebtedness Cross Default, each as and if selected by the parties pursuant to the Base Contract.

2.2. "Affiliate" shall mean, in relation to any person, any entity controlled, directly or indirectly, by the person, any entity that controls, directly or indirectly, the person or any entity directly or indirectly under common control with the person. For this purpose, "control" of any entity or person means ownership of at least 50 percent of the voting power of the entity or person.

- 2.3. "Alternative Damages" shall mean such damages, expressed in dollars or dollars per MMBtu, as the parties shall agree upon in the Transaction Confirmation, in the event either Seller or Buyer fails to perform a Firm obligation to deliver Gas in the case of Seller or to receive Gas in the case of Buyer.
- 2.4. "Base Contract" shall mean a contract executed by the parties that incorporates these General Terms and Conditions by reference; that specifies the agreed selections of provisions contained herein; and that sets forth other information required herein and any Special Provisions and addendum(s) as identified on page one.
- 2.5. "British thermal unit" or "Btu" shall mean the International BTU, which is also called the Btu (IT).
- 2.6. "Business Day(s)" shall mean Monday through Friday, excluding Federal Banking Holidays for transactions in the U.S.
- 2.7. "Confirm Deadline" shall mean 5:00 p.m. in the receiving party's time zone on the second Business Day following the Day a Transaction Confirmation is received or, if applicable, on the Business Day agreed to by the parties in the Base Contract; provided, if the Transaction Confirmation is time stamped after 5:00 p.m. in the receiving party's time zone, it shall be deemed received at the opening of the next Business Day.
- 2.8. "Confirming Party" shall mean the party designated in the Base Contract to prepare and forward Transaction Confirmations to the other party.
- 2.9. "Contract" shall mean the legally-binding relationship established by (i) the Base Contract, (ii) any and all binding Transaction Confirmations and (iii) where the parties have selected the Oral Transaction Procedure in Section 1.2 of the Base Contract, any and all transactions that the parties have entered into through an EDI transmission or by telephone, but that have not been confirmed in a binding Transaction Confirmation, all of which shall form a single integrated agreement between the parties.
- 2.10. "Contract Price" shall mean the amount expressed in U.S. Dollars per MMBtu to be paid by Buyer to Seller for the purchase of Gas as agreed to by the parties in a transaction.
- 2.11. "Contract Quantity" shall mean the quantity of Gas to be delivered and taken as agreed to by the parties in a transaction.
- 2.12. "Cover Standard", as referred to in Section 3.2, shall mean that if there is an unexcused failure to take or deliver any quantity of Gas pursuant to this Contract, then the performing party shall use commercially reasonable efforts to (i) if Buyer is the performing party, obtain Gas, (or an alternate fuel if elected by Buyer and replacement Gas is not available), or (ii) if Seller is the performing party, sell Gas, in either case, at a price reasonable for the delivery or production area, as applicable, consistent with: the amount of notice provided by the nonperforming party; the immediacy of the Buyer's Gas consumption needs or Seller's Gas sales requirements, as applicable; the quantities involved; and the anticipated length of failure by the nonperforming party.
- 2.13. "Credit Support Obligation(s)" shall mean any obligation(s) to provide or establish credit support for, or on behalf of, a party to this Contract such as cash, an irrevocable standby letter of credit, a margin agreement, a prepayment, a security interest in an asset, guaranty, or other good and sufficient security of a continuing nature.
- 2.14. "Day" shall mean a period of 24 consecutive hours, coextensive with a "day" as defined by the Receiving Transporter in a particular transaction.
- 2.15. "Delivery Period" shall be the period during which deliveries are to be made as agreed to by the parties in a transaction.
- 2.16. "Delivery Point(s)" shall mean such point(s) as are agreed to by the parties in a transaction.
- 2.17. "EDI" shall mean an electronic data interchange pursuant to an agreement entered into by the parties, specifically relating to the communication of Transaction Confirmations under this Contract.
- 2.18. "EFP" shall mean the purchase, sale or exchange of natural Gas as the "physical" side of an exchange for physical transaction involving gas futures contracts. EFP shall incorporate the meaning and remedies of "Firm", provided that a party's excuse for nonperformance of its obligations to deliver or receive Gas will be governed by the rules of the relevant futures exchange regulated under the Commodity Exchange Act.
- 2.19. "Firm" shall mean that either party may interrupt its performance without liability only to the extent that such performance is prevented for reasons of Force Majeure; provided, however, that during Force Majeure interruptions, the party invoking Force Majeure may be responsible for any Imbalance Charges as set forth in Section 4.3 related to its interruption after the nomination is made to the Transporter and until the change in deliveries and/or receipts is confirmed by the Transporter.
- 2.20. "Gas" shall mean any mixture of hydrocarbons and noncombustible gases in a gaseous state consisting primarily of methane.
- 2.21. "Guarantor" shall mean any entity that has provided a guaranty of the obligations of a party hereunder.
- 2.22. "Imbalance Charges" shall mean any fees, penalties, costs or charges (in cash or in kind) assessed by a Transporter for failure to satisfy the Transporter's balance and/or nomination requirements.
- 2.23. "Indebtedness Cross Default" shall mean if selected on the Base Contract by the parties with respect to a party, that it or its Guarantor, if any, experiences a default, or similar condition or event however therein defined, under one or more agreements or instruments, individually or collectively, relating to indebtedness (such indebtedness to include any obligation whether present or future, contingent or otherwise, as principal or surety or otherwise) for the payment or repayment of borrowed money in an aggregate amount greater than the threshold specified in the Base Contract with respect to such party or its Guarantor, if any, which results in such indebtedness becoming immediately due and payable.

- 2.24. "Interruptible" shall mean that either party may interrupt its performance at any time for any reason, whether or not caused by an event of Force Majeure, with no liability, except such interrupting party may be responsible for any Imbalance Charges as set forth in Section 4.3 related to its interruption after the nomination is made to the Transporter and until the change in deliveries and/or receipts is confirmed by Transporter.
- 2.25. "MMBtu" shall mean one million British thermal units, which is equivalent to one dekatherm.
- 2.26. "Month" shall mean the period beginning on the first Day of the calendar month and ending immediately prior to the commencement of the first Day of the next calendar month.
- 2.27. "Payment Date" shall mean a date, as indicated on the Base Contract, on or before which payment is due Seller for Gas received by Buyer in the previous Month.
- 2.28. "Receiving Transporter" shall mean the Transporter receiving Gas at a Delivery Point, or absent such receiving Transporter, the Transporter delivering Gas at a Delivery Point.
- 2.29. "Scheduled Gas" shall mean the quantity of Gas confirmed by Transporter(s) for movement, transportation or management.
- 2.30. "Specified Transaction(s)" shall mean any other transaction or agreement between the parties for the purchase, sale or exchange of physical Gas, and any other transaction or agreement identified as a Specified Transaction under the Base Contract.
- 2.31. "Spot Price" as referred to in Section 3.2 shall mean the price listed in the publication indicated on the Base Contract, under the listing applicable to the geographic location closest in proximity to the Delivery Point(s) for the relevant Day; provided, if there is no single price published for such location for such Day, but there is published a range of prices, then the Spot Price shall be the average of such high and low prices. If no price or range of prices is published for such Day, then the Spot Price shall be the average of the following: (i) the price (determined as stated above) for the first Day for which a price or range of prices is published that next precedes the relevant Day; and (ii) the price (determined as stated above) for the first Day for which a price or range of prices is published that next follows the relevant Day.
- 2.32. "Transaction Confirmation" shall mean a document, similar to the form of Exhibit A, setting forth the terms of a transaction formed pursuant to Section 1 for a particular Delivery Period.
- 2.33. "Transactional Cross Default" shall mean if selected on the Base Contract by the parties with respect to a party, that it shall be in default, however therein defined, under any Specified Transaction.
- 2.34. "Termination Option" shall mean the option of either party to terminate a transaction in the event that the other party fails to perform a Firm obligation to deliver Gas in the case of Seller or to receive Gas in the case of Buyer for a designated number of days during a period as specified on the applicable Transaction Confirmation.
- 2.35. "Transporter(s)" shall mean all Gas gathering or pipeline companies, or local distribution companies, acting in the capacity of a transporter, transporting Gas for Seller or Buyer upstream or downstream, respectively, of the Delivery Point pursuant to a particular transaction.

SECTION 3. PERFORMANCE OBLIGATION

- 3.1. Seller agrees to sell and deliver, and Buyer agrees to receive and purchase, the Contract Quantity for a particular transaction in accordance with the terms of the Contract. Sales and purchases will be on a Firm or Interruptible basis, as agreed to by the parties in a transaction.

The parties have selected either the "Cover Standard" or the "Spot Price Standard" as indicated on the Base Contract.

Cover Standard:

- 3.2. The sole and exclusive remedy of the parties in the event of a breach of a Firm obligation to deliver or receive Gas shall be recovery of the following: (i) in the event of a breach by Seller on any Day(s), payment by Seller to Buyer in an amount equal to the positive difference, if any, between the purchase price paid by Buyer utilizing the Cover Standard and the Contract Price, adjusted for commercially reasonable differences in transportation costs to or from the Delivery Point(s), multiplied by the difference between the Contract Quantity and the quantity actually delivered by Seller for such Day(s) excluding any quantity for which no replacement is available; or (ii) in the event of a breach by Buyer on any Day(s), payment by Buyer to Seller in the amount equal to the positive difference, if any, between the Contract Price and the price received by Seller utilizing the Cover Standard for the resale of such Gas, adjusted for commercially reasonable differences in transportation costs to or from the Delivery Point(s), multiplied by the difference between the Contract Quantity and the quantity actually taken by Buyer for such Day(s) excluding any quantity for which no sale is available; and (iii) in the event that Buyer has used commercially reasonable efforts to replace the Gas or Seller has used commercially reasonable efforts to sell the Gas to a third party, and no such replacement or sale is available for all or any portion of the Contract Quantity of Gas, then in addition to (i) or (ii) above, as applicable, the sole and exclusive remedy of the performing party with respect to the Gas not replaced or sold shall be an amount equal to any unfavorable difference between the Contract Price and the Spot Price, adjusted for such transportation to the applicable Delivery Point, multiplied by the quantity of such Gas not replaced or sold. Imbalance Charges shall not be recovered under this Section 3.2, but Seller and/or Buyer shall be responsible for Imbalance Charges, if any, as provided in Section 4.3. The amount of such unfavorable difference shall be payable five Business Days after presentation of the performing party's invoice, which shall set forth the basis upon which such amount was calculated.

Spot Price Standard:

3.2. The sole and exclusive remedy of the parties in the event of a breach of a Firm obligation to deliver or receive Gas shall be recovery of the following: (i) in the event of a breach by Seller on any Day(s), payment by Seller to Buyer in an amount equal to the difference between the Contract Quantity and the actual quantity delivered by Seller and received by Buyer for such Day(s), multiplied by the positive difference, if any, obtained by subtracting the Contract Price from the Spot Price; or (ii) in the event of a breach by Buyer on any Day(s), payment by Buyer to Seller in an amount equal to the difference between the Contract Quantity and the actual quantity delivered by Seller and received by Buyer for such Day(s), multiplied by the positive difference, if any, obtained by subtracting the applicable Spot Price from the Contract Price. Imbalance Charges shall not be recovered under this Section 3.2, but Seller and/or Buyer shall be responsible for Imbalance Charges, if any, as provided in Section 4.3. The amount of such unfavorable difference shall be payable five Business Days after presentation of the performing party's invoice, which shall set forth the basis upon which such amount was calculated.

3.3. Notwithstanding Section 3.2, the parties may agree to Alternative Damages in a Transaction Confirmation executed in writing by both parties.

3.4. In addition to Sections 3.2 and 3.3, the parties may provide for a Termination Option in a Transaction Confirmation executed in writing by both parties. The Transaction Confirmation containing the Termination Option will designate the length of nonperformance triggering the Termination Option and the procedures for exercise thereof, how damages for nonperformance will be compensated, and how liquidation costs will be calculated.

SECTION 4. TRANSPORTATION, NOMINATIONS, AND IMBALANCES

4.1. Seller shall have the sole responsibility for transporting the Gas to the Delivery Point(s). Buyer shall have the sole responsibility for transporting the Gas from the Delivery Point(s).

4.2. The parties shall coordinate their nomination activities, giving sufficient time to meet the deadlines of the affected Transporter(s). Each party shall give the other party timely prior Notice, sufficient to meet the requirements of all Transporter(s) involved in the transaction, of the quantities of Gas to be delivered and purchased each Day. Should either party become aware that actual deliveries at the Delivery Point(s) are greater or lesser than the Scheduled Gas, such party shall promptly notify the other party.

4.3. The parties shall use commercially reasonable efforts to avoid imposition of any Imbalance Charges. If Buyer or Seller receives an invoice from a Transporter that includes Imbalance Charges, the parties shall determine the validity as well as the cause of such Imbalance Charges. If the Imbalance Charges were incurred as a result of Buyer's receipt of quantities of Gas greater than or less than the Scheduled Gas, then Buyer shall pay for such Imbalance Charges or reimburse Seller for such Imbalance Charges paid by Seller. If the Imbalance Charges were incurred as a result of Seller's delivery of quantities of Gas greater than or less than the Scheduled Gas, then Seller shall pay for such Imbalance Charges or reimburse Buyer for such Imbalance Charges paid by Buyer.

SECTION 5. QUALITY AND MEASUREMENT

All Gas delivered by Seller shall meet the pressure, quality and heat content requirements of the Receiving Transporter. The unit of quantity measurement for purposes of this Contract shall be one MMBtu dry. Measurement of Gas quantities hereunder shall be in accordance with the established procedures of the Receiving Transporter.

SECTION 6. TAXES

The parties have selected either "Buyer Pays At and After Delivery Point" or "Seller Pays Before and At Delivery Point" as indicated on the Base Contract.

Buyer Pays At and After Delivery Point:

Seller shall pay or cause to be paid all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Gas prior to the Delivery Point(s). Buyer shall pay or cause to be paid all Taxes on or with respect to the Gas at the Delivery Point(s) and all Taxes after the Delivery Point(s). If a party is required to remit or pay Taxes that are the other party's responsibility hereunder, the party responsible for such Taxes shall promptly reimburse the other party for such Taxes. Any party entitled to an exemption from any such Taxes or charges shall furnish the other party any necessary documentation thereof.

Seller Pays Before and At Delivery Point:

Seller shall pay or cause to be paid all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Gas prior to the Delivery Point(s) and all Taxes at the Delivery Point(s). Buyer shall pay or cause to be paid all Taxes on or with respect to the Gas after the Delivery Point(s). If a party is required to remit or pay Taxes that are the other party's responsibility hereunder, the party responsible for such Taxes shall promptly reimburse the other party for such Taxes. Any party entitled to an exemption from any such Taxes or charges shall furnish the other party any necessary documentation thereof.

SECTION 7. BILLING, PAYMENT, AND AUDIT

7.1. Seller shall invoice Buyer for Gas delivered and received in the preceding Month and for any other applicable charges, providing supporting documentation acceptable in industry practice to support the amount charged. If the actual quantity delivered is not known by the billing date, billing will be prepared based on the quantity of Scheduled Gas. The invoiced quantity will then be adjusted to the actual quantity on the following Month's billing or as soon thereafter as actual delivery information is available.

7.2. Buyer shall remit the amount due under Section 7.1 in the manner specified in the Base Contract, in immediately available funds, on or before the later of the Payment Date or 10 Days after receipt of the invoice by Buyer; provided that if the Payment Date is not a Business Day, payment is due on the next Business Day following that date. In the event any payments are due Buyer hereunder, payment to Buyer shall be made in accordance with this Section 7.2.

7.3. In the event payments become due pursuant to Sections 3.2 or 3.3, the performing party may submit an invoice to the nonperforming party for an accelerated payment setting forth the basis upon which the invoiced amount was calculated. Payment from the nonperforming party will be due five Business Days after receipt of invoice.

7.4. If the invoiced party, in good faith, disputes the amount of any such invoice or any part thereof, such invoiced party will pay such amount as it concedes to be correct; provided, however, if the invoiced party disputes the amount due, it must provide supporting documentation acceptable in industry practice to support the amount paid or disputed without undue delay. In the event the parties are unable to resolve such dispute, either party may pursue any remedy available at law or in equity to enforce its rights pursuant to this Section.

7.5. If the invoiced party fails to remit the full amount payable when due, interest on the unpaid portion shall accrue from the date due until the date of payment at a rate equal to the lower of (i) the then-effective prime rate of interest published under "Money Rates" by The Wall Street Journal, plus two percent per annum; or (ii) the maximum applicable lawful interest rate.

7.6. A party shall have the right, at its own expense, upon reasonable Notice and at reasonable times, to examine and audit and to obtain copies of the relevant portion of the books, records, and telephone recordings of the other party only to the extent reasonably necessary to verify the accuracy of any statement, charge, payment, or computation made under the Contract. This right to examine, audit, and to obtain copies shall not be available with respect to proprietary information not directly relevant to transactions under this Contract. All invoices and billings shall be conclusively presumed final and accurate and all associated claims for under- or overpayments shall be deemed waived unless such invoices or billings are objected to in writing, with adequate explanation and/or documentation, within two years after the Month of Gas delivery. All retroactive adjustments under Section 7 shall be paid in full by the party owing payment within 30 Days of Notice and substantiation of such inaccuracy.

7.7. Unless the parties have elected on the Base Contract not to make this Section 7.7 applicable to this Contract, the parties shall net all undisputed amounts due and owing, and/or past due, arising under the Contract such that the party owing the greater amount shall make a single payment of the net amount to the other party in accordance with Section 7; provided that no payment required to be made pursuant to the terms of any Credit Support Obligation or pursuant to Section 7.3 shall be subject to netting under this Section. If the parties have executed a separate netting agreement, the terms and conditions therein shall prevail to the extent inconsistent herewith.

SECTION 8. TITLE, WARRANTY, AND INDEMNITY

8.1. Unless otherwise specifically agreed, title to the Gas shall pass from Seller to Buyer at the Delivery Point(s). Seller shall have responsibility for and assume any liability with respect to the Gas prior to its delivery to Buyer at the specified Delivery Point(s). Buyer shall have responsibility for and assume any liability with respect to said Gas after its delivery to Buyer at the Delivery Point(s).

8.2. Seller warrants that it will have the right to convey and will transfer good and merchantable title to all Gas sold hereunder and delivered by it to Buyer, free and clear of all liens, encumbrances, and claims. EXCEPT AS PROVIDED IN THIS SECTION 8.2 AND IN SECTION 15.8, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE, ARE DISCLAIMED.

8.3. Seller agrees to indemnify Buyer and save it harmless from all losses, liabilities or claims including reasonable attorneys' fees and costs of court ("Claims"), from any and all persons, arising from or out of claims of title, personal injury (including death) or property damage from said Gas or other charges thereon which attach before title passes to Buyer. Buyer agrees to indemnify Seller and save it harmless from all Claims, from any and all persons, arising from or out of claims regarding payment, personal injury (including death) or property damage from said Gas or other charges thereon which attach after title passes to Buyer.

8.4. The parties agree that the delivery of and the transfer of title to all Gas under this Contract shall take place within the Customs Territory of the United States (as defined in general note 2 of the Harmonized Tariff Schedule of the United States 19 U.S.C. §1202, General Notes, page 3); provided, however, that in the event Seller took title to the Gas outside the Customs Territory of the United States, Seller represents and warrants that it is the importer of record for all Gas entered and delivered into the United States, and shall be responsible for entry and entry summary filings as well as the payment of duties, taxes and fees, if any, and all applicable record keeping requirements.

8.5. Notwithstanding the other provisions of this Section 8, as between Seller and Buyer, Seller will be liable for all Claims to the extent that such arise from the failure of Gas delivered by Seller to meet the quality requirements of Section 5.

SECTION 9. NOTICES

9.1. All Transaction Confirmations, invoices, payment instructions, and other communications made pursuant to the Base Contract ("Notices") shall be made to the addresses specified in writing by the respective parties from time to time.

9.2. All Notices required hereunder shall be in writing and may be sent by facsimile or mutually acceptable electronic means, a nationally recognized overnight courier service, first class mail or hand delivered.

9.3. Notice shall be given when received on a Business Day by the addressee. In the absence of proof of the actual receipt date, the following presumptions will apply. Notices sent by facsimile shall be deemed to have been received upon the sending party's receipt of its facsimile machine's confirmation of successful transmission. If the day on which such facsimile is received is

not a Business Day or is after five p.m. on a Business Day, then such facsimile shall be deemed to have been received on the next following Business Day. Notice by overnight mail or courier shall be deemed to have been received on the next Business Day after it was sent or such earlier time as is confirmed by the receiving party. Notice via first class mail shall be considered delivered five Business Days after mailing.

9.4. The party receiving a commercially acceptable Notice of change in payment instructions or other payment information shall not be obligated to implement such change until ten Business Days after receipt of such Notice.

SECTION 10. FINANCIAL RESPONSIBILITY

10.1. If either party ("X") has reasonable grounds for insecurity regarding the performance of any obligation under this Contract (whether or not then due) by the other party ("Y") (including, without limitation, the occurrence of a material change in the creditworthiness of Y or its Guarantor, if applicable), X may demand Adequate Assurance of Performance. "Adequate Assurance of Performance" shall mean sufficient security in the form, amount, for a term, and from an issuer, all as reasonably acceptable to X, including, but not limited to cash, a standby irrevocable letter of credit, a prepayment, a security interest in an asset or guaranty. Y hereby grants to X a continuing first priority security interest in, lien on, and right of setoff against all Adequate Assurance of Performance in the form of cash transferred by Y to X pursuant to this Section 10.1. Upon the return by X to Y of such Adequate Assurance of Performance, the security interest and lien granted hereunder on that Adequate Assurance of Performance shall be released automatically and, to the extent possible, without any further action by either party.

10.2. In the event (each an "Event of Default") either party (the "Defaulting Party") or its Guarantor shall: (i) make an assignment or any general arrangement for the benefit of creditors; (ii) file a petition or otherwise commence, authorize, or acquiesce in the commencement of a proceeding or case under any bankruptcy or similar law for the protection of creditors or have such petition filed or proceeding commenced against it; (iii) otherwise become bankrupt or insolvent (however evidenced); (iv) be unable to pay its debts as they fall due; (v) have a receiver, provisional liquidator, conservator, custodian, trustee or other similar official appointed with respect to it or substantially all of its assets; (vi) fail to perform any obligation to the other party with respect to any Credit Support Obligations relating to the Contract; (vii) fail to give Adequate Assurance of Performance under Section 10.1 within 48 hours but at least one Business Day of a written request by the other party; (viii) not have paid any amount due the other party hereunder on or before the second Business Day following written Notice that such payment is due; or (ix) be the affected party with respect to any Additional Event of Default; then the other party (the "Non-Defaulting Party") shall have the right, at its sole election, to immediately withhold and/or suspend deliveries or payments upon Notice and/or to terminate and liquidate the transactions under the Contract, in the manner provided in Section 10.3, in addition to any and all other remedies available hereunder.

10.3. If an Event of Default has occurred and is continuing, the Non-Defaulting Party shall have the right, by Notice to the Defaulting Party, to designate a Day, no earlier than the Day such Notice is given and no later than 20 Days after such Notice is given, as an early termination date (the "Early Termination Date") for the liquidation and termination pursuant to Section 10.3.1 of all transactions under the Contract, each a "Terminated Transaction". On the Early Termination Date, all transactions will terminate, other than those transactions, if any, that may not be liquidated and terminated under applicable law ("Excluded Transactions"), which Excluded Transactions must be liquidated and terminated as soon thereafter as is legally permissible, and upon termination shall be a Terminated Transaction and be valued consistent with Section 10.3.1 below. With respect to each Excluded Transaction, its actual termination date shall be the Early Termination Date for purposes of Section 10.3.1.

The parties have selected either "Early Termination Damages Apply" or "Early Termination Damages Do Not Apply" as indicated on the Base Contract.

Early Termination Damages Apply:

10.3.1. As of the Early Termination Date, the Non-Defaulting Party shall determine, in good faith and in a commercially reasonable manner, (i) the amount owed (whether or not then due) by each party with respect to all Gas delivered and received between the parties under Terminated Transactions and Excluded Transactions on and before the Early Termination Date and all other applicable charges relating to such deliveries and receipts (including without limitation any amounts owed under Section 3.2), for which payment has not yet been made by the party that owes such payment under this Contract and (ii) the Market Value, as defined below, of each Terminated Transaction. The Non-Defaulting Party shall (x) liquidate and accelerate each Terminated Transaction at its Market Value, so that each amount equal to the difference between such Market Value and the Contract Value, as defined below, of such Terminated Transaction(s) shall be due to the Buyer under the Terminated Transaction(s) if such Market Value exceeds the Contract Value and to the Seller if the opposite is the case; and (y) where appropriate, discount each amount then due under clause (x) above to present value in a commercially reasonable manner as of the Early Termination Date (to take account of the period between the date of liquidation and the date on which such amount would have otherwise been due pursuant to the relevant Terminated Transactions).

For purposes of this Section 10.3.1, "Contract Value" means the amount of Gas remaining to be delivered or purchased under a transaction multiplied by the Contract Price, and "Market Value" means the amount of Gas remaining to be delivered or purchased under a transaction multiplied by the market price for a similar transaction at the Delivery Point determined by the Non-Defaulting Party in a commercially reasonable manner. To ascertain the Market Value, the Non-Defaulting Party may consider, among other valuations, any or all of the settlement prices of NYMEX Gas futures contracts, quotations from leading dealers in energy swap contracts or physical gas trading markets, similar sales or purchases and any other bona fide third-party offers, all adjusted for the length of the term and differences in transportation costs. A party shall not be required to enter into a replacement transaction(s) in order to determine the Market Value. Any extension(s) of the term of a transaction to which parties are not bound as of the Early Termination Date (including but not limited to "evergreen provisions") shall not be considered in determining Contract Values and

Market Values. For the avoidance of doubt, any option pursuant to which one party has the right to extend the term of a transaction shall be considered in determining Contract Values and Market Values. The rate of interest used in calculating net present value shall be determined by the Non-Defaulting Party in a commercially reasonable manner.

Early Termination Damages Do Not Apply:

10.3.1. As of the Early Termination Date, the Non-Defaulting Party shall determine, in good faith and in a commercially reasonable manner, the amount owed (whether or not then due) by each party with respect to all Gas delivered and received between the parties under Terminated Transactions and Excluded Transactions on and before the Early Termination Date and all other applicable charges relating to such deliveries and receipts (including without limitation any amounts owed under Section 3.2), for which payment has not yet been made by the party that owes such payment under this Contract.

The parties have selected either "Other Agreement Setoffs Apply" or "Other Agreement Setoffs Do Not Apply" as indicated on the Base Contract.

Other Agreement Setoffs Apply:

Bilateral Setoff Option:

10.3.2. The Non-Defaulting Party shall net or aggregate, as appropriate, any and all amounts owing between the parties under Section 10.3.1, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other (the "Net Settlement Amount"). At its sole option and without prior Notice to the Defaulting Party, the Non-Defaulting Party is hereby authorized to setoff any Net Settlement Amount against (i) any margin or other collateral held by a party in connection with any Credit Support Obligation relating to the Contract; and (ii) any amount(s) (including any excess cash margin or excess cash collateral) owed or held by the party that is entitled to the Net Settlement Amount under any other agreement or arrangement between the parties.

Triangular Setoff Option:

10.3.2. The Non-Defaulting Party shall net or aggregate, as appropriate, any and all amounts owing between the parties under Section 10.3.1, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other (the "Net Settlement Amount"). At its sole option, and without prior Notice to the Defaulting Party, the Non-Defaulting Party is hereby authorized to setoff (i) any Net Settlement Amount against any margin or other collateral held by a party in connection with any Credit Support Obligation relating to the Contract; (ii) any Net Settlement Amount against any amount(s) (including any excess cash margin or excess cash collateral) owed by or to a party under any other agreement or arrangement between the parties; (iii) any Net Settlement Amount owed to the Non-Defaulting Party against any amount(s) (including any excess cash margin or excess cash collateral) owed by the Non-Defaulting Party or its Affiliates to the Defaulting Party under any other agreement or arrangement; (iv) any Net Settlement Amount owed to the Defaulting Party against any amount(s) (including any excess cash margin or excess cash collateral) owed by the Defaulting Party to the Non-Defaulting Party or its Affiliates under any other agreement or arrangement; and/or (v) any Net Settlement Amount owed to the Defaulting Party against any amount(s) (including any excess cash margin or excess cash collateral) owed by the Defaulting Party or its Affiliates to the Non-Defaulting Party under any other agreement or arrangement.

Other Agreement Setoffs Do Not Apply:

10.3.2. The Non-Defaulting Party shall net or aggregate, as appropriate, any and all amounts owing between the parties under Section 10.3.1, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other (the "Net Settlement Amount"). At its sole option and without prior Notice to the Defaulting Party, the Non-Defaulting Party may setoff any Net Settlement Amount against any margin or other collateral held by a party in connection with any Credit Support Obligation relating to the Contract.

10.3.3. If any obligation that is to be included in any netting, aggregation or setoff pursuant to Section 10.3.2 is unascertained, the Non-Defaulting Party may in good faith estimate that obligation and net, aggregate or setoff, as applicable, in respect of the estimate, subject to the Non-Defaulting Party accounting to the Defaulting Party when the obligation is ascertained. Any amount not then due which is included in any netting, aggregation or setoff pursuant to Section 10.3.2 shall be discounted to net present value in a commercially reasonable manner determined by the Non-Defaulting Party.

10.4. As soon as practicable after a liquidation, Notice shall be given by the Non-Defaulting Party to the Defaulting Party of the Net Settlement Amount, and whether the Net Settlement Amount is due to or due from the Non-Defaulting Party. The Notice shall include a written statement explaining in reasonable detail the calculation of the Net Settlement Amount, provided that failure to give such Notice shall not affect the validity or enforceability of the liquidation or give rise to any claim by the Defaulting Party against the Non-Defaulting Party. The Net Settlement Amount as well as any setoffs applied against such amount pursuant to Section 10.3.2, shall be paid by the close of business on the second Business Day following such Notice, which date shall not be earlier than the Early Termination Date. Interest on any unpaid portion of the Net Settlement Amount as adjusted by setoffs, shall accrue from the date due until the date of payment at a rate equal to the lower of (i) the then-effective prime rate of interest published under "Money Rates" by The Wall Street Journal, plus two percent per annum; or (ii) the maximum applicable lawful interest rate.

10.5. The parties agree that the transactions hereunder constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that Buyer and Seller are each "forward contract merchants" within the meaning of the United States Bankruptcy Code.

10.6. The Non-Defaulting Party's remedies under this Section 10 are the sole and exclusive remedies of the Non-Defaulting Party with respect to the occurrence of any Early Termination Date. Each party reserves to itself all other rights, setoffs, counterclaims and other defenses that it is or may be entitled to arising from the Contract.

10.7. With respect to this Section 10, if the parties have executed a separate netting agreement with close-out netting provisions, the terms and conditions therein shall prevail to the extent inconsistent herewith.

SECTION 11. FORCE MAJEURE

11.1. Except with regard to a party's obligation to make payment(s) due under Section 7, Section 10.4, and Imbalance Charges under Section 4, neither party shall be liable to the other for failure to perform a Firm obligation, to the extent such failure was caused by Force Majeure. The term "Force Majeure" as employed herein means any cause not reasonably within the control of the party claiming suspension, as further defined in Section 11.2.

11.2. Force Majeure shall include, but not be limited to, the following: (i) physical events such as acts of God, landslides, lightning, earthquakes, fires, storms or storm warnings, such as hurricanes, which result in evacuation of the affected area, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery or equipment or lines of pipe; (ii) weather related events affecting an entire geographic region, such as low temperatures which cause freezing or failure of wells or lines of pipe; (iii) interruption and/or curtailment of Firm transportation and/or storage by Transporters; (iv) acts of others such as strikes, lockouts or other industrial disturbances, riots, sabotage, insurrections or wars, or acts of terror; and (v) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, regulation, or policy having the effect of law promulgated by a governmental authority having jurisdiction. Seller and Buyer shall make reasonable efforts to avoid the adverse impacts of a Force Majeure and to resolve the event or occurrence once it has occurred in order to resume performance.

11.3. Neither party shall be entitled to the benefit of the provisions of Force Majeure to the extent performance is affected by any or all of the following circumstances: (i) the curtailment of interruptible or secondary Firm transportation unless primary, in-path, Firm transportation is also curtailed; (ii) the party claiming excuse failed to remedy the condition and to resume the performance of such covenants or obligations with reasonable dispatch; or (iii) economic hardship, to include, without limitation, Seller's ability to sell Gas at a higher or more advantageous price than the Contract Price, Buyer's ability to purchase Gas at a lower or more advantageous price than the Contract Price, or a regulatory agency disallowing, in whole or in part, the pass through of costs resulting from this Contract; (iv) the loss of Buyer's market(s) or Buyer's inability to use or resell Gas purchased hereunder, except, in either case, as provided in Section 11.2; or (v) the loss or failure of Seller's gas supply or depletion of reserves, except, in either case, as provided in Section 11.2. The party claiming Force Majeure shall not be excused from its responsibility for Imbalance Charges.

11.4. Notwithstanding anything to the contrary herein, the parties agree that the settlement of strikes, lockouts or other industrial disturbances shall be within the sole discretion of the party experiencing such disturbance.

11.5. The party whose performance is prevented by Force Majeure must provide Notice to the other party. Initial Notice may be given orally; however, written Notice with reasonably full particulars of the event or occurrence is required as soon as reasonably possible. Upon providing written Notice of Force Majeure to the other party, the affected party will be relieved of its obligation, from the onset of the Force Majeure event, to make or accept delivery of Gas, as applicable, to the extent and for the duration of Force Majeure, and neither party shall be deemed to have failed in such obligations to the other during such occurrence or event.

11.6. Notwithstanding Sections 11.2 and 11.3, the parties may agree to alternative Force Majeure provisions in a Transaction Confirmation executed in writing by both parties.

SECTION 12. TERM

This Contract may be terminated on 30 Day's written Notice, but shall remain in effect until the expiration of the latest Delivery Period of any transaction(s). The rights of either party pursuant to Section 7.6, Section 10, Section 13, the obligations to make payment hereunder, and the obligation of either party to indemnify the other, pursuant hereto shall survive the termination of the Base Contract or any transaction.

SECTION 13. LIMITATIONS

FOR BREACH OF ANY PROVISION FOR WHICH AN EXPRESS REMEDY OR MEASURE OF DAMAGES IS PROVIDED, SUCH EXPRESS REMEDY OR MEASURE OF DAMAGES SHALL BE THE SOLE AND EXCLUSIVE REMEDY. A PARTY'S LIABILITY HEREUNDER SHALL BE LIMITED AS SET FORTH IN SUCH PROVISION, AND ALL OTHER REMEDIES OR DAMAGES AT LAW OR IN EQUITY ARE WAIVED. IF NO REMEDY OR MEASURE OF DAMAGES IS EXPRESSLY PROVIDED HEREIN OR IN A TRANSACTION, A PARTY'S LIABILITY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY. SUCH DIRECT ACTUAL DAMAGES SHALL BE THE SOLE AND EXCLUSIVE REMEDY, AND ALL OTHER REMEDIES OR DAMAGES AT LAW OR IN EQUITY ARE WAIVED. UNLESS EXPRESSLY HEREIN PROVIDED, NEITHER PARTY SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES, LOST PROFITS OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE. IT IS THE INTENT OF THE PARTIES THAT THE LIMITATIONS HEREIN IMPOSED ON REMEDIES AND THE MEASURE OF DAMAGES BE WITHOUT REGARD TO THE CAUSE OR CAUSES RELATED THERETO, INCLUDING THE NEGLIGENCE OF ANY PARTY, WHETHER SUCH NEGLIGENCE BE SOLE, JOINT OR CONCURRENT, OR ACTIVE OR PASSIVE. TO THE EXTENT ANY DAMAGES REQUIRED TO BE PAID HEREUNDER ARE LIQUIDATED, THE PARTIES ACKNOWLEDGE THAT THE DAMAGES ARE DIFFICULT OR IMPOSSIBLE TO DETERMINE, OR OTHERWISE OBTAINING AN ADEQUATE REMEDY IS INCONVENIENT AND THE DAMAGES CALCULATED HEREUNDER CONSTITUTE A REASONABLE APPROXIMATION OF THE HARM OR LOSS.

SECTION 14. MARKET DISRUPTION

If a Market Disruption Event has occurred then the parties shall negotiate in good faith to agree on a replacement price for the Floating Price (or on a method for determining a replacement price for the Floating Price) for the affected Day, and if the parties have not so agreed on or before the second Business Day following the affected Day then the replacement price for the Floating Price shall be determined within the next two following Business Days with each party obtaining, in good faith and from non-affiliated market participants in the relevant market, two quotes for prices of Gas for the affected Day of a similar quality and quantity in the geographical location closest in proximity to the Delivery Point and averaging the four quotes. If either party fails to provide two quotes then the average of the other party's two quotes shall determine the replacement price for the Floating Price. "Floating Price" means the price or a factor of the price agreed to in the transaction as being based upon a specified index. "Market Disruption Event" means, with respect to an index specified for a transaction, any of the following events: (a) the failure of the index to announce or publish information necessary for determining the Floating Price; (b) the failure of trading to commence or the permanent discontinuation or material suspension of trading on the exchange or market acting as the index; (c) the temporary or permanent discontinuance or unavailability of the index; (d) the temporary or permanent closing of any exchange acting as the index; or (e) both parties agree that a material change in the formula for or the method of determining the Floating Price has occurred. For the purposes of the calculation of a replacement price for the Floating Price, all numbers shall be rounded to three decimal places. If the fourth decimal number is five or greater, then the third decimal number shall be increased by one and if the fourth decimal number is less than five, then the third decimal number shall remain unchanged.

SECTION 15. MISCELLANEOUS

15.1. This Contract shall be binding upon and inure to the benefit of the successors, assigns, personal representatives, and heirs of the respective parties hereto, and the covenants, conditions, rights and obligations of this Contract shall run for the full term of this Contract. No assignment of this Contract, in whole or in part, will be made without the prior written consent of the non-assigning party (and shall not relieve the assigning party from liability hereunder), which consent will not be unreasonably withheld or delayed; provided, either party may (i) transfer, sell, pledge, encumber, or assign this Contract or the accounts, revenues, or proceeds hereof in connection with any financing or other financial arrangements, or (ii) transfer its interest to any parent or Affiliate by assignment, merger or otherwise without the prior approval of the other party. Upon any such assignment, transfer and assumption, the transferor shall remain principally liable for and shall not be relieved of or discharged from any obligations hereunder.

15.2. If any provision in this Contract is determined to be invalid, void or unenforceable by any court having jurisdiction, such determination shall not invalidate, void, or make unenforceable any other provision, agreement or covenant of this Contract.

15.3. No waiver of any breach of this Contract shall be held to be a waiver of any other or subsequent breach.

15.4. This Contract sets forth all understandings between the parties respecting each transaction subject hereto, and any prior contracts, understandings and representations, whether oral or written, relating to such transactions are merged into and superseded by this Contract and any effective transaction(s). This Contract may be amended only by a writing executed by both parties.

15.5. The interpretation and performance of this Contract shall be governed by the laws of the jurisdiction as indicated on the Base Contract, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction.

15.6. This Contract and all provisions herein will be subject to all applicable and valid statutes, rules, orders and regulations of any governmental authority having jurisdiction over the parties, their facilities, or Gas supply, this Contract or transaction or any provisions thereof.

15.7. There is no third party beneficiary to this Contract.

15.8. Each party to this Contract represents and warrants that it has full and complete authority to enter into and perform this Contract. Each person who executes this Contract on behalf of either party represents and warrants that it has full and complete authority to do so and that such party will be bound thereby.

15.9. The headings and subheadings contained in this Contract are used solely for convenience and do not constitute a part of this Contract between the parties and shall not be used to construe or interpret the provisions of this Contract.

15.10. Unless the parties have elected on the Base Contract not to make this Section 15.10 applicable to this Contract, neither party shall disclose directly or indirectly without the prior written consent of the other party the terms of any transaction to a third party (other than the employees, lenders, royalty owners, counsel, accountants and other agents of the party, or prospective purchasers of all or substantially all of a party's assets or of any rights under this Contract, provided such persons shall have agreed to keep such terms confidential) except (i) in order to comply with any applicable law, order, regulation, or exchange rule, (ii) to the extent necessary for the enforcement of this Contract, (iii) to the extent necessary to implement any transaction, (iv) to the extent necessary to comply with a regulatory agency's reporting requirements including but not limited to gas cost recovery proceedings; or (v) to the extent such information is delivered to such third party for the sole purpose of calculating a published index. Each party shall notify the other party of any proceeding of which it is aware which may result in disclosure of the terms of any transaction (other than as permitted hereunder) and use reasonable efforts to prevent or limit the disclosure. The existence of this Contract is not subject to this confidentiality obligation. Subject to Section 13, the parties shall be entitled to all remedies available at law or in equity to enforce, or seek relief in connection with this confidentiality obligation. The terms of any transaction hereunder shall be kept confidential by the parties hereto for one year from the expiration of the transaction.

In the event that disclosure is required by a governmental body or applicable law, the party subject to such requirement may disclose the material terms of this Contract to the extent so required, but shall promptly notify the other party, prior to disclosure,

and shall cooperate (consistent with the disclosing party's legal obligations) with the other party's efforts to obtain protective orders or similar restraints with respect to such disclosure at the expense of the other party.

15.11. The parties may agree to dispute resolution procedures in Special Provisions attached to the Base Contract or in a Transaction Confirmation executed in writing by both parties

15.12. Any original executed Base Contract, Transaction Confirmation or other related document may be digitally copied, photocopied, or stored on computer tapes and disks (the "Imaged Agreement"). The Imaged Agreement, if introduced as evidence on paper, the Transaction Confirmation, if introduced as evidence in automated facsimile form, the recording, if introduced as evidence in its original form, and all computer records of the foregoing, if introduced as evidence in printed format, in any judicial, arbitration, mediation or administrative proceedings will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither Party shall object to the admissibility of the recording, the Transaction Confirmation, or the Imaged Agreement on the basis that such were not originated or maintained in documentary form. However, nothing herein shall be construed as a waiver of any other objection to the admissibility of such evidence.

DISCLAIMER: The purposes of this Contract are to facilitate trade, avoid misunderstandings and make more definite the terms of contracts of purchase and sale of natural gas. Further, NAESB does not mandate the use of this Contract by any party. NAESB DISCLAIMS AND EXCLUDES, AND ANY USER OF THIS CONTRACT ACKNOWLEDGES AND AGREES TO NAESB'S DISCLAIMER OF, ANY AND ALL WARRANTIES, CONDITIONS OR REPRESENTATIONS, EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THIS CONTRACT OR ANY PART THEREOF, INCLUDING ANY AND ALL IMPLIED WARRANTIES OR CONDITIONS OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS OR SUITABILITY FOR ANY PARTICULAR PURPOSE (WHETHER OR NOT NAESB KNOWS, HAS REASON TO KNOW, HAS BEEN ADVISED, OR IS OTHERWISE IN FACT AWARE OF ANY SUCH PURPOSE), WHETHER ALLEGED TO ARISE BY LAW, BY REASON OF CUSTOM OR USAGE IN THE TRADE, OR BY COURSE OF DEALING. EACH USER OF THIS CONTRACT ALSO AGREES THAT UNDER NO CIRCUMSTANCES WILL NAESB BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY USE OF THIS CONTRACT.

**TRANSACTION CONFIRMATION
FOR IMMEDIATE DELIVERY**

EXHIBIT A

<p align="center">Letterhead/Logo</p>	<p>Date: _____</p> <p>Transaction Confirmation #: _____</p>			
<p>This Transaction Confirmation is subject to the Base Contract between Seller and Buyer dated _____. The terms of this Transaction Confirmation are binding unless disputed in writing within 2 Business Days of receipt unless otherwise specified in the Base Contract.</p>				
<p>SELLER:</p> <p>_____</p> <p>_____</p> <p>Attn: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Base Contract No. _____</p> <p>Transporter: _____</p> <p>Transporter Contract Number: _____</p>	<p>BUYER:</p> <p>_____</p> <p>_____</p> <p>Attn: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Base Contract No. _____</p> <p>Transporter: _____</p> <p>Transporter Contract Number: _____</p>			
<p>Contract Price: \$ _____/MMBtu or _____</p>				
<p>Delivery Period: Begin: _____, _____ End: _____, _____</p>				
<p>Performance Obligation and Contract Quantity: (Select One)</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; vertical-align: top;"> <p>Firm (Fixed Quantity):</p> <p>_____ MMBtus/day</p> <p><input type="checkbox"/> EFP</p> </td> <td style="width:33%; vertical-align: top;"> <p>Firm (Variable Quantity):</p> <p>_____ MMBtus/day Minimum</p> <p>_____ MMBtus/day Maximum</p> <p>subject to Section 4.2. at election of</p> <p><input type="checkbox"/> Buyer or <input type="checkbox"/> Seller</p> </td> <td style="width:33%; vertical-align: top;"> <p>Interruptible:</p> <p>Up to _____ MMBtus/day</p> </td> </tr> </table>		<p>Firm (Fixed Quantity):</p> <p>_____ MMBtus/day</p> <p><input type="checkbox"/> EFP</p>	<p>Firm (Variable Quantity):</p> <p>_____ MMBtus/day Minimum</p> <p>_____ MMBtus/day Maximum</p> <p>subject to Section 4.2. at election of</p> <p><input type="checkbox"/> Buyer or <input type="checkbox"/> Seller</p>	<p>Interruptible:</p> <p>Up to _____ MMBtus/day</p>
<p>Firm (Fixed Quantity):</p> <p>_____ MMBtus/day</p> <p><input type="checkbox"/> EFP</p>	<p>Firm (Variable Quantity):</p> <p>_____ MMBtus/day Minimum</p> <p>_____ MMBtus/day Maximum</p> <p>subject to Section 4.2. at election of</p> <p><input type="checkbox"/> Buyer or <input type="checkbox"/> Seller</p>	<p>Interruptible:</p> <p>Up to _____ MMBtus/day</p>		
<p>Delivery Point(s): _____</p> <p>(If a pooling point is used, list a specific geographic and pipeline location):</p>				
<p>Special Conditions:</p>				
<p>Seller: _____</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Buyer: _____</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>			

Base Contract for Sale and Purchase of Natural Gas (NAESB)

This Base Contract is entered into as of the following date: July 1, 2013 ("Effective Date"). The parties to this Base Contract are the following:

CONSTELLATION NEWENERGY – GAS

DIVISION, LLC ("CNEG" or "Seller")
9960 Corporate Campus Dr, Suite 2000, Louisville, KY 40223
Duns Number: 14-109-2333
Contract Number: CNEG13188
U.S. Federal Tax ID Number: 20-5838057

Notices:

9960 Corporate Campus Drive, Suite 2000, Louisville, KY 40223
Attn: **Contracts Department**
Phone: (502) 426-4500 Fax: (502) 214-6381

Confirmations:

9960 Corporate Campus Drive, Suite 2000, Louisville, KY 40223
Attn: **Confirmations Department**
Phone: (502) 426-4500 Fax: (502) 214-6381

Invoices and Payments:

see invoice
Attn: _____
Phone: _____ Fax: _____

Wire Transfer or ACH Numbers (if applicable):

BANK: see invoice
ABA: _____
ACCT: _____

and **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ("Buyer")**

Address: 28000 Marguerite Parkway, Mission Viejo, CA 92692
Duns Number: _____
Contract Number: _____
U.S. Federal Tax ID Number: _____

Notices:

28000 Marguerite Parkway, Mission Viejo, CA 92692
Attn: **John Ozurovich, Director of Facilities**
Phone: (949) 582-4880 Fax: (949) 364-9461

Confirmations (if different from "Notices" above):

Attn: _____
Phone: _____ Fax: _____

Invoices and Payments (if different from "Notices" above):

Attn: _____
Phone: _____ Fax: _____

Wire Transfer or ACH Numbers (if applicable):

BANK: _____
ABA: _____
ACCT: _____

This Base Contract incorporates by reference for all purposes the General Terms and Conditions for Sale and Purchase of Natural Gas published by the North American Energy Standards Board. The parties hereby agree to the following provisions offered in said General Terms and Conditions. In the event the parties fail to check a box, the specified default provision shall apply. Select only one box from each section:

Section 1.2 Transaction Procedure	<input checked="" type="checkbox"/> Oral <input type="checkbox"/> Written (default)	Section 7.2 Payment Date	<input type="checkbox"/> 25 th Day of Month following Month of delivery <input checked="" type="checkbox"/> 25 Days following date of invoice
Section 2.5 Confirm Deadline	<input checked="" type="checkbox"/> 2 Business Days after receipt (def) <input type="checkbox"/> _____ Business Days after receipt	Section 7.2 Method of Payment	<input checked="" type="checkbox"/> Wire Transfer (default) <input checked="" type="checkbox"/> Automated Clearinghouse Credit (def) <input checked="" type="checkbox"/> Check
Section 2.6 Confirming Party	<input checked="" type="checkbox"/> Seller (default) <input type="checkbox"/> Buyer <input type="checkbox"/> Counterparty	Section 7.7 Netting	<input checked="" type="checkbox"/> Netting Applies (default) <input type="checkbox"/> Netting does not apply
Section 3.2 Performance Obligation	<input checked="" type="checkbox"/> Cover Standard (default) <input type="checkbox"/> Spot Price Standard	Section 10.3.1 Early Termination Damages	<input checked="" type="checkbox"/> Early Termination Damages Apply (default) <input type="checkbox"/> Early Termination Damages Do Not Apply
Note: The following Spot Price Publication applies to both of the immediately preceding.		Section 10.3.2 Other Agreement Setoffs	<input checked="" type="checkbox"/> Other Agreement Setoffs Apply (default) <input type="checkbox"/> Other Agreement Setoffs Do Not Apply
Section 2.26 Spot Price Publication	<input checked="" type="checkbox"/> Gas Daily Midpoint (default) <input type="checkbox"/> _____	Section 14.5 Choice of Law	<input checked="" type="checkbox"/> NEW YORK
Section 6 Taxes	<input checked="" type="checkbox"/> Buyer Pays At and After Delivery Point (default) <input type="checkbox"/> Seller Pays Before and At Delivery Point	Section 14.10 Confidentiality	<input checked="" type="checkbox"/> Confidentiality Applies (default) <input type="checkbox"/> Confidentiality does not apply
X Special Provisions Number of sheets attached: CNEG (3) Addendums:			

IN WITNESS WHEREOF, the parties hereto have executed this Base Contract as of the Effective Date.

CONSTELLATION NEWENERGY – GAS DIVISION, LLC

By: _____

Name: _____

Title: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: _____

Name: _____

Title: _____

General Terms and Conditions

Base Contract for Sale and Purchase of Natural Gas

SECTION 1. PURPOSE AND PROCEDURES

1.1. These General Terms and Conditions are intended to facilitate purchase and sale transactions of Gas on a Firm or Interruptible basis. "Buyer" refers to the party receiving Gas and "Seller" refers to the party delivering Gas. The entire agreement between the parties shall be the Contract as defined in Section 2.7.

The parties have selected either the "Oral Transaction Procedure" or the "Written Transaction Procedure" as indicated on the Base Contract.

Oral Transaction Procedure:

1.2. The parties will use the following Transaction Confirmation procedure. Any Gas purchase and sale transaction may be effectuated in an EDI transmission or telephone conversation with the offer and acceptance constituting the agreement of the parties. The parties shall be legally bound from the time they so agree to transaction terms and may each rely thereon. Any such transaction shall be considered a "writing" and to have been "signed". Notwithstanding the foregoing sentence, the parties agree that Confirming Party shall, and the other party may, confirm a telephonic transaction by sending the other party a Transaction Confirmation by facsimile, EDI or mutually agreeable electronic means within three Business Days of a transaction covered by this Section 1.2 (Oral Transaction Procedure) provided that the failure to send a Transaction Confirmation shall not invalidate the oral agreement of the parties. Confirming Party adopts its confirming letterhead, or the like, as its signature on any Transaction Confirmation as the identification and authentication of Confirming Party. If the Transaction Confirmation contains any provisions other than those relating to the commercial terms of the transaction (i.e., price, quantity, performance obligation, delivery point, period of delivery and/or transportation conditions), which modify or supplement the Base Contract or General Terms and Conditions of this Contract (e.g., arbitration or additional representations and warranties), such provisions shall not be deemed to be accepted pursuant to Section 1.3 but must be expressly agreed to by both parties; provided that the foregoing shall not invalidate any transaction agreed to by the parties.

Written Transaction Procedure:

1.2. The parties will use the following Transaction Confirmation procedure. Should the parties come to an agreement regarding a Gas purchase and sale transaction for a particular Delivery Period, the Confirming Party shall, and the other party may, record that agreement on a Transaction Confirmation and communicate such Transaction Confirmation by facsimile, EDI or mutually agreeable electronic means, to the other party by the close of the Business Day following the date of agreement. The parties acknowledge that their agreement will not be binding until the exchange of nonconflicting Transaction Confirmations or the passage of the Confirm Deadline without objection from the receiving party, as provided in Section 1.3.

1.3. If a sending party's Transaction Confirmation is materially different from the receiving party's understanding of the agreement referred to in Section 1.2, such receiving party shall notify the sending party via facsimile, EDI or mutually agreeable electronic means by the Confirm Deadline, unless such receiving party has previously sent a Transaction Confirmation to the sending party. The failure of the receiving party to so notify the sending party in writing by the Confirm Deadline constitutes the receiving party's agreement to the terms of the transaction described in the sending party's Transaction Confirmation. If there are any material differences between timely sent Transaction Confirmations governing the same transaction, then neither Transaction Confirmation shall be binding until or unless such differences are resolved including the use of any evidence that clearly resolves the differences in the Transaction Confirmations. In the event of a conflict among the terms of (i) a binding Transaction Confirmation pursuant to Section 1.2, (ii) the oral agreement of the parties which may be evidenced by a recorded conversation, where the parties have selected the Oral Transaction Procedure of the Base Contract, (iii) the Base Contract, and (iv) these General Terms and Conditions, the terms of the documents shall govern in the priority listed in this sentence.

1.4. The parties agree that each party may electronically record all telephone conversations with respect to this Contract between their respective employees, without any special or further notice to the other party. Each party shall obtain any necessary consent of its agents and employees to such recording. Where the parties have selected the Oral Transaction Procedure in Section 1.2 of the Base Contract, the parties agree not to contest the validity or enforceability of telephonic recordings entered into in accordance with the requirements of this Base Contract. However, nothing herein shall be construed as a waiver of any objection to the admissibility of such evidence.

SECTION 2. DEFINITIONS

The terms set forth below shall have the meaning ascribed to them below. Other terms are also defined elsewhere in the Contract and shall have the meanings ascribed to them herein.

- 2.1. **"Alternative Damages"** shall mean such damages, expressed in dollars or dollars per MMBtu, as the parties shall agree upon in the Transaction Confirmation, in the event either Seller or Buyer fails to perform a Firm obligation to deliver Gas in the case of Seller or to receive Gas in the case of Buyer.
- 2.2. **"Base Contract"** shall mean a contract executed by the parties that incorporates these General Terms and Conditions by reference; that specifies the agreed selections of provisions contained herein; and that sets forth other information required herein and any Special Provisions and addendum(s) as identified on page one.
- 2.3. **"British thermal unit"** or **"Btu"** shall mean the International BTU, which is also called the Btu (IT).
- 2.4. **"Business Day"** shall mean any day except Saturday, Sunday or Federal Reserve Bank holidays.
- 2.5. **"Confirm Deadline"** shall mean 5:00 p.m. in the receiving party's time zone on the second Business Day following the Day a Transaction Confirmation is received or, if applicable, on the Business Day agreed to by the parties in the Base Contract;

provided, if the Transaction Confirmation is time stamped after 5:00 p.m. in the receiving party's time zone, it shall be deemed received at the opening of the next Business Day.

- 2.6. **"Confirming Party"** shall mean the party designated in the Base Contract to prepare and forward Transaction Confirmations to the other party.
- 2.7. **"Contract"** shall mean the legally-binding relationship established by (i) the Base Contract, (ii) any and all binding Transaction Confirmations and (iii) where the parties have selected the Oral Transaction Procedure in Section 1.2 of the Base Contract, any and all transactions that the parties have entered into through an EDI transmission or by telephone, but that have not been confirmed in a binding Transaction Confirmation.
- 2.8. **"Contract Price"** shall mean the amount expressed in U.S. Dollars per MMBtu to be paid by Buyer to Seller for the purchase of Gas as agreed to by the parties in a transaction.
- 2.9. **"Contract Quantity"** shall mean the quantity of Gas to be delivered and taken as agreed to by the parties in a transaction.
- 2.10. **"Cover Standard"**, as referred to in Section 3.2, shall mean that if there is an unexcused failure to take or deliver any quantity of Gas pursuant to this Contract, then the performing party shall use commercially reasonable efforts to (i) if Buyer is the performing party, obtain Gas, (or an alternate fuel if elected by Buyer and replacement Gas is not available), or (ii) if Seller is the performing party, sell Gas, in either case, at a price reasonable for the delivery or production area, as applicable, consistent with: the amount of notice provided by the nonperforming party; the immediacy of the Buyer's Gas consumption needs or Seller's Gas sales requirements, as applicable; the quantities involved; and the anticipated length of failure by the nonperforming party.
- 2.11. **"Credit Support Obligation(s)"** shall mean any obligation(s) to provide or establish credit support for, or on behalf of, a party to this Contract such as an irrevocable standby letter of credit, a margin agreement, a prepayment, a security interest in an asset, a performance bond, guaranty, or other good and sufficient security of a continuing nature.
- 2.12. **"Day"** shall mean a period of 24 consecutive hours, coextensive with a "day" as defined by the Receiving Transporter in a particular transaction.
- 2.13. **"Delivery Period"** shall be the period during which deliveries are to be made as agreed to by the parties in a transaction.
- 2.14. **"Delivery Point(s)"** shall mean such point(s) as are agreed to by the parties in a transaction.
- 2.15. **"EDI"** shall mean an electronic data interchange pursuant to an agreement entered into by the parties, specifically relating to the communication of Transaction Confirmations under this Contract.
- 2.16. **"EFP"** shall mean the purchase, sale or exchange of natural Gas as the "physical" side of an exchange for physical transaction involving gas futures contracts. EFP shall incorporate the meaning and remedies of "Firm", provided that a party's excuse for nonperformance of its obligations to deliver or receive Gas will be governed by the rules of the relevant futures exchange regulated under the Commodity Exchange Act.
- 2.17. **"Firm"** shall mean that either party may interrupt its performance without liability only to the extent that such performance is prevented for reasons of Force Majeure; provided, however, that during Force Majeure interruptions, the party invoking Force Majeure may be responsible for any Imbalance Charges as set forth in Section 4.3 related to its interruption after the nomination is made to the Transporter and until the change in deliveries and/or receipts is confirmed by the Transporter.
- 2.18. **"Gas"** shall mean any mixture of hydrocarbons and noncombustible gases in a gaseous state consisting primarily of methane.
- 2.19. **"Imbalance Charges"** shall mean any fees, penalties, costs or charges (in cash or in kind) assessed by a Transporter for failure to satisfy the Transporter's balance and/or nomination requirements.
- 2.20. **"Interruptible"** shall mean that either party may interrupt its performance at any time for any reason, whether or not caused by an event of Force Majeure, with no liability, except such interrupting party may be responsible for any Imbalance Charges as set forth in Section 4.3 related to its interruption after the nomination is made to the Transporter and until the change in deliveries and/or receipts is confirmed by Transporter.
- 2.21. **"MMBtu"** shall mean one million British thermal units, which is equivalent to one dekatherm.
- 2.22. **"Month"** shall mean the period beginning on the first Day of the calendar month and ending immediately prior to the commencement of the first Day of the next calendar month.
- 2.23. **"Payment Date"** shall mean a date, as indicated on the Base Contract, on or before which payment is due Seller for Gas received by Buyer in the previous Month.
- 2.24. **"Receiving Transporter"** shall mean the Transporter receiving Gas at a Delivery Point, or absent such receiving Transporter, the Transporter delivering Gas at a Delivery Point.
- 2.25. **"Scheduled Gas"** shall mean the quantity of Gas confirmed by Transporter(s) for movement, transportation or management.
- 2.26. **"Spot Price"** as referred to in Section 3.2 shall mean the price listed in the publication indicated on the Base Contract, under the listing applicable to the geographic location closest in proximity to the Delivery Point(s) for the relevant Day; provided, if there is no single price published for such location for such Day, but there is published a range of prices, then the Spot Price shall be the average of such high and low prices. If no price or range of prices is published for such Day, then the Spot Price shall be the average of the following: (i) the price (determined as stated above) for the first Day for which a price or range of prices is published that next precedes the relevant Day; and (ii) the price (determined as stated above) for the first Day for which a price or range of prices is published that next follows the relevant Day.

- 2.27. **"Transaction Confirmation"** shall mean a document, similar to the form of Exhibit A, setting forth the terms of a transaction formed pursuant to Section 1 for a particular Delivery Period.
- 2.28. **"Termination Option"** shall mean the option of either party to terminate a transaction in the event that the other party fails to perform a Firm obligation to deliver Gas in the case of Seller or to receive Gas in the case of Buyer for a designated number of days during a period as specified on the applicable Transaction Confirmation.
- 2.29. **"Transporter(s)"** shall mean all Gas gathering or pipeline companies, or local distribution companies, acting in the capacity of a transporter, transporting Gas for Seller or Buyer upstream or downstream, respectively, of the Delivery Point pursuant to a particular transaction.

SECTION 3. PERFORMANCE OBLIGATION

3.1. Seller agrees to sell and deliver, and Buyer agrees to receive and purchase, the Contract Quantity for a particular transaction in accordance with the terms of the Contract. Sales and purchases will be on a Firm or Interruptible basis, as agreed to by the parties in a transaction.

The parties have selected either the "Cover Standard" or the "Spot Price Standard" as indicated on the Base Contract.

Cover Standard:

3.2. The sole and exclusive remedy of the parties in the event of a breach of a Firm obligation to deliver or receive Gas shall be recovery of the following: (i) in the event of a breach by Seller on any Day(s), payment by Seller to Buyer in an amount equal to the positive difference, if any, between the purchase price paid by Buyer utilizing the Cover Standard and the Contract Price, adjusted for commercially reasonable differences in transportation costs to or from the Delivery Point(s), multiplied by the difference between the Contract Quantity and the quantity actually delivered by Seller for such Day(s); or (ii) in the event of a breach by Buyer on any Day(s), payment by Buyer to Seller in the amount equal to the positive difference, if any, between the Contract Price and the price received by Seller utilizing the Cover Standard for the resale of such Gas, adjusted for commercially reasonable differences in transportation costs to or from the Delivery Point(s), multiplied by the difference between the Contract Quantity and the quantity actually taken by Buyer for such Day(s); or (iii) in the event that Buyer has used commercially reasonable efforts to replace the Gas or Seller has used commercially reasonable efforts to sell the Gas to a third party, and no such replacement or sale is available, then the sole and exclusive remedy of the performing party shall be any unfavorable difference between the Contract Price and the Spot Price, adjusted for such transportation to the applicable Delivery Point, multiplied by the difference between the Contract Quantity and the quantity actually delivered by Seller and received by Buyer for such Day(s). Imbalance Charges shall not be recovered under this Section 3.2, but Seller and/or Buyer shall be responsible for Imbalance Charges, if any, as provided in Section 4.3. The amount of such unfavorable difference shall be payable five Business Days after presentation of the performing party's invoice, which shall set forth the basis upon which such amount was calculated.

Spot Price Standard:

3.2. The sole and exclusive remedy of the parties in the event of a breach of a Firm obligation to deliver or receive Gas shall be recovery of the following: (i) in the event of a breach by Seller on any Day(s), payment by Seller to Buyer in an amount equal to the difference between the Contract Quantity and the actual quantity delivered by Seller and received by Buyer for such Day(s), multiplied by the positive difference, if any, obtained by subtracting the Contract Price from the Spot Price; or (ii) in the event of a breach by Buyer on any Day(s), payment by Buyer to Seller in an amount equal to the difference between the Contract Quantity and the actual quantity delivered by Seller and received by Buyer for such Day(s), multiplied by the positive difference, if any, obtained by subtracting the applicable Spot Price from the Contract Price. Imbalance Charges shall not be recovered under this Section 3.2, but Seller and/or Buyer shall be responsible for Imbalance Charges, if any, as provided in Section 4.3. The amount of such unfavorable difference shall be payable five Business Days after presentation of the performing party's invoice, which shall set forth the basis upon which such amount was calculated.

3.3. Notwithstanding Section 3.2, the parties may agree to Alternative Damages in a Transaction Confirmation executed in writing by both parties.

3.4. In addition to Sections 3.2 and 3.3, the parties may provide for a Termination Option in a Transaction Confirmation executed in writing by both parties. The Transaction Confirmation containing the Termination Option will designate the length of nonperformance triggering the Termination Option and the procedures for exercise thereof, how damages for nonperformance will be compensated, and how liquidation costs will be calculated.

SECTION 4. TRANSPORTATION, NOMINATIONS, AND IMBALANCES

4.1. Seller shall have the sole responsibility for transporting the Gas to the Delivery Point(s). Buyer shall have the sole responsibility for transporting the Gas from the Delivery Point(s).

4.2. The parties shall coordinate their nomination activities, giving sufficient time to meet the deadlines of the affected Transporter(s). Each party shall give the other party timely prior Notice, sufficient to meet the requirements of all Transporter(s) involved in the transaction, of the quantities of Gas to be delivered and purchased each Day. Should either party become aware that actual deliveries at the Delivery Point(s) are greater or lesser than the Scheduled Gas, such party shall promptly notify the other party.

4.3. The parties shall use commercially reasonable efforts to avoid imposition of any Imbalance Charges. If Buyer or Seller receives an invoice from a Transporter that includes Imbalance Charges, the parties shall determine the validity as well as the cause of such Imbalance Charges. If the Imbalance Charges were incurred as a result of Buyer's receipt of quantities of Gas greater than or less than the Scheduled Gas, then Buyer shall pay for such Imbalance Charges or reimburse Seller for such Imbalance Charges paid by Seller. If the Imbalance Charges were incurred as a result of Seller's delivery of quantities of Gas greater than or less than the Scheduled Gas, then Seller shall pay for such Imbalance Charges or reimburse Buyer for such Imbalance Charges paid by Buyer.

SECTION 5. QUALITY AND MEASUREMENT

5.1. All Gas delivered by Seller shall meet the pressure, quality and heat content requirements of the Receiving Transporter. The unit of quantity measurement for purposes of this Contract shall be one MMBtu dry. Measurement of Gas quantities hereunder shall be in accordance with the established procedures of the Receiving Transporter.

SECTION 6. TAXES

The parties have selected either "Buyer Pays At and After Delivery Point" or "Seller Pays Before and At Delivery Point" as indicated on the Base Contract.

Buyer Pays At and After Delivery Point:

Seller shall pay or cause to be paid all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Gas prior to the Delivery Point(s). Buyer shall pay or cause to be paid all Taxes on or with respect to the Gas at the Delivery Point(s) and all Taxes after the Delivery Point(s). If a party is required to remit or pay Taxes that are the other party's responsibility hereunder, the party responsible for such Taxes shall promptly reimburse the other party for such Taxes. Any party entitled to an exemption from any such Taxes or charges shall furnish the other party any necessary documentation thereof.

Seller Pays Before and At Delivery Point:

Seller shall pay or cause to be paid all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Gas prior to the Delivery Point(s) and all Taxes at the Delivery Point(s). Buyer shall pay or cause to be paid all Taxes on or with respect to the Gas after the Delivery Point(s). If a party is required to remit or pay Taxes that are the other party's responsibility hereunder, the party responsible for such Taxes shall promptly reimburse the other party for such Taxes. Any party entitled to an exemption from any such Taxes or charges shall furnish the other party any necessary documentation thereof.

SECTION 7. BILLING, PAYMENT, AND AUDIT

7.1. Seller shall invoice Buyer for Gas delivered and received in the preceding Month and for any other applicable charges, providing supporting documentation acceptable in industry practice to support the amount charged. If the actual quantity delivered is not known by the billing date, billing will be prepared based on the quantity of Scheduled Gas. The invoiced quantity will then be adjusted to the actual quantity on the following Month's billing or as soon thereafter as actual delivery information is available.

7.2. Buyer shall remit the amount due under Section 7.1 in the manner specified in the Base Contract, in immediately available funds, on or before the later of the Payment Date or 10 Days after receipt of the invoice by Buyer; provided that if the Payment Date is not a Business Day, payment is due on the next Business Day following that date. In the event any payments are due Buyer hereunder, payment to Buyer shall be made in accordance with this Section 7.2.

7.3. In the event payments become due pursuant to Sections 3.2 or 3.3, the performing party may submit an invoice to the nonperforming party for an accelerated payment setting forth the basis upon which the invoiced amount was calculated. Payment from the nonperforming party will be due five Business Days after receipt of invoice.

7.4. If the invoiced party, in good faith, disputes the amount of any such invoice or any part thereof, such invoiced party will pay such amount as it concedes to be correct; provided, however, if the invoiced party disputes the amount due, it must provide supporting documentation acceptable in industry practice to support the amount paid or disputed. In the event the parties are unable to resolve such dispute, either party may pursue any remedy available at law or in equity to enforce its rights pursuant to this Section.

7.5. If the invoiced party fails to remit the full amount payable when due, interest on the unpaid portion shall accrue from the date due until the date of payment at a rate equal to the lower of (i) the then-effective prime rate of interest published under "Money Rates" by The Wall Street Journal, plus two percent per annum; or (ii) the maximum applicable lawful interest rate.

7.6. A party shall have the right, at its own expense, upon reasonable Notice and at reasonable times, to examine and audit and to obtain copies of the relevant portion of the books, records, and telephone recordings of the other party only to the extent reasonably necessary to verify the accuracy of any statement, charge, payment, or computation made under the Contract. This right to examine, audit, and to obtain copies shall not be available with respect to proprietary information not directly relevant to transactions under this Contract. All invoices and billings shall be conclusively presumed final and accurate and all associated claims for under or overpayments shall be deemed waived unless such invoices or billings are objected to in writing, with adequate explanation and/or documentation, within two years after the Month of Gas delivery. All retroactive adjustments under Section 7 shall be paid in full by the party owing payment within 30 Days of Notice and substantiation of such inaccuracy.

7.7. Unless the parties have elected on the Base Contract not to make this Section 7.7 applicable to this Contract, the parties shall net all undisputed amounts due and owing, and/or past due, arising under the Contract such that the party owing the greater amount shall make a single payment of the net amount to the other party in accordance with Section 7; provided that no payment required to be made pursuant to the terms of any Credit Support Obligation or pursuant to Section 7.3 shall be subject to netting under this Section. If the parties have executed a separate netting agreement, the terms and conditions therein shall prevail to the extent inconsistent herewith.

SECTION 8. TITLE, WARRANTY, AND INDEMNITY

8.1. Unless otherwise specifically agreed, title to the Gas shall pass from Seller to Buyer at the Delivery Point(s). Seller shall have responsibility for and assume any liability with respect to the Gas prior to its delivery to Buyer at the specified Delivery Point(s). Buyer shall have responsibility for and any liability with respect to said Gas after its delivery to Buyer at the Delivery Point(s).

8.2. Seller warrants that it will have the right to convey and will transfer good and merchantable title to all Gas sold hereunder and delivered by it to Buyer, free and clear of all liens, encumbrances, and claims. EXCEPT AS PROVIDED IN THIS SECTION 8.2 AND IN

SECTION 14.8. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE, ARE DISCLAIMED.

8.3. Seller agrees to indemnify Buyer and save it harmless from all losses, liabilities or claims including reasonable attorneys' fees and costs of court ("Claims"), from any and all persons, arising from or out of claims of title, personal injury or property damage from said Gas or other charges thereon which attach before title passes to Buyer. Buyer agrees to indemnify Seller and save it harmless from all Claims, from any and all persons, arising from or out of claims regarding payment, personal injury or property damage from said Gas or other charges thereon which attach after title passes to Buyer.

8.4. Notwithstanding the other provisions of this Section 8, as between Seller and Buyer, Seller will be liable for all Claims to the extent that such arise from the failure of Gas delivered by Seller to meet the quality requirements of Section 5.

SECTION 9. NOTICES

9.1. All Transaction Confirmations, invoices, payments and other communications made pursuant to the Base Contract ("Notices") shall be made to the addresses specified in writing by the respective parties from time to time.

9.2. All Notices required hereunder may be sent by facsimile or mutually acceptable electronic means, a nationally recognized overnight courier service, first class mail or hand delivered.

9.3. Notice shall be given when received on a Business Day by the addressee. In the absence of proof of the actual receipt date, the following presumptions will apply. Notices sent by facsimile shall be deemed to have been received upon the sending party's receipt of its facsimile machine's confirmation of successful transmission. If the day on which such facsimile is received is not a Business Day or is after five p.m. on a Business Day, then such facsimile shall be deemed to have been received on the next following Business Day. Notice by overnight mail or courier shall be deemed to have been received on the next Business Day after it was sent or such earlier time as is confirmed by the receiving party. Notice via first class mail shall be considered delivered five Business Days after mailing.

SECTION 10. FINANCIAL RESPONSIBILITY

10.1. If either party ("X") has reasonable grounds for insecurity regarding the performance of any obligation under this Contract (whether or not then due) by the other party ("Y") (including, without limitation, the occurrence of a material change in the creditworthiness of Y), X may demand Adequate Assurance of Performance. "Adequate Assurance of Performance" shall mean sufficient security in the form, amount and for the term reasonably acceptable to X, including, but not limited to, a standby irrevocable letter of credit, a prepayment, a security interest in an asset or a performance bond or guaranty (including the issuer of any such security).

10.2. In the event (each an "Event of Default") either party (the "Defaulting Party") or its guarantor shall: (i) make an assignment or any general arrangement for the benefit of creditors; (ii) file a petition or otherwise commence, authorize, or acquiesce in the commencement of a proceeding or case under any bankruptcy or similar law for the protection of creditors or have such petition filed or proceeding commenced against it; (iii) otherwise become bankrupt or insolvent (however evidenced); (iv) be unable to pay its debts as they fall due; (v) have a receiver, provisional liquidator, conservator, custodian, trustee or other similar official appointed with respect to it or substantially all of its assets; (vi) fail to perform any obligation to the other party with respect to any Credit Support Obligations relating to the Contract; (vii) fail to give Adequate Assurance of Performance under Section 10.1 within 48 hours but at least one Business Day of a written request by the other party; or (viii) not have paid any amount due the other party hereunder on or before the second Business Day following written Notice that such payment is due; then the other party (the "Non-Defaulting Party") shall have the right, at its sole election, to immediately withhold and/or suspend deliveries or payments upon Notice and/or to terminate and liquidate the transactions under the Contract, in the manner provided in Section 10.3, in addition to any and all other remedies available hereunder.

10.3. If an Event of Default has occurred and is continuing, the Non-Defaulting Party shall have the right, by Notice to the Defaulting Party, to designate a Day, no earlier than the Day such Notice is given and no later than 20 Days after such Notice is given, as an early termination date (the "Early Termination Date") for the liquidation and termination pursuant to Section 10.3.1 of all transactions under the Contract, each a "Terminated Transaction". On the Early Termination Date, all transactions will terminate, other than those transactions, if any, that may not be liquidated and terminated under applicable law or that are, in the reasonable opinion of the Non-Defaulting Party, commercially impracticable to liquidate and terminate ("Excluded Transactions"), which Excluded Transactions must be liquidated and terminated as soon thereafter as is reasonably practicable, and upon termination shall be a Terminated Transaction and be valued consistent with Section 10.3.1 below. With respect to each Excluded Transaction, its actual termination date shall be the Early Termination Date for purposes of Section 10.3.1.

The parties have selected either "Early Termination Damages Apply" or "Early Termination Damages Do Not Apply" as indicated on the Base Contract.

Early Termination Damages Apply:

10.3.1. As of the Early Termination Date, the Non-Defaulting Party shall determine, in good faith and in a commercially reasonable manner, (i) the amount owed (whether or not then due) by each party with respect to all Gas delivered and received between the parties under Terminated Transactions and Excluded Transactions on and before the Early Termination Date and all other applicable charges relating to such deliveries and receipts (including without limitation any amounts owed under Section 3.2), for which payment has not yet been made by the party that owes such payment under this Contract and (ii) the Market Value, as defined below, of each Terminated Transaction. The Non-Defaulting Party shall (x) liquidate and accelerate each Terminated Transaction at its Market Value, so that each amount equal to the difference between such Market Value and the Contract Value, as defined below, of such Terminated Transaction(s) shall be due to the Buyer under the Terminated Transaction(s) if such Market Value exceeds the Contract Value and to the Seller if the opposite is the case; and (y) where appropriate, discount each amount then due under clause (x) above to present value in a commercially reasonable manner as of the Early Termination Date (to take account of the period between the date of liquidation and the date on which such amount would have otherwise been due pursuant to the relevant Terminated Transactions).

For purposes of this Section 10.3.1, "Contract Value" means the amount of Gas remaining to be delivered or purchased under a transaction multiplied by the Contract Price, and "Market Value" means the amount of Gas remaining to be delivered or purchased under a transaction multiplied by the market price for a similar transaction at the Delivery Point determined by the Non-Defaulting Party in a commercially reasonable manner. To ascertain the Market Value, the Non-Defaulting Party may consider, among other valuations, any or all of the settlement prices of NYMEX Gas futures contracts, quotations from leading dealers in energy swap contracts or physical gas trading markets, similar sales or purchases and any other bona fide third-party offers, all adjusted for the length of the term and differences in transportation costs. A party shall not be required to enter into a replacement transaction(s) in order to determine the Market Value. Any extension(s) of the term of a transaction to which parties are not bound as of the Early Termination Date (including but not limited to "evergreen provisions") shall not be considered in determining Contract Values and Market Values. For the avoidance of doubt, any option pursuant to which one party has the right to extend the term of a transaction shall be considered in determining Contract Values and Market Values. The rate of interest used in calculating net present value shall be determined by the Non-Defaulting Party in a commercially reasonable manner.

Early Termination Damages Do Not Apply:

10.3.1. As of the Early Termination Date, the Non-Defaulting Party shall determine, in good faith and in a commercially reasonable manner, the amount owed (whether or not then due) by each party with respect to all Gas delivered and received between the parties under Terminated Transactions and Excluded Transactions on and before the Early Termination Date and all other applicable charges relating to such deliveries and receipts (including without limitation any amounts owed under Section 3.2), for which payment has not yet been made by the party that owes such payment under this Contract.

The parties have selected either "Other Agreement Setoffs Apply" or "Other Agreement Setoffs Do Not Apply" as indicated on the Base Contract.

Other Agreement Setoffs Apply:

10.3.2. The Non-Defaulting Party shall net or aggregate, as appropriate, any and all amounts owing between the parties under Section 10.3.1, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other (the "Net Settlement Amount"). At its sole option and without prior Notice to the Defaulting Party, the Non-Defaulting Party may setoff (i) any Net Settlement Amount owed to the Non-Defaulting Party against any margin or other collateral held by it in connection with any Credit Support Obligation relating to the Contract; or (ii) any Net Settlement Amount payable to the Defaulting Party against any amount(s) payable by the Defaulting Party to the Non-Defaulting Party under any other agreement or arrangement between the parties.

Other Agreement Setoffs Do Not Apply:

10.3.2. The Non-Defaulting Party shall net or aggregate, as appropriate, any and all amounts owing between the parties under Section 10.3.1, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other (the "Net Settlement Amount"). At its sole option and without prior Notice to the Defaulting Party, the Non-Defaulting Party may setoff any Net Settlement Amount owed to the Non-Defaulting Party against any margin or other collateral held by it in connection with any Credit Support Obligation relating to the Contract.

10.3.3. If any obligation that is to be included in any netting, aggregation or setoff pursuant to Section 10.3.2 is unascertained, the Non-Defaulting Party may in good faith estimate that obligation and net, aggregate or setoff, as applicable, in respect of the estimate, subject to the Non-Defaulting Party accounting to the Defaulting Party when the obligation is ascertained. Any amount not then due which is included in any netting, aggregation or setoff pursuant to Section 10.3.2 shall be discounted to net present value in a commercially reasonable manner determined by the Non-Defaulting Party.

10.4. As soon as practicable after a liquidation, Notice shall be given by the Non-Defaulting Party to the Defaulting Party of the Net Settlement Amount, and whether the Net Settlement Amount is due to or due from the Non-Defaulting Party. The Notice shall include a written statement explaining in reasonable detail the calculation of such amount, provided that failure to give such Notice shall not affect the validity or enforceability of the liquidation or give rise to any claim by the Defaulting Party against the Non-Defaulting Party. The Net Settlement Amount shall be paid by the close of business on the second Business Day following such Notice, which date shall not be earlier than the Early Termination Date. Interest on any unpaid portion of the Net Settlement Amount shall accrue from the date due until the date of payment at a rate equal to the lower of (i) the then-effective prime rate of interest published under "Money Rates" by The Wall Street Journal, plus two percent per annum; or (ii) the maximum applicable lawful interest rate.

10.5. The parties agree that the transactions hereunder constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that Buyer and Seller are each "forward contract merchants" within the meaning of the United States Bankruptcy Code.

10.6. The Non-Defaulting Party's remedies under this Section 10 are the sole and exclusive remedies of the Non-Defaulting Party with respect to the occurrence of any Early Termination Date. Each party reserves to itself all other rights, setoffs, counterclaims and other defenses that it is or may be entitled to arising from the Contract.

10.7. With respect to this Section 10, if the parties have executed a separate netting agreement with close-out netting provisions, the terms and conditions therein shall prevail to the extent inconsistent herewith.

SECTION 11. FORCE MAJEURE

11.1. Except with regard to a party's obligation to make payment(s) due under Section 7, Section 10.4, and Imbalance Charges under Section 4, neither party shall be liable to the other for failure to perform a Firm obligation, to the extent such failure was caused by Force Majeure. The term "Force Majeure" as employed herein means any cause not reasonably within the control of the party claiming suspension, as further defined in Section 11.2.

11.2. Force Majeure shall include, but not be limited to, the following: (i) physical events such as acts of God, landslides, lightning, earthquakes, fires, storms or storm warnings, such as hurricanes, which result in evacuation of the affected area, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery or equipment or lines of pipe; (ii) weather related events affecting an entire geographic region, such as low temperatures which cause freezing or failure of wells or lines of pipe; (iii) interruption and/or curtailment of Firm transportation and/or storage by Transporters; (iv) acts of others such as strikes, lockouts or other industrial disturbances, riots, sabotage, insurrections or wars; and (v) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, regulation, or policy having the effect of law promulgated by a governmental authority having jurisdiction. Seller and Buyer shall make reasonable efforts to avoid the adverse impacts of a Force Majeure and to resolve the event or occurrence once it has occurred in order to resume performance.

11.3. Neither party shall be entitled to the benefit of the provisions of Force Majeure to the extent performance is affected by any or all of the following circumstances: (i) the curtailment of interruptible or secondary Firm transportation unless primary, in-path, Firm transportation is also curtailed; (ii) the party claiming excuse failed to remedy the condition and to resume the performance of such covenants or obligations with reasonable dispatch; or (iii) economic hardship, to include, without limitation, Seller's ability to sell Gas at a higher or more advantageous price than the Contract Price, Buyer's ability to purchase Gas at a lower or more advantageous price than the Contract Price, or a regulatory agency disallowing, in whole or in part, the pass through of costs resulting from this Agreement; (iv) the loss of Buyer's market(s) or Buyer's inability to use or resell Gas purchased hereunder, except, in either case, as provided in Section 11.2; or (v) the loss or failure of Seller's gas supply or depletion of reserves, except, in either case, as provided in Section 11.2. The party claiming Force Majeure shall not be excused from its responsibility for Imbalance Charges.

11.4. Notwithstanding anything to the contrary herein, the parties agree that the settlement of strikes, lockouts or other industrial disturbances shall be within the sole discretion of the party experiencing such disturbance.

11.5. The party whose performance is prevented by Force Majeure must provide Notice to the other party. Initial Notice may be given orally; however, written Notice with reasonably full particulars of the event or occurrence is required as soon as reasonably possible. Upon providing written Notice of Force Majeure to the other party, the affected party will be relieved of its obligation, from the onset of the Force Majeure event, to make or accept delivery of Gas, as applicable, to the extent and for the duration of Force Majeure, and neither party shall be deemed to have failed in such obligations to the other during such occurrence or event.

11.6. Notwithstanding Sections 11.2 and 11.3, the parties may agree to alternative Force Majeure provisions in a Transaction Confirmation executed in writing by both parties.

SECTION 12. TERM

This Contract may be terminated on 30 Day's written Notice, but shall remain in effect until the expiration of the latest Delivery Period of any transaction(s). The rights of either party pursuant to Section 7.6 and Section 10, the obligations to make payment hereunder, and the obligation of either party to indemnify the other, pursuant hereto shall survive the termination of the Base Contract or any transaction.

SECTION 13. LIMITATIONS

FOR BREACH OF ANY PROVISION FOR WHICH AN EXPRESS REMEDY OR MEASURE OF DAMAGES IS PROVIDED, SUCH EXPRESS REMEDY OR MEASURE OF DAMAGES SHALL BE THE SOLE AND EXCLUSIVE REMEDY. A PARTY'S LIABILITY HEREUNDER SHALL BE LIMITED AS SET FORTH IN SUCH PROVISION, AND ALL OTHER REMEDIES OR DAMAGES AT LAW OR IN EQUITY ARE WAIVED. IF NO REMEDY OR MEASURE OF DAMAGES IS EXPRESSLY PROVIDED HEREIN OR IN A TRANSACTION, A PARTY'S LIABILITY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY. SUCH DIRECT ACTUAL DAMAGES SHALL BE THE SOLE AND EXCLUSIVE REMEDY, AND ALL OTHER REMEDIES OR DAMAGES AT LAW OR IN EQUITY ARE WAIVED. UNLESS EXPRESSLY HEREIN PROVIDED, NEITHER PARTY SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES, LOST PROFITS OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE. IT IS THE INTENT OF THE PARTIES THAT THE LIMITATIONS HEREIN IMPOSED ON REMEDIES AND THE MEASURE OF DAMAGES BE WITHOUT REGARD TO THE CAUSE OR CAUSES RELATED THERETO, INCLUDING THE NEGLIGENCE OF ANY PARTY, WHETHER SUCH NEGLIGENCE BE SOLE, JOINT OR CONCURRENT, OR ACTIVE OR PASSIVE. TO THE EXTENT ANY DAMAGES REQUIRED TO BE PAID HEREUNDER ARE LIQUIDATED, THE PARTIES ACKNOWLEDGE THAT THE DAMAGES ARE DIFFICULT OR IMPOSSIBLE TO DETERMINE, OR OTHERWISE OBTAINING AN ADEQUATE REMEDY IS INCONVENIENT AND THE DAMAGES CALCULATED HEREUNDER CONSTITUTE A REASONABLE APPROXIMATION OF THE HARM OR LOSS.

SECTION 14. MISCELLANEOUS

14.1. This Contract shall be binding upon and inure to the benefit of the successors, assigns, personal representatives, and heirs of the respective parties hereto, and the covenants, conditions, rights and obligations of this Contract shall run for the full term of this Contract. No assignment of this Contract, in whole or in part, will be made without the prior written consent of the non-assigning party (and shall not relieve the assigning party from liability hereunder), which consent will not be unreasonably withheld or delayed; provided, either party may (i) transfer, sell, pledge, encumber, or assign this Contract or the accounts, revenues, or proceeds hereof in connection with any financing or other financial arrangements, or (ii) transfer its interest to any parent or affiliate by assignment, merger or otherwise without the prior approval of the other party. Upon any such assignment, transfer and assumption, the transferor shall remain principally liable for and shall not be relieved of or discharged from any obligations hereunder.

14.2. If any provision in this Contract is determined to be invalid, void or unenforceable by any court having jurisdiction, such determination shall not invalidate, void, or make unenforceable any other provision, agreement or covenant of this Contract.

14.3. No waiver of any breach of this Contract shall be held to be a waiver of any other or subsequent breach.

14.4. This Contract sets forth all understandings between the parties respecting each transaction subject hereto, and any prior contracts, understandings and representations, whether oral or written, relating to such transactions are merged into and superseded by this Contract and any effective transaction(s). This Contract may be amended only by a writing executed by both parties.

14.5. The interpretation and performance of this Contract shall be governed by the laws of the jurisdiction as indicated on the Base Contract, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction.

14.6. This Contract and all provisions herein will be subject to all applicable and valid statutes, rules, orders and regulations of any governmental authority having jurisdiction over the parties, their facilities, or Gas supply, this Contract or transaction or any provisions thereof.

14.7. There is no third party beneficiary to this Contract.

14.8. Each party to this Contract represents and warrants that it has full and complete authority to enter into and perform this Contract. Each person who executes this Contract on behalf of either party represents and warrants that it has full and complete authority to do so and that such party will be bound thereby.

14.9. The headings and subheadings contained in this Contract are used solely for convenience and do not constitute a part of this Contract between the parties and shall not be used to construe or interpret the provisions of this Contract.

14.10. Unless the parties have elected on the Base Contract not to make this Section 14.10 applicable to this Contract, neither party shall disclose directly or indirectly without the prior written consent of the other party the terms of any transaction to a third party (other than the employees, lenders, royalty owners, counsel, accountants and other agents of the party, or prospective purchasers of all or substantially all of a party's assets or of any rights under this Contract, provided such persons shall have agreed to keep such terms confidential) except (i) in order to comply with any applicable law, order, regulation, or exchange rule, (ii) to the extent necessary for the enforcement of this Contract, (iii) to the extent necessary to implement any transaction, or (iv) to the extent such information is delivered to such third party for the sole purpose of calculating a published index. Each party shall notify the other party of any proceeding of which it is aware which may result in disclosure of the terms of any transaction (other than as permitted hereunder) and use reasonable efforts to prevent or limit the disclosure. The existence of this Contract is not subject to this confidentiality obligation. Subject to Section 13, the parties shall be entitled to all remedies available at law or in equity to enforce, or seek relief in connection with this confidentiality obligation. The terms of any transaction hereunder shall be kept confidential by the parties hereto for one year from the expiration of the transaction.

In the event that disclosure is required by a governmental body or applicable law, the party subject to such requirement may disclose the material terms of this Contract to the extent so required, but shall promptly notify the other party, prior to disclosure, and shall cooperate (consistent with the disclosing party's legal obligations) with the other party's efforts to obtain protective orders or similar restraints with respect to such disclosure at the expense of the other party.

14.11 The parties may agree to dispute resolution procedures in Special Provisions attached to the Base Contract or in a Transaction Confirmation executed in writing by both parties.

DISCLAIMER: THE PURPOSES OF THIS CONTRACT ARE TO FACILITATE TRADE, AVOID MISUNDERSTANDINGS AND MAKE MORE DEFINITE THE TERMS OF CONTRACTS OF PURCHASE AND SALE OF NATURAL GAS. FURTHER, NAESB DOES NOT MANDATE THE USE OF THIS CONTRACT BY ANY PARTY. NAESB DISCLAIMS AND EXCLUDES, AND ANY USER OF THIS CONTRACT ACKNOWLEDGES AND AGREES TO NAESB'S DISCLAIMER OF, ANY AND ALL WARRANTIES, CONDITIONS OR REPRESENTATIONS, EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THIS CONTRACT OR ANY PART THEREOF, INCLUDING ANY AND ALL IMPLIED WARRANTIES OR CONDITIONS OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS OR SUITABILITY FOR ANY PARTICULAR PURPOSE (WHETHER OR NOT NAESB KNOWS, HAS REASON TO KNOW, HAS BEEN ADVISED, OR IS OTHERWISE IN FACT AWARE OF ANY SUCH PURPOSE), WHETHER ALLEGED TO ARISE BY LAW, BY REASON OF CUSTOM OR USAGE IN THE TRADE, OR BY COURSE OF DEALING. EACH USER OF THIS CONTRACT ALSO AGREES THAT UNDER NO CIRCUMSTANCES WILL NAESB BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY USE OF THIS CONTRACT

EXHIBIT A – FORM OF TRANSACTION CONFIRMATION*

**The actual Transaction Confirmation entered into between Buyer and CNEG may differ from this form to reflect state regulatory and other local requirements and terms applicable to the Facility. This Form of Transaction Confirmation is for illustrative purposes only and CNEG reserves the right to alter its form of Transaction Confirmation at any time.*

This Transaction Confirmation is delivered pursuant to and in accordance with a natural gas supply agreement effective _____, 20__ (the "Master Agreement"), by and between Constellation NewEnergy – Gas Division, LLC ("CNEG") and _____ ("Buyer"), and is subject to and made part of the terms and conditions of such Master Agreement. Capitalized terms used herein but not defined will have the meanings ascribed to them in the Master Agreement.

Trade Date:

Facility Name:

Delivery Period:

Deal Type:

Nature of Parties' Obligation:

Contract Quantity/Price:

Month/Yr	Contract Quantity (in MMBtu)	Contract Price

US\$ Rounded to four decimal places
Plus applicable taxes

Incremental Pricing:

Delivery Point(s):

Utility:

Default Service: To the extent a facility continues to receive gas from CNEG beyond the Delivery Period, all such gas will be considered month to month purchases and will be priced at the Market Price.

Special Provisions:

This Transaction Confirmation documents a Transaction previously reached by authorized representatives of the Parties. It is binding and shall be deemed accepted as the definitive expression of the Transaction unless disputed by Customer in writing within two (2) business days of CNEG's execution date.

CONSTELLATION NEWENERGY – GAS DIVISION, LLC

BUYER

By: _____
Name: _____
Title: _____
Date: _____

By: SAMPLE _____
Name: NOT FOR EXECUTION _____
Title: _____
Date: _____

**RETAIL SPECIAL PROVISIONS TO THE BASE CONTRACT FOR SALE AND PURCHASE OF NATURAL GAS (NAESB)
BETWEEN CONSTELLATION NEWENERGY - GAS DIVISION, LLC ("CNEG" or "SELLER") AND
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ("Buyer")
DATED July 1, 2013**

The following special provisions to the Base Contract and the General Terms and Conditions shall supplement and form part of the Base Contract and General Terms and Conditions between the parties. In the event of any conflict or inconsistency between such special provisions and the Base Contract or the General Terms and Conditions, the special provisions shall govern.

SECTION 1. PURPOSE AND PROCEDURES

Section 1.1 is deleted in its entirety and replaced with the following:

1.1 These General Terms and Conditions are intended to facilitate purchase and sale transactions of Gas (each a "Transaction") for one or more of Buyer's accounts or facilities (each a "Facility") on a Firm, Secondary Firm or Interruptible basis. CNEG, in its sole discretion, may select on behalf of Buyer such source and service level of natural gas as it deems appropriate for the Facility. The parties may further agree to implement certain strategies or related services, the specifics of which will be set forth in a rider executed by the parties ("Rider"). The entire agreement between the parties shall be the Contract as defined in Section 2.7.

1.3 The last sentence of Section 1.3 is deleted in its entirety and replaced with the following:

"In the event of a conflict among the terms of (i) a binding Transaction Confirmation pursuant to Section 1.2, (ii) a Rider, (iii) the oral agreement of the parties which may be evidenced by a recorded conversation, where the parties have selected the Oral Transaction Procedure of the Base Contract, (iv) the Base Contract, and (v) these General Terms and Conditions, the terms of the documents shall govern in the priority listed in this sentence."

The following shall be added to Section 1:

1.5 **Price Locks.** Unless otherwise set forth in a Transaction Confirmation or a Rider, Buyer can request to lock in the commodity price for any month(s) at any time during the Delivery Period, prior to 12:00 p.m. EST/EDT on the final day of NYMEX last day settlement for each applicable delivery month. Commodity purchase/sale prices exclude pipeline and utility distribution charges. Buyer also has the right to lock basis at a fixed price and at predetermined volumes. Basis includes interstate and intrastate pipeline transportation but does not include the commodity cost or the utility distribution charges.

SECTION 2. DEFINITIONS

2.7 Section 2.7 is deleted in its entirety and replaced with the following:

"Contract" shall mean the legally-binding relationship established by (i) the Base Contract, (ii) any and all binding Transaction Confirmations, (iii) any and all Riders, and (iv) where the parties have selected the Oral Transaction Procedure in Section 1.2 of the Base Contract, any and all transactions that the parties have entered into through an EDI transmission or by telephone, but that have not been confirmed in a binding Transaction Confirmation.

2.8 Section 2.8 "Contract Price" shall be amended by adding the following at the end of the section: "The Contract Price includes reimbursement to Seller for any production, severance, ad valorem or other taxes owed with respect to Gas prior to delivery to Buyer, all of which taxes shall be borne and paid exclusively by Seller."

2.14 Section 2.14 is deleted in its entirety and replaced with the following:

"Delivery Point" shall mean city gate interconnection between the Buyer's utility and the upstream Transporter or such other delivery point(s) as are agreed in a Transaction. However, to the extent that Buyer owned transportation capacity is used to deliver Gas to the Buyer, the Delivery Point shall be the receipt point of such capacity.

2.27 Section 2.27 "Transaction Confirmation" shall be amended by adding the following at the end of the section: "The term "Transaction Confirmation" shall have the same meaning as "TC"."

The following sections shall be added to Section 2:

2.30 "Costs" means, with respect to the Non-Defaulting Party, brokerage fees, commissions and other similar transaction costs and expenses reasonably incurred by such party as a result of the Event of Default except for such amounts already included in the Net Settlement Amount.

2.31 "Market Price" is a price comprised of (i) the spot commodity cost of Gas as determined by CNEG in its reasonable discretion, plus (ii) all related interstate and intrastate pipeline charges required to deliver Gas to the Delivery Point, plus (iii) a reasonable market based margin. Market Price does not include the cost of utility imposed charges, including but not limited to utility or pipeline balancing charges, unless otherwise agreed upon.

2.32 "Secondary Firm" means deliveries and receipts of Gas under this Contract will be on a best-efforts basis up to Buyer's maximum daily quantity as set forth in a Transaction Confirmation, if any. Seller may interrupt performance without liability to the extent that one or more of the following conditions are present: (i) Force Majeure, (ii) curtailment by Buyer's local distribution company, (iii) curtailment of supply by a Gas supplier, (iv) curtailment of storage by a storage provider, (v) curtailment of transportation by a Transporter, including, but not limited to, transportation between secondary firm points, (vi) recall of transportation capacity release by its releaser, (vii) curtailment of Gas production behind a specific meter. If Seller interrupts for any other reason, Buyer's exclusive remedy shall be that Buyer may recover damages as provided in Section 3.2 of the Base Contract.

SECTION 3. PERFORMANCE OBLIGATION

3.1 Section 3.1 shall be amended by inserting ", Secondary Firm" after "Firm" in the second sentence.

3.2 Section 3.2 shall be amended by inserting "or Secondary Firm" after "Firm" in the first sentence.

SECTION 6. TAXES

Section 6 is deleted in its entirety and replaced with the following:

6. Buyer shall pay all federal, state, municipal and local taxes, duties, fees, levies, premiums or other charges imposed by any governmental authority, directly or indirectly, on or with respect to the Gas and related products and services provided under the Contract, including without limitation any production, severance or ad valorem taxes, and including any taxes enacted after the Effective Date (collectively, "Taxes"). The term "Taxes" shall include any amounts imposed on Buyer directly or on CNEG in its function as Buyer's supplier, and that are associated with the supply of Gas to Buyer (in which case the Buyer shall be responsible to reimburse CNEG for such amounts). If Buyer is exempt from any Taxes, Buyer shall provide CNEG with an exemption certificate prior to the issue date of Buyer's first invoice. All Taxes invoiced to Buyer under this Contract will be included on the invoice or in the applicable fixed price as allowed by law.

SECTION 7. BILLING, PAYMENT AND AUDIT

Section 7.1 is deleted in its entirety and replaced with the following:

7.1 Buyer will be billed for natural gas usage and related products and services supplied under the Contract in one of the following ways based on availability and eligibility of each Facility, which may change from time to time: (i) Dual Billing: Buyer will receive two invoices, one from CNEG for the natural gas supply and one from the utility for the amounts payable by Buyer for services provided by the utility ("Delivery Charges"); (ii) CNEG Consolidated Billing: Buyer will receive one invoice from CNEG that includes both the natural gas supply charges and the Delivery Charges. In the case of CNEG Consolidated Billing, Buyer agrees that (a) Buyer remains exclusively liable to the utility for all Delivery Charges, (b) CNEG has no obligation to review Delivery Charges for accuracy, (c) should Buyer dispute Delivery Charges, that is a matter for Buyer and the utility to resolve without any involvement or obligation on the part of CNEG, and (d) CNEG may withhold any payments due to the utility if Buyer fails to pay CNEG invoices in accordance with this Contract. If the actual quantity of Gas delivered is not known by the invoice date, invoices will be prepared based on estimated meter data or other estimated information. The invoiced quantity will then be adjusted to the actual quantity on the following Month's invoice or as soon thereafter as actual delivery information is available.

Section 7.2 is deleted in its entirety and replaced with the following:

7.2 All amounts set forth in an invoice are payable to the party issuing the invoice and will include, in addition to the natural gas supply charges, Delivery Charges, and Taxes, all other amounts related to the purchase and delivery of natural gas. CNEG's invoices will be sent to Buyer in accordance with CNEG's normal billing cycle, as adjusted from time to time. CNEG's invoices are due and payable on the Payment Date set forth on the cover page of the Base Contract, or such other date as set forth in a Rider, without offset or reduction of any kind, to the address set forth on the invoice; provided that if the Payment Date is not a Business Day, payment is due on the next Business Day following that date.

7.4 Section 7.4 shall be deleted in its entirety.

SECTION 8. TITLE, WARRANTY, AND INDEMNITY

8.1 The last sentence of Section 8.1 is deleted in its entirety and replaced with the following: "Buyer shall have responsibility for and assume any liability with respect to said Gas at and after its delivery to Buyer at the Delivery Point(s)."

SECTION 10. FINANCIAL RESPONSIBILITY

Section 10.1 will be deleted in its entirety and replaced with the following:

10.1 If CNEG has reasonable grounds: (i) to believe that Buyer's creditworthiness has become unsatisfactory; or (ii) for insecurity with respect to Buyer's performance under the Agreement, CNEG may demand, in writing, adequate assurance of future performance from Buyer in an amount equal to two (2) times the cost of the highest projected usage for each of Buyer's Facility(ies) during the twelve months immediately following CNEG's demand as determined by CNEG. Buyer shall provide Adequate Assurance of Performance within three (3) Business Days of the date of CNEG's written demand. "Adequate Assurance of Performance" means a prepayment, a cash deposit, a standby letter of credit or a parental guaranty in form and substance, and from an entity, reasonably satisfactory to CNEG. If at any time CNEG requires Buyer to prepay for gas, then (i) CNEG shall be under no obligation to deliver gas if Buyer fails to pay any prepayment by its due date, and (ii) in the event the aggregate cost of any quantities of gas required by Buyer in a month in excess of the scheduled nominated quantities exceeds \$15,000.00, Buyer shall pay CNEG the aggregate cost of such quantities within three (3) Business Days of CNEG's request for payment.

10.2 Section 10.2 shall be amended by deleting the word "or" before "(viii)" in such Section; and adding the following immediately after the ";" in subclause (viii):

"(ix) make any representation or warranty herein which is false or misleading in any material respect when made or when deemed made or repeated; or (x) fail to perform any material covenant or obligation set forth in this Contract (except to the extent such failure constitutes a separate Event of Default, and except for such party's obligations to deliver or receive Gas, the exclusive remedy for which is provided in Section 3 if such failure is not remedied within five (5) Business Days after receipt of written notice thereof, then"

Section 10.2 shall further be amended by adding the following immediately before the "." at the end of such Section:

"provided, that no suspension shall continue for more than ten (10) Business Days unless an Early Termination Date has been declared and the Defaulting Party has been given notice thereof in accordance with Section 10.3."

10.3.1 The following sentence shall be added at the end of Section 10.3.1: "In calculating its early termination damages hereunder, the Non-Defaulting Party may include its Costs."

SECTION 11. FORCE MAJEURE

Section 11.6 shall be deleted in its entirety.

SECTION 13. LIMITATIONS

Section 13 shall be deleted in its entirety and replaced with the following:

NOTWITHSTANDING ANY OTHER PROVISION OF THE CONTRACT TO THE CONTRARY, THE ENTIRE LIABILITY OF EACH PARTY FOR ANY AND ALL CLAIMS WILL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY, SUBJECT IN ALL CASES TO AN AFFIRMATIVE OBLIGATION ON THE PART OF EACH PARTY TO MITIGATE ITS DAMAGES, AND NEITHER PARTY WILL BE LIABLE FOR ANY CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST OPPORTUNITIES OR LOST PROFITS NOT CONTEMPLATED BY SECTION 10 ABOVE. The rights, powers, remedies and privileges provided in this Contract are cumulative and not exclusive of any rights, powers, remedies and privileges provided by law. Buyer acknowledges and agrees that the utility is exclusively responsible for the gas distribution and delivery system, that CNEG has no independent control over their systems and will have no liability for any of their acts or omissions.

SECTION 14. MISCELLANEOUS

Section 14.4 shall be deleted in its entirety and replaced with the following:

14.4 The Contract embodies the parties' entire agreement and understanding and may not be contradicted by any prior or contemporaneous oral or written agreement. Notwithstanding any provision to the contrary in a prior agreement, the parties agree that this Base Contract shall supersede and replace all prior written and oral agreements or arrangements between the parties with respect to the purchase and sale of Gas and related services and that all transactions under any such prior agreement(s) are, as of the Effective Date, now governed solely by the terms of this Base Contract and shall be Transactions hereunder and a part of the single integrated agreement between the parties. This Contract may be amended only by a writing executed by both parties.

14.8 The following shall be added to the end of Section 14.8:

"On the effective date and the date of entering into each transaction, each party represents and warrants that: (i) it is duly organized, validly operating and in good standing under the laws of the jurisdiction of its formation; (ii) execution, delivery and performance of the Contract are duly authorized and do not violate any governing documents or any of its contracts or any applicable Law; (iii) it has the knowledge and experience to evaluate the merits

and risks associated with the Contract; and (iv) it is an "eligible contract participant" as that term is defined in the Commodity Exchange Act, as amended. The parties agree that this Contract constitutes a "qualified financial contract" as that term is defined in N.Y.G.O.L. §5-701(b) and a "master netting agreement" as defined in 11 U.S.C. 101(38A) or any successor provisions.

Further, Buyer warrants, represents and covenants that: (i) the data given and representations made concerning its Facility(ies) are true and correct; (ii) it is entering into this Contract to purchase its Gas requirements only and not for speculative or resale purposes, and that the natural gas purchased under this Contract will be consumed at the Facility(ies); (iii) it is the party of record of the Facility(ies), or if it is not the party of record, it has the authority to enter into and bind its principal to the Contract; and (iv) if Buyer is a Governmental Entity, it will not claim immunity on the grounds of sovereignty or similar grounds from enforcement of the Contract. If it is a Governmental Entity, Buyer covenants to obtain all necessary budgetary approvals, appropriations and funding for all of its obligations under this Contract, the failure of which shall not be an excuse for Governmental Entity's performance or failure to perform hereunder and upon request will provide proof of such authority. "Governmental Entity" means a municipality, county, governmental board, governmental department, commission, agency, bureau, administrative body, joint action agency, court or other similar political subdivision (including a public school district or special purpose district or authority), or public entity or instrumentality of the United States or one or more states."

14.10 Section 14.10 is amended by adding the words "and such party's affiliates" after the word "party" in the third line of such Section and by adding the parenthetical "(excluding the name of the other party)" after the word "information" in sub-section (iv).

Section 14.11 shall be deleted in its entirety and replaced with the following:

14.11 This Contract, and the rights and duties of the parties arising therefrom, shall be governed by, and interpreted and construed in accordance with, the law of the jurisdiction identified on the cover page of the Base Contract (without reference to choice of law doctrine). **EACH PARTY HEREBY IRREVOCABLY WAIVES ANY AND ALL RIGHT TO TRIAL BY JURY OR TO INITIATE OR BECOME A PARTY TO ANY CLASS ACTION CLAIMS IN ANY PROCEEDING ARISING OUT OF OR RELATING TO THIS CONTRACT.**

The following sections shall be added to Section 14:

14.12 **Information and Authorization.** Buyer shall designate CNEG to the utility and any other applicable Transporter(s) as an authorized recipient of Buyer's current and historical Gas billing and usage data. Buyer authorizes CNEG to take such actions it deems necessary to enroll the Buyer's accounts with the Utility as accounts to be served by CNEG and otherwise meet CNEG's obligations under this Contract, including executing on Buyer's behalf any documents necessary to effectuate any account enrollment or election, undertaking the management of any storage or transportation capacity allocated to Buyer by the utility or other Transporter(s), disposing of storage balances, adding or deleting accounts as necessary, receiving usage nominations from the utility relating to Buyer's Gas requirements and other similar documents. Buyer shall take any actions and execute any documents as CNEG shall reasonably request in this regard. Buyer further authorizes CNEG to utilize Buyer's name for publicity and marketing purposes.

14.13 **Signatures and Imaged Agreement.** A facsimile or electronic copy of either Party's signature will be considered an original for all purposes under this Contract, and each party will provide its original signature upon request. The parties acknowledge that any document generated by the parties with respect to this Contract, including this Contract, may be imaged and stored electronically and such imaged documents may be introduced as evidence in any proceeding as if such were original business records and neither party shall contest their admissibility as evidence in any proceeding.

14.14 **Market Disruption.** If a Market Disruption Event has occurred then the parties shall negotiate in good faith to agree on a replacement price for the Floating Price (or on a method for determining a replacement price for the Floating Price) for the affected Day, and if the parties have not so agreed on or before the second Business Day following the affected Day then the replacement price for the Floating Price shall be determined within the next two following Business Days with each party obtaining, in good faith and from non-affiliated market participants in the relevant market, two quotes for prices of Gas for the affected Day of a similar quality and quantity in the geographical location closest in proximity to the Delivery Point and averaging the four quotes. If either party fails to provide two quotes then the average of the other party's two quotes shall determine the replacement price for the Floating Price. "Floating Price" means the price or a factor of the price agreed to in the transaction as being based upon a specified index. "Market Disruption Event" means, with respect to an index specified for a transaction, any of the following events: (a) the failure of the index to announce or publish information necessary for determining the Floating Price; (b) the failure of trading to commence or the permanent discontinuation or material suspension of trading on the exchange or market acting as the index; (c) the temporary or permanent discontinuance or unavailability of the index; (d) the temporary or permanent closing of any exchange acting as the index; or (e) both parties agree that a material change in the formula for or the method of determining the Floating Price has occurred. For the purposes of the calculation of a replacement price for the Floating Price, all numbers shall be rounded to three decimal places. If the fourth decimal number is five or greater, then the third decimal number shall be increased by one, and if the fourth decimal number is less than five, then the third decimal number shall remain unchanged.

14.15 **Change in Law.** CNEG may pass through or allocate, as the case may be, to Buyer any increase or decrease in CNEG's costs related to the natural gas and related products and services sold to Buyer that results from the implementation of new, or changes (including changes to transportation rates) to existing, Laws or other requirements or changes in administration or interpretation of Laws or other requirements. "Law" means any law, rule, regulation, ordinance, statute, judicial decision, administrative order, Transporter business practices or protocol, Transporter tariff, or rule of any commission or agency with jurisdiction in the state in which the Facility(ies) are located. Such adjusted amounts will be included in subsequent invoices to Buyer.

14.16 **Operational Flow Orders.** If either party receives an Operational Flow Order ("OFO") or any other usage or operating instructions or similar notice from a Transporter requiring action to be taken in connection with the flow and/or consumption of Gas pursuant to this Contract, or any Transaction Confirmation(s), such party will use commercially reasonable efforts to notify the other party by phone, fax, and/or e-mail of such event in a timely manner. Each party will take all actions required by the OFO within the time prescribed. If OFO penalties result because of actions or inactions of one party, then the non-performing Party shall be solely responsible for any such penalties. Both parties agree that OFOs may require one or both parties to buy or sell Gas quantities in the then-current market conditions, which may be appreciably higher or lower than the original pricing. If CNEG is responsible for nominations and balancing on a local distribution company imposing an OFO or similar restriction, CNEG may (but is not required to) increase or decrease nominations, as appropriate, to avoid penalties.

IN WITNESS WHEREOF, the parties hereto have executed these Special Provisions as of the Effective Date.

CONSTELLATION NEWENERGY - GAS DIVISION, LLC

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

TO: Board of Trustees
FROM: Gary Poertner, Chancellor
RE: Saddleback College: 2013-2014 Additional Faculty Hiring Request
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 29, 2012, meeting. Subsequently, a full-time speech faculty position became vacant. Upon analysis of program needs and in consultation with the Fine Arts and Media Technology Division Dean and Speech Department Chair, it was determined there was a need to fill the position during the 2013-2014 academic year. The Saddleback College President is presenting the full-time faculty position identified in Exhibit A to the board for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the announcement of the position and recruitment of a full-time speech faculty replacement position as shown in Exhibit A, contingent upon funding, at Saddleback College for the 2013-2014 academic year.

Saddleback College
Full-Time Faculty Request List
2013-2014 Academic Year

Addendum – April 2013

Division	Academic Discipline	Tenure Status	Position Type	Faculty Type
Fine Arts and Media Technology	Speech/Forensics	Tenure-Track	Replacement-Robertson	Classroom

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-100: The South Orange County Community College District, BP-101: Mission, BP-103: Board Membership, BP-105: Organization of the Governing Board, BP-106: Board Elections, BP-108: Vacancies of the Board

ACTION: Discussion/Approval

BACKGROUND

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

STATUS

Six board policies are presented to the board for "Discussion/Approval." The new language and amendments to the board policy was 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 policy was presented to the Chancellor's Council on March 7, 2013 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the March 18, 2013 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in Exhibit A thru F.

BOARD POLICY

100

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

The District has been named the South Orange County Community College District.

The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District

The District consists of the following two college(s) and educational sitecampuses:

1. Irvine Valley College
2. Saddleback College
3. Advanced Technology Education Park (ATEP)

Reference:

*Education Code Section 72000(b);
Elections Code Section 18304*

Adopted: 3-24-82
Revised: 3-7-88
Revised: 4-26-99
Revised: 8-27-07

BOARD POLICY

101

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

MISSIONS

The District and College missions will be evaluated and revised, as appropriate, on an annual basis.

Reference:

WASC/ACCJC Standard One

BOARD POLICY

103

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD MEMBERSHIP

The Board shall consist of 7 (seven) members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in Board Policy 106.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the district may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee. (See AR 154)

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

Reference:

Education Code Sections 72023, 72103; 72104

Adopted: 8-24-82
Revised: 3-07-88
Revised: 6-13-88

Revised: 4-26-99
Revised: 2-18-03
Revised: 8-27-07

BOARD POLICY

105

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

ORGANIZATION OF THE GOVERNING BOARD

ORGANIZATION MEETING

The Board of Trustees shall organize annually at a meeting held during the regular December board meeting, ~~that falls between the dates of December 1 and December 15.~~

ELECTION OF OFFICERS

The board shall organize by electing from among its members a president, a vice president, and a clerk. The Chancellor shall be appointed secretary to the board. Election to a particular office shall be by a majority vote of the entire board.

1. Officers shall serve for one year—and until their respective successors have completed the qualification process.
2. An officer may be removed by majority vote of the entire board for refusing to perform the duties of the office imposed by law or by the policies of the board.

TIME AND PLACE OF MEETINGS

At the organization meeting, the board shall establish the time and place for its regular meetings.

Reference:

California Education Code, Section 72000, et seq
Government Code, Sections 54954 and 54961

BOARD POLICY

106

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD ELECTIONS

The term of office of each trustee shall be four years, commencing on the first Friday of December following the election. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Trustees shall be elected at large throughout the district but have legal residence within one of the seven (7) trustee areas (trustee area boundary map is available at the District Office):

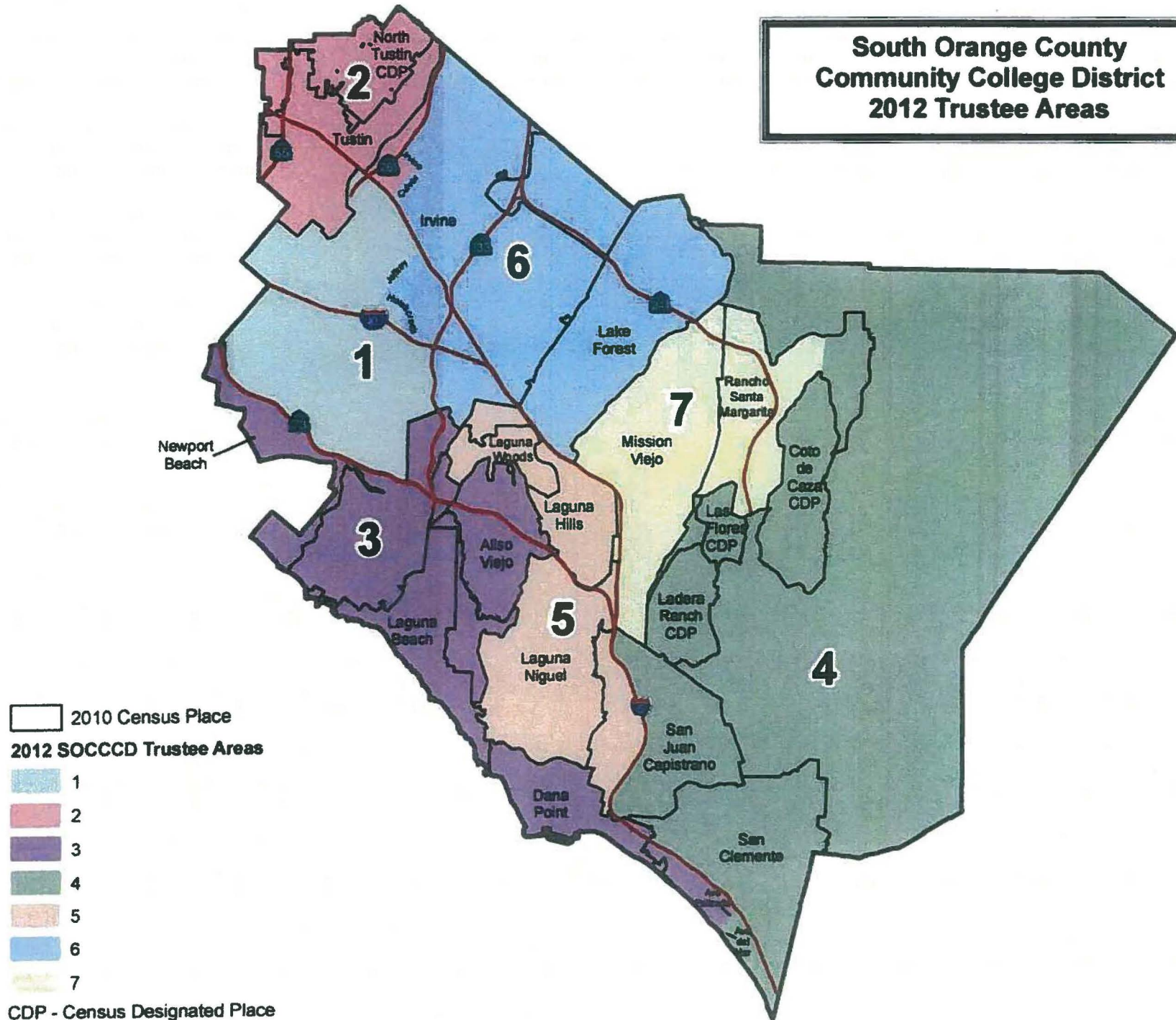
- Area 1 – Irvine*
- Area 2 – Tustin*, North Tustin, Santa Ana*, Irvine*, Orange, unincorporated area
- Area 3 – Laguna Beach, Aliso Viejo, Dana Point, Laguna Hills*, Newport Beach*, San Clemente*, unincorporated area
- Area 4 – San Clemente *, Laguna Niguel*, San Juan Capistrano, Ladera Ranch, Las Flores, Rancho Santa Margarita*, Coto de Caza, unincorporated area
- Area 5 – Laguna Hills*, Laguna Woods, Laguna Niguel*, San Juan Capistrano*
- Area 6 – Lake Forest, Mission Viejo*, Foothill Ranch/Portola Hills, Irvine, unincorporated area
- Area 7 – Mission Viejo *, Rancho Santa Margarita*, ~~unincorporated area.~~

(*) Not entire community/city

Reference:

Education Code Sections 5000 et seq., 72036

South Orange County Community College District 2012 Trustee Areas



Approved 1/18/2012

BOARD POLICY

108

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

VACANCIES OF THE BOARD

Vacancies on the Board may be caused by any of the events specified in Government Code ~~Section 1770~~ or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code ~~5090~~.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code ~~5094~~. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

Reference:

Education Code Sections 5090, et seq.
Government Code 1770

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3811: College Bookstores, BP-5230: Athletics, BP-2100.2: Role and Scope of Authority of the Academic Senates, BP-5625: Students in the Military, BP-4113: Parental Leave for Administrators and Classified Management Personnel, BP-109: Board Education, BP-112: Duties and Responsibilities of the Board of Trustees, BP-118: Committees of the Board, BP-120: Regular Meetings of the Board, BP-122: Closed Sessions, BP-124: Special and Emergency Meetings, BP-5601: Certificate Programs, BP-2120: Institutional Planning

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

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on April 18, 2013 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in Exhibit A thru M.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3811
BUSINESS

COLLEGE BOOKSTORES

College bookstores shall be established and operated by a qualified vendor.

Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.

Reference:

Education Code Section 81676

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5230
STUDENTS

ATHLETICS

The District may maintain organized athletic programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor or designee shall assure that the athletic program complies with state law, the California Community Colleges Athletic Association Constitution (CCCAAC) and bylaws, ~~Commission on Athletics Constitution and Sports Guides,~~ and appropriate Conference Constitution regarding student athlete participation.

Reference:

Title IX, Education Amendments of 1972;

Education Code Sections 78223, 66271.6, 66271.8, 67360 et. seq.

BOARD POLICY

2100.2

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

ROLE AND SCOPE OF AUTHORITY OF THE ACADEMIC SENATES

- I. This Policy and Board Policy 2100.1 ("Delegation of Authority to the Academic Senate") are intended to define the role and scope of authority of the District's academic senates in relation to the Board of Trustees. Nothing contained in this Policy is intended to limit or abridge any other authority granted to the academic senates by either the Education Code or Title 5 of the California Code of Regulations.
- II. It is the policy of this Board that:
 - A. Faculty have the right to participate in district and college governance;
 - B. Faculty have the opportunity to express their opinions at the college and district level, and to ensure that these opinions are given every reasonable consideration, and;
 - C. The academic senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

~~{See, Education Code Sections 70901(b)(1)(E) and 70902(b)(7), and 5 California Code of Regulations Section 51023.}~~

- III. Pursuant to Education Code ~~Section 87360~~, hiring criteria, policies and procedures for new faculty members shall be developed and shall be mutually agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board.¹
- IV. Pursuant to Education Code ~~Section 87458~~, the process by which the Board of Trustees determines whether an administrator whose administrative assignment has expired or has been terminated possesses the minimum qualifications for assignment as a first year probationary faculty member shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senate, and approved by the Board. The Board of Trustees will rely primarily on the advice and judgment of the academic senates in determining that the administrator possesses the minimum qualifications for employment as a faculty member. The Board of Trustees will provide the academic senates with an opportunity to present their views to the Board before the Board makes the

¹ See Board Policies 4011.1 and 4011.2

determination whether an administrator possesses the minimum qualifications for assignment as a first year probationary faculty member, and that the written record of the Board's decision, including the views of the academic senate, shall be available for review pursuant to Education Code, ~~Section 87358~~.²

- V. Pursuant to Education Code ~~Section 87359~~, the process, as well as the criteria and standards by which the Board of Trustees determines whether a potential faculty member possesses qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board of Governors shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board. The Board of Trustees shall rely primarily upon the advice and judgment of the academic senates in determining that each individual faculty member employed under the authority granted by the regulations of the Board of Governors possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in the regulations adopted by the Board of Governors. The Board of Trustees shall provide the academic senates with an opportunity to present ~~their~~ ~~its~~ views to the Board before the Board makes a determination on possession of equivalent qualifications, and that the written record of the Board's decision, including the views of the academic senates, shall be available for review pursuant to ~~Education Code Section 87358~~.

Reference:

Education Code Sections 7090(1)(E), 87358-59, 70902(b)(7), 87360, 87458
California Code Regulations Section 51023, 87360, 87458, 87359

²See Board Policy 4091.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5625
STUDENTS

STUDENTS IN THE MILITARY

In order to meet the unique educational demands of active duty services personnel and their dependents, the South Orange County Community College District offers services for active duty military and their dependents, including contracts for degrees; counseling; and service-oriented entrance, resident, transfer, and credit requirements.

Reference

Title 5 Section 54041, 54042, 55023, 55024, 54050, 58620

Military & Veterans Code Section 824

SOCCCD Administrative Regulation 5608

BOARD POLICY

4113

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

PARENTAL LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Administrators and classified management personnel may request parental leave without pay with benefits for a period of up to six (6) months within one year of the birth or placement for adoption or foster care of a child. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act. Longer leaves or leave extensions may be granted by the board, depending upon the nature of the employee's position and responsibilities. This leave shall be for the exclusive purpose of child care or child rearing of a natural or adoptive child of the employee, and shall not be available for pregnancy related disabilities, or for gainful employment. The decision to grant a parental leave in excess of statutory entitlement, and the length of the leave, if granted, shall be at the sole discretion of the Board of Trustees.

The employee shall, prior to submitting the written leave request for parental leave in excess of statutory entitlement, obtain the written approval of the immediate supervisor. In approving or denying the requested leave, the supervisor shall consider the proposed dates of the leave, and the length of the leave in light of the responsibilities of the employee's position. A written request approved by the supervisor shall be filed by the employee with the Office of Human Resources specifying the beginning and ending dates requested and the length of leave requested. The written request will be submitted no later than ten (10) working days prior to the requested commencement of the leave. Depending upon the individual circumstances of the employee's need for the parental leave, the Board of Trustees may shorten or waive the advance notice requirement.

Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws and Board Policy 4117.

For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification, but not necessarily to the same position as the employee served in, immediately prior to the leave, unless the position or classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code. Employees who do not return at the end of the authorized leave are subject to disciplinary action which may include dismissal.

Pregnancy related disabilities shall be treated as any other disability for purposes of sick leave.

Adopted: 7-02-69	Revised: 4-26-99
Revised: 9-26-69	Revised: 1-31-05
Revised: 7-10-73	Revised: 4-28-08
Revised: 4-24-89	

PARENTAL LEAVE FOR ADMINISTRATORS & CLASSIFIED
MANAGEMENT PERSONNEL

BP 4113

Reference:

California Family Rights Act

Family Medical Leave Act

BOARD POLICY

109

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD EDUCATION

The Board of Trustees is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

I. RESPONSIBILITY

It is the responsibility of each individual trustee to pursue professional development opportunities to maintain knowledge of evolving educational governance, policies, legislation, best practices, employee relations, and leadership.

II. GUIDELINES

1. Individual trustees should try to participate in at least one, but not more than three, conferences each year, that provide professional development of trustee related knowledge and skills.
2. On an annual basis, the Chancellor will circulate a list of national, state and regional conferences for trustees to select which they will attend, in order to take advantage of discounts on early registration and travel.
3. The District will budget for each trustee to participate in up to two out of district conferences each year, in addition to participation/presentations at regional meetings and workshops.
4. At the board meetings following conferences, workshops and meetings, trustees are encouraged to share their written report from attendance of such conferences, meetings or workshops. The Board President may allow additional time for oral reports beyond the allotted two minutes, provided in the board report section of the agenda.

Reference:

Accreditation Standard IV.B.1.f

Adopted: 6-26-06

Revised: 8-27-07

Review Only:

BOARD POLICY

112

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board of Trustees governs on behalf of the citizens of the South Orange County Community College District in accordance with the authority granted and duties defined in Education Code [Section 70902](#).

The Board is committed to:

- Establish the mission of the District
- Assure the development and implementation of short-term and long-term educational and facilities plans
- Assure fiscal health and stability
- Monitor institutional effectiveness and educational quality
- Delegate power and authority to the Chancellor/Chief Executive Officer to effectively lead the district
- Work respectfully with the Chancellor and the District/College faculty and staff
- Refer suggestions and concerns to the Chancellor
- Work respectfully with other Board members
- Hire and evaluate the Chancellor
- Advocate for and protect the District
- Establish policies that implement the District mission and goals, and set prudent, ethical and legal standards for college operations
- Represent the public interest

Reference:

Accreditation Standard IVB.1.d

[Education Code 70902](#)

BOARD POLICY

118

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

COMMITTEES OF THE BOARD

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by board action shall comply with the requirements of the Brown Act regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Reference:

Government Code Section 54952

BOARD POLICY

120

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board shall normally be held the fourth Monday of the month at Saddleback College, 28000 Marguerite Parkway, Mission Viejo, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference:

Education Code Section 72000(d);

Government Code 54952.2, 54953 et seq.; 54961

BOARD POLICY

122

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- consideration of a response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

CLOSED SESSIONS

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor or Vice Chancellor of HR~~Deputy Chancellor~~. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Reference:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4

Education Code Section 72122

BOARD POLICY

124

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

SPECIAL AND EMERGENCY MEETINGS

Special meetings may be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Every notice for a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that is described in the notice for the meeting before or during consideration of that item.

Emergency meetings may be called by the President of the Board, or the Chancellor in his or her capacity as secretary to the Board, as permitted by the Brown Act. For purposes of this Policy, emergency consists of those circumstances set forth in Government Code ~~Section 54956.5(a)(1) and (2)~~.

During an emergency meeting, the Board may meet in closed session when such a meeting is authorized by Government Code ~~Sections 54956.5(e) and 54957~~.

The Chancellor shall ensure that notice of such meetings is posted and published ~~provided to the local news media~~ as required by law.

Reference:

*Government Code Section 54956, 54956.5, 54957;
Education Code Section 72129*

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5601
STUDENTS

CERTIFICATE PROGRAMS

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved career and technical program have been satisfactorily completed. ~~The courses and programs are chosen by the faculty on the basis of determination of education experiences which lead to career and technical competency and that they are consistent with the mission of the District, feasible, and adhere to guidelines of academic achievement.~~

Students with previous educational or career and technical experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in the colleges' Admissions and Records and Counseling offices. Certificate requirements are published in the college catalog(s) that are reviewed and updated on an annual basis. ~~The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the District.~~ It is the student's responsibility to make formal application for the certificate to the colleges' Admissions and Records offices of the college of record.

Revised: 5-15-89
Revised: 4-26-99
Revised: 8-30-04
Revised: 4-28-08

BOARD POLICY

2120

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

INSTITUTIONAL PLANNING

~~The Chancellor shall ensure that the colleges, ATEP and the District Services utilizes a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.~~

The Chancellor, along with the colleges, shall ensure that a broad based, comprehensive, systematic, and integrated system of planning takes place on a district-wide basis and at the colleges and district services. The integrated planning system shall be supported by institutional effectiveness research and involve appropriate segments of the colleges and district services.

The Chancellor shall submit the plans to the Board of Trustees for approval per Title 5 and California Community College Chancellor's Office.

Reference:

Accreditation Standard I.B.

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Request to Revise Sabbatical Project for Spring 2013

ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 23, 2012, the Board of Trustees approved the sabbatical projects of 19 faculty members, including Ana Maria Cobos, Librarian, Online Education and Learning Resources, for the Spring 2013 semester. On October 29, 2012, the Board approved a proposal to revise the title, goals and purpose of her project, as recommended by the District-wide Sabbatical Committee.

STATUS

Professor Cobos recently submitted a request to further revise her project to create a web site rather than a printed book as the project product. The SOCCCD Sabbatical Committee, chaired by Dr. Tony Huntley, Professor, Mathematics, Science and Engineering, Saddleback College, and Dr. David Bugay, Vice Chancellor, Human Resources, has reviewed the request for the revision and has voted to recommend the change in project product. The revised project, outlined in Exhibit A, is supported by President Burnett.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the recommended revision to bonded sabbatical leave for Ana Maria Cobos for the Spring 2013 semester, as shown in Exhibit A.

ABSTRACT

ANA MARIA COBOS

Online Education and Learning Resources
Saddleback College

Spring Semester 2013

TITLE: Saddleback College History: A Web Site

GOAL(S) and OBJECTIVE(S):

The goal is to create a web site for Saddleback College history. The web site will include oral interviews and written recollections of faculty hired between 1969 and 1979. The web site will also include the digitized version of Making History, the oral history of Saddleback's founding faculty that was published in 2001.

The objectives are to:

1. Identify faculty hired between 1968 and 1979;
2. Contact the faculty to invite them to share their experiences while at Saddleback College;
3. With a small committee select from the submissions those that represent a variety of experiences.
4. Work with colleagues in Graphics, Communication Arts, and a web specialist to prepare materials for the web site; to interview faculty and edit the interviews; and develop the college history web site.

ACTIVITIE(S):

1. October, 2012: work with college and district staff to create a list of potential participants.
2. November-December, 2012: Develop a call for participation and send the invitation to the faculty hired from 1968 to 1979.
3. December, 2012: Develop the prompts to send to those interested in participating in the project (probably the same questions asked of those who were included in Making History)
4. January, 2013: Those who respond to the call for participation will be asked to submit narratives about their experiences during their tenure at Saddleback College.
5. February 28, 2013: Deadline for submissions.
6. March, 2013: With the committee, select the submissions that will be included in the book.
7. April-May, 2013: Work with colleagues Graphics to scan materials for the web site;
8. June, 2013, work with colleagues in Communication Arts to interview faculty; edit the interviews.
9. July, 2013, Work with a web specialist to develop the web site
10. August, 2013: Present the web site at the fall in-service program.

PRODUCT(S):

1. The college history web site;
2. Present the web site at fall in-service;
4. Create a web site for the college archive that will link to and from the college history web site.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Adopt Resolution No. 13-13: Classified Employee Layoff
ACTION: Approval

BACKGROUND

As a result of lack of funds and/or lack of work, it is necessary to reduce one categorically funded classified management position through layoff.

STATUS

The categorically funded position in Exhibit A shall be eliminated. Layoff shall be determined in accordance with the Education Code 88017.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-13 to approve the reduction and/or discontinuance of classified service shown in Exhibit A.

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

South Orange County Community College District

GOVERNING BOARD RESOLUTION 13-13

CLASSIFIED LAYOFF RESOLUTION

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of June 30, 2013 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Project Director, Community Based Training (C13) Categorically Funded Recycling and Resource Management Grant Pos #4678 Irvine Valley College</i>	<i>32 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88017.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employees pursuant to the requirements of law and the Agreement.
3. That said layoffs shall become effective on June 30, 2013.
4. That employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 29th day of April, 2013 by the following vote.

Nancy M. Padberg, President

T.J. Prendergast, III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

David B. Lang, Member

Timothy Jemal, Member

James R. Wright, Member

Gary L. Poertner, Chancellor
and Secretary to the Governing Board

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: 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 Exhibits A and B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. WERLE, KATHLEEN, is to be employed as Vice President for Instruction, Pos #4580, Integrated Academic/Classified Administrators/Managers Salary Range 25, Step 4, Office of Instruction, Saddleback College, effective June 1, 2013. This is a replacement position for Ramalingum Vurdien, who resigned. (Exhibit B, Attachment 1)

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

- a. HALEY, EDGAR, is to be employed as Mathematics Instructor, Pos #1456, Division of Mathematics, Science, and Engineering, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class V, Step 1. This is a replacement position for John Allen, who retired. (Exhibit B, Attachment 2)

3. **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>
Cathcart, Jermaine	MA/Sociology	Sociology/IVC	II/1	05/28/13

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Quon, Michelle	MBA/Bus. Admin.	Kine.&Athletics/SC	II/1	05/28/13

Equivalency for Michelle Quon is based on a Bachelor of Arts degree in Psychology and a Master of Business Administration degree with a Marketing concentration from University of California, Los Angeles. Ms. Quon has two years of playing volleyball at the professional level in the United States and abroad. As a Division I volleyball player at UCLA, Ms. Quon had the opportunity to build a strong base of volleyball knowledge working with incredible players and coaches. Since then, Ms. Quon has added over eleven years of coaching volleyball at Laguna Beach Volleyball Club, Concordia University, and Saddleback College, scouting and recruiting all age levels.

3. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
D'Auria, Stephanie	PhD/Sociology	Sociology/Psych./SC	V/1		03/25/13
Fuentes, Wilma	MSN/Nursing	Nursing/SC	II/1		04/09/13

B. ADDITIONAL COMPENSATION: GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Barrows, Morgan	Dev/Prep Admin Unit Review/SC	1,548.90	08/20/12-12/19/12
Chien, Gwendoline	College Success Team Member/IVC	830.00	05/28/13-08/09/13
¹ Duquette, Janice	Kinesiology/Rec. Dept. Chair/SC	6,991.00	01/14/13-05/24/13
Etter, William	Co-writer, Accred. Mid-term/IVC	4,122.90	03/01/13-05/24/13
Fitz-Maurice, T.	Reading/Tutoring Activity/SC	1,996.70	01/22/13-05/15/13
Green, Denise	'How to Read a Textbook' Video/SC	1,376.80	01/22/13-02/28/13
Grihalva, Lawrence	HIT Program Coordinator/SC	2,581.50	02/01/13-05/24/13
Kaminsky, Rebecca	College Success Team Member/IVC	830.00	05/28/13-08/09/13
Mamoon, Safiah	Med Ins Billing/Coding Pgrm/SC	1,142.94	01/22/13-05/17/13
Myers, Charles	'How to Read a Textbook' Video/SC	688.40	09/01/12-12/01/12
Ross, Clara	College Success Team Member/IVC	830.00	01/22/13-05/23/13
Ross, Clara	College Success Team Member/IVC	830.00	05/28/13-08/09/13
Rucker, Nancy	College Success Team Member/IVC	830.00	01/22/13-05/23/13
² Smith, Jeanne	Chair, Mathematics Dept/SC	7,057.00	01/14/13-05/24/13

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2012/2013 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Anderson, Michael		
Beasley, James	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Beck, Rebecca	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Bodnar, Coral	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Coleman, Catherine	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Do, Anhvy	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Fesler, Susan	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Henderson, Pamela	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Hildebrand, Colleen	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Livote, Michelle	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Luther, Barbara	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13

¹ Original stipend was approved by the Board of Trustees on 12/27/12 for \$4,707.00, but it was miscalculated. The actual amount should be \$6,991.00.

² Original stipend was approved by the Board of Trustees on 12/27/12 for \$5,629.00, but it was miscalculated. The actual amount should be \$7,057.00.

B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2012/2013 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Man, Gina	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
McGirr, Julie	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Rivas, Daniel	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Sims, Larry	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Stern, Heather	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Stern, Susan	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Striedter, Anna	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13
Wilson, Jeffrey	ESL Read/Grade Writing Samples/IVC	05/28/13-08/09/13

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Aguilar, Amara	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Alexander, Ariel	Jazz Day Concert/SC	100.00	02/01/12-02/28/13
Belyea, Barbara	Nursing Student Success Mgr/SC	3,442.00	01/22/13-05/23/13
Bowman, Donald	Tutoring Lab, Perkins/SC	2,925.91	01/22/13-05/23/13
Bradshaw, Donald	Curric/Deliverables/Wkshop/IVC	700.00	04/30/13-05/24/13
Byron, Meredith	Fashion a la Mode Event/SC	100.00	03/15/13-04/19/13
Cox, Barbara	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Craner, Michelle	Fashion a la Mode Event/SC	200.00	03/15/13-04/19/13
Dagarin, Jean-Mari	Child Dev. Conference/Perkins/SC	100.00	04/20/13-04/20/13
Elston, Lisa	Fashion a la Mode Event/SC	200.00	03/15/13-04/19/13
Evan, Ryan	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Evancoe, Eugene	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Farnsworth, Robert	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Feori, Meegan	Fashion a la Mode Event/SC	200.00	03/15/13-04/19/13
Fox, Lindsay	Fashion a la Mode Event/SC	500.00	03/15/13-04/19/13
Fox, Lindsay	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Gabdrakhmanova, F.	Fashion a la Mode Event/SC	200.00	03/15/13-04/19/13
Glumace, Sean	Assist w/Project Deliverables/IVC	1,400.00	04/30/13-05/24/13
Goodspeed, Joan	Fashion a la Mode Event/SC	200.00	03/15/13-04/19/13
Grace, Adrienne	Assist w/Project Deliverables/IVC	1,400.00	04/30/13-05/24/13
Guy, Georgina	Coord. CalWORKs/TANF Pgrms/SC	4,935.00	08/19/13-12/19/13
Hewitt, Suzanne	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Homma, Mary S.	Child Dev. Conference/Perkins/SC	100.00	04/20/13-04/20/13
Hughes, Luther	Jazz Concert/Jazz Day/Big Band/SC	250.00	01/22/13-02/28/13
Hughes, Luther	Jazz Compositions/SC	120.00	03/01/13-03/31/13
Inlow, Lisa	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Kaiser, Kai	Child Dev. Conference/Perkins/SC	100.00	04/20/13-04/20/13
Knapp, Rebecca	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Karimi, Majid	Tutoring Lab/Perkins/SC	325.10	01/22/13-05/23/13
Kussoy, Carol	Coord. Market Workshop/IVC	1,400.00	04/30/13-05/23/13
Lee, Florence	Assist w/Project Deliverables/IVC	1,400.00	04/30/13-05/24/13
Lee, Kenneth	Tech Prep Articulation Activity/SC	100.00	04/21/13-05/03/13
Massaro, Dixie	Curric./Assist w/Project Deliv/IVC	2,800.00	04/30/13-05/24/13
Mathur, Roopa	Curric./Assist w/Project Deliv/IVC	1,400.00	04/30/13-05/24/13
Mathur, Roopa	Project Director/IVC	5,507.00	04/30/13-05/24/13
McBean, Kelly	Assist w/Project Deliverables/IVC	1,400.00	04/30/13-05/24/13
McFann, Kent	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
McLaughlin, June	Assist w/Project Deliverables/IVC	700.00	04/30/13-05/24/13
McGroarty, Diane	Fashion a la Mode Event/SC	200.00	03/15/13-04/19/13
Medling, Jane	Tutoring Lab/Perkins/SC	650.20	01/22/13-05/23/13
Meyer, Clifford	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Myers, Charles	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Pinter, Gerald	Swing Concert/Music Evals/SC	410.00	02/01/13-03/13/13
Quade, Joyce	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Rosenn, Tristen	Jazz Concert/Jazz Day/Big Band/SC	300.00	01/22/13-02/28/13
Rosenn, Tristen	Jazz Comps/Combo Evals/SC	105.00	03/01/13-03/31/13
Schermerhorn, B.	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Schmalhofer, S.	Tutoring Lab, Perkins/SC	1,517.14	01/22/13-05/23/13
Scott, Daniel	Assist w/Project Deliverables/IVC	700.00	04/30/13-05/24/13
Smith, Christina	Child Dev. Conference/Perkins/SC	100.00	04/20/13-04/20/13
Stephens, Blake	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Stevenson, Glen	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Stout, Ronald	Jazz Concert/Jazz Day/Big Band/SC	450.00	01/22/13-02/28/13
Stout, Ronald	Jazz Comps/Combo Evals/SC	155.00	03/01/13-03/31/13
Tamialis, Barbara	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Taylor, Karen	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Teng, Anthony	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
Teng, Anthony	Tutoring Lab/Perkins/SC	1,300.40	01/22/13-05/23/13
Urell, Robert	Assist w/Project Deliverables/IVC	700.00	04/30/13-05/24/13
Vago, Malia	Fashion a la Mode Event/SC	700.00	03/15/13-04/19/13
Vidal-Prudholme, L.	Child Dev. Conference/Perkins/SC	100.00	04/20/13-04/20/13
Welch, Martin	CTE Articulation HS Activity/SC	100.00	04/01/13-04/30/13
West, Tracy	Fashion a la Mode Event/SC	200.00	03/15/13-04/19/13
Wilson Shill, C.	Child Dev. Conference/Perkins/SC	100.00	04/20/13-04/20/13

ATTACHMENT 1

NAME: KATHLEEN WERLE

POSITION: Vice President for Instruction
Saddleback College

EDUCATION:

PH.D. Gerontology
University of Southern California
Los Angeles, CA

M.S.N. Nursing Administration
California State University
Los Angeles, CA

B.S.N. Nursing
California State University
San Bernardino, CA

EXPERIENCE:

Dr. Kathleen Werle has over thirty years of experience in the community college system. Nineteen years have been as an administrator and eleven years as a nursing instructor. Since January 2011, she has been serving as Dean of Academic Programs at Irvine Valley College. Prior to this assignment, she served as Vice President of Instruction at San Diego Miramar College; as Dean of Applied Science, Technology and Physical Education at San Jose/Evergreen Community College District for eight years and as Dean of Applied Arts and Sciences for five years; and as Assistant Director and Department Chair at Victor Valley College for four years. Dr. Werle worked also as Associate Coordinator of the Statewide Nursing Program at California State University, Dominguez Hills, for six years and as a Nursing Supervisor at St. Bernardine Medical Center, San Bernardino, for eleven years. As faculty, she was a Lecturer, Statewide Nursing Program, at California State University, Dominguez Hills, for 1989 through 1995; a tenured faculty at Victor Valley College, Victorville from 1984 through 1991; and an Instructor at San Bernardino Valley College in 1984. From 1996 through 2010, Dr. Werle has been a grant writer/administrator for eight grants and co-grant writer for six grants.

CREDENTIALS:

- Lifetime Community College Teaching Credential in Nursing and Allied Health
- California Registered Nurse License
- Public Health Nurse Certificate

ATTACHMENT 2

NAME: EDGAR HALEY

POSITION: MATHEMATICS INSTRUCTOR
Mathematics, Science, and Engineering
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.S. Mathematics
University of California, Riverside
Riverside, CA

B.A. Mathematics
University of California, San Diego
San Diego, CA

EXPERIENCE:

Mr. Haley has been a part-time mathematics instructor at Crafton Hills College and Moreno Valley College since 2012, and at the University of California, Riverside from 2011-2012. While a graduate student at the University of California, Riverside (2008-2012), he was a teaching assistant to a wide range of courses. He has taught courses in developmental and transfer level mathematics, in a variety of formats, including online and lab courses. He uses technology extensively both in and out of the classroom. He is experienced with Blackboard, MathXL, MyMathLab, WebAssign, WebWork, and Latex.

AWARDS:

- Outstanding Teaching Award, University of California, Riverside, 2011
- Math Department Service Awards, University of California, Riverside, 2011 and 2012.

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.

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

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. FADAIEFARD, MOHAMMAD is to be employed as Network Systems Technician III, Pos. #4683, Technology Services, Information Technology Center, Saddleback College, Classified Bargaining Unit Salary Range 140, Step 1, 40 hours per week, 12 months per year, effective April 8, 2013. This position was approved by the Board of Trustees on October 29, 2012.
- b. LAU, LORETTA is to be employed as Library Assistant II, Pos. #4681, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 119, Step 1, 40 hours per week, 10 months per year, effective April 15, 2013. This position was approved by the Board of Trustee on October 29, 2012.
- c. ¹MASTRANGELO, CHRISTOPHER is to be employed as Laboratory Technician, Computers, Pos. #3364, Division of Business Sciences, and Economic & Workforce Development, Classified Bargaining Unit Salary Range 122, Step 1, 20 hours per week, 12 months per year, effective April 1, 2013. This is a replacement position for Richard, Matuschek, who resigned.
- d. METZ, ROXANNE is to be employed as College Grants and Contracts Manager, Categorical, Pos. #4691, Office of Administrative Services, Saddleback College, Integrated Administrator and Manager Salary Range 13, Step 3, 40 hours per week, 12 months per year, effective April 15, 2013. This position was approved by the Board of Trustees on October 29, 2012. Employment in this categorical funded position is contingent upon funding by Contract Revenue and Indirect Grant Income.
- e. OPEL, MARY is to be employed as Construction Manager, Categorical, Pos. #4685, Facilities, Planning and Purchasing, Office of Business Services, District, Integrated Administrator and Manager Salary Range 16, Step 2, 40 hours per week, 12 months per year, effective April 15, 2013. This position was approved by the Board of Trustees on October 29, 2012. Employment in this categorical funded position is contingent upon funding by Major Capital Improvement, Projects Specific.
- f. SCHIERMEYER, DAVID is to be employed as Construction Manager, Categorical, Pos. #4686, Facilities, Planning and Purchasing, Office of Business Services, District, Integrated Administrator and Manager Salary Range 16, Step 4, 40 hours per week, 12 months per year, effective April 8, 2013. This position was approved by the Board of Trustees on October 29, 2012. Employment in this categorical funded position is contingent upon funding by Major Capital Improvement, Projects Specific.

¹ Son of Janice Mastrangelo, Applications Specialist II, Office of College Technology, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS

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>
Alcaraz, Mario	Custodian/SC	113/1	2/27/2013
Arguello, Sergio	Custodian/SC	113/1	3/05/2013
Castro, Alexander	Custodian/SC	113/1	2/28/2013
Chau, Phuong	Lab. Technician, Physical Science/IVC	122/1	3/15/2013
Chiang, Lichuan	Lab. Tech. Student Success Center/IVC	122/1	2/27/2013
Cueto, Catherine	Lab. Tech. Student Success Center/IVC	122/1	2/27/2013
Dadsetan, Sharareh	Office Assistant/SC	113/1	3/04/2013
Eychaner, Tiffani	Sr. Counseling Office Assistant/IVC	119/1	3/19/2013
Fox, Jill	College Information Operator/SC	113/1	3/15/2013
Han, Jackie	Accounting Specialist/Dist.	127/1	3/15/2013
Hunter, Amy	Senior Administrative Assistant/SC	127/1	2/28/2013
Leatherman, Mary	Dispatcher/IVC	117/1	3/29/2013
Metcalf, Andria	College Information Operator/SC	113/1	3/15/2013
Mitchell, JoAnn	Accounting Assistant/SC	118/1	2/25/2013
² Montoya Anderson, S.	Sr. Laboratory Tech., Consumer Sci./SC	130/1	3/12/2013
Nutting, Patricia	College Information Operator/SC	113/1	3/15/2013
Ponce De Leon, Angels	Custodian/SC	113/1	2/28/2013
³ Schmidt, Sarah	Graphics Designer/SC	130/1	3/18/2013

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
⁴ Avalos, Magdalena	Special Project Coord./SC	30.00	03/27/13-06/30/13
Badran, Matthew	Project Specialist/SC	11.50	04/01/13-06/30/13
Bozmarova, Gabrielle	Project Specialist (IT)/Dist.	12.00	04/01/13-06/30/13
Directo, Brandon	Coaching Aide/IVC	15.00	03/11/13-06/30/13
Druzhinina, Vita	Project Specialist/SC	15.00	03/15/13-06/30/13
Ghavami, Fedra	Project Specialist (IT)/IVC	25.00	03/10/13-06/30/13
Khabovets, Kristina	Project Specialist/SC	20.00	03/15/13-06/30/13
Korol, Anastasya	Project Specialist/SC	10.50	03/12/13-06/30/13
Luu, Tiffany	Project Specialist/IVC	18.00	02/15/13-03/14/13
Manley, Jerome	Project Specialist (IT)/ Dist.	12.00	03/25/13-06/30/13
² Montoya Anderson, S.	Project Specialist/SC	20.00	03/12/13-06/30/13
Orr, Justin	Project Specialist/SC	16.00	03/13/13-06/30/13
Pham, Peter	Special Project Coord./IVC	40.00	03/13 /13-06/30/13
Robinson, Laura	Special Project Coord./SC	50.00	03/20/13-06/30/13

² Stacy is the daughter of Laura Abrams, Payroll and Benefits Processing Manager, Office of Business Services, District and niece of Tracy McConnell, Program Technician, Categorical, Office of Business Science/Vocational Education and Economic Development, Saddleback College.

³ Wife of Nicholas Schmidt, Administrative Assistant, Child Development Center, Saddleback College.

⁴ Wife of Juan Avalos, Vice President 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 **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
⁵ Searcy, Arronnlea	Special Project Coordinator/SC	25.00	03/20/13-06/30/13
Snyder, Deborah	Project Specialist/SC	20.00	02/25/13-06/30/13
Tate, Christopher	Outreach Aide/SC	11.50	03/15/13-06/30/13
Trytten, Lacy	Outreach Aide/SC	11.50	03/15/13-06/30/13
Venkatesan, Salila	Project Specialist (IT)/Dist.	12.00	04/01/13-06/30/13
⁶ Watt, Sara	Project Specialist/SC	12.50	03/05/13-06/30/13
Wegley, Zachary	Project Specialist/SC	12.50	03/27/13-06/30/13
Zajac, Melissa	Project Specialist (IT)/Dist.	12.00	03/29/13-06/30/13

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Aboga A, Kimverly	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Abrahams, Lawrence	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Agortsas, Alexander	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Aguilar, Catherine	Project Specialist/SC	16.00	07/01/13-12/31/13
Aguilar Rivera, Margarita	Project Specialist/SC	16.00	07/01/13-12/31/13
Aldape, Timothy	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
Alegre, Pedro	TMD Aide/SC	16.00	07/01/13-12/31/13
Alejo, Brittany	Project Specialist/SC	16.00	07/01/13-12/31/13
Alizadeh, Tara	Project Specialist/SC	16.00	07/01/13-12/31/13
Angstrom, Preston	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
⁷ Anstadt, Cassandra	Project Specialist/SC	16.00	07/01/13-12/31/13
Araiza, Jorge	Coaching Aide/SC	15.00	07/01/13-12/31/13
Arevalo, Sylvia	Project Specialist/SC	20.00	07/01/13-12/31/13
Argo, Albert	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Arkell, Simon	Coaching Aide/SC	15.00	07/01/13-12/31/13
Armstrong, Tracey	Project Specialist/SC	16.00	07/01/13-12/31/13
Artemov, Tatyana	Project Specialist/SC	20.00	07/01/13-12/31/13
Athwal, Harjyot	Project Specialist/SC	16.00	07/01/13-12/31/13
Baggs, Trudi	Spec. Proj. Coord./SC	35.00	07/01/13-12/31/13
Baird, Daniel	TMD Aide/SC	18.00	07/01/13-12/31/13
Barnes, Justin	TMD Aide/SC	16.00	07/01/13-12/31/13
Barrientos, Belem	Project Specialist/SC	16.00	07/01/13-12/31/13
Bausch, Kathryn	TMD Aide/SC	16.00	07/01/13-12/31/13
Beltran, Carla	Child Dev. Ctr. Aide/IVC	12.00	07/01/13-12/31/13

⁵ Cousin of Tod Burnett, President, Saddleback College.

⁶ Daughter of Deborah Watt, Short-term, temporary Substitute, Division of Counseling Services, Saddleback College.

⁷ Daughter of Mary Anstadt, Program Coordinator, Categorical (CTE Grants), Division of Business Sciences/Vocational Education and Economic Development, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Boklan, Ksenia	Project Specialist/SC	16.00	07/01/13-12/31/13
Bolin, Christina	Coaching Aide/SC	15.00	07/01/13-12/31/13
Borgeson, Andrew	Coaching Aide/SC	15.00	07/01/13-12/31/13
Bracken, Nancy	TMD Aide/IVC	20.00	07/01/13-12/31/13
Brandom, Chad	Project Specialist/SC	16.00	07/01/13-12/31/13
Braniecki, Alyssa	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Brock, Eric	Coaching Aide/SC	15.00	07/01/13-12/31/13
Brown, Lucy	Clerk - Short Term/SC	15.00	07/01/13-12/31/13
Brown, Darryl	Coaching Aide/SC	15.00	07/01/13-12/31/13
Brown, Megan	TMD Aide/SC	16.00	07/01/13-12/31/13
Buchea, Jason	Project Specialist/IVC	16.00	07/01/13-12/31/13
Bullard, Kellie	Project Specialist/SC	16.00	07/01/13-12/31/13
Burkett, Austin	TMD Aide/SC	16.00	07/01/13-12/31/13
Butcher, Donald	Coaching Aide/SC	15.00	07/01/13-12/31/13
Callaway, Nicholas	Project Specialist/SC	16.00	07/01/13-12/31/13
Campo, Enrique	Project Specialist/IVC	16.00	07/01/13-12/31/13
Cappuccilli, Anthony	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Caras, Amber	TMD Aide/SC	16.00	07/01/13-12/31/13
Carey, Peter	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Carpenter, Allison	Project Specialist/IVC	16.00	07/01/13-12/31/13
Carranza, Frank	Project Specialist/SC	16.00	07/01/13-12/31/13
Carter-Ortega, Mary	Clerk - Short Term/SC	15.00	07/01/13-12/31/13
Castro, Metztli	Outreach Aide/SC	12.50	07/01/13-12/31/13
Catalano, Torri	Coaching Aide/SC	15.00	07/01/13-12/31/13
Cervantes, Martha	Project Specialist/SC	16.00	07/01/13-12/31/13
Chau, Phuong	Project Specialist/IVC	10.50	07/01/13-12/31/13
Choe, Samuel	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Choi, Katlin	Project Specialist/SC	20.00	07/01/13-12/31/13
Ciago, Ronald	Project Specialist/IVC	20.00	07/01/13-12/31/13
Cinquegrani, Delores	Project Specialist/SC	16.00	07/01/13-12/31/13
Clemensen, David	TMD Aide/SC	20.00	07/01/13-12/31/13
Clemons, Gregory	Project Specialist/SC	16.00	07/01/13-12/31/13
Coleman, David	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Collins, Linda	Project Specialist/SC	16.00	07/01/13-12/31/13
Concepcion, Alexandra	Project Specialist/IVC	16.00	07/01/13-12/31/13
Conkey, Charles	Coaching Aide/SC	15.00	07/01/13-12/31/13
Conway, Jason	Project Specialist/SC	16.00	07/01/13-12/31/13
Cooper, Alexandra	TMD Aide/IVC	16.00	07/01/13-12/31/13
Copelan, Joshua	TMD Aide/IVC	16.00	07/01/13-12/31/13
Cosmakos, Rachel	Project Specialist/SC	16.00	07/01/13-12/31/13
Cramer, Emily	Project Specialist/SC	16.00	07/01/13-12/31/13
Crocker, Jared	Coaching Aide/SC	15.00	07/01/13-12/31/13
Cubillos Bezanilla, Sandra	Project Specialist/SC	16.00	07/01/13-12/31/13

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Darby, Lucy	TMD Aide/SC	16.00	07/01/13-12/31/13
Davani, Farideh	TMD Aide/IVC	16.00	07/01/13-12/31/13
Daze, Jonathan	Coaching Aide/IVC	15.00	07/01/13-12/31/13
De Rosas, David	Project Specialist/SC	16.00	07/01/13-12/31/13
Dean, Heather	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Dhillon, Rajanpal	Project Specialist/SC	16.00	07/01/13-12/31/13
Directo, Brandon	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Dixon, Kathleen	TMD Aide/IVC	20.00	07/01/13-12/31/13
Druzhinina, Vita	Project Specialist/SC	16.00	07/01/13-12/31/13
Duncan, Stuart	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Ebrahimpoor Khorsa, Pegah	Project Specialist/SC	16.00	07/01/13-12/31/13
Eckel, Genevieve	Project Specialist/SC	16.00	07/01/13-12/31/13
Eien, Edward	Project Specialist/IVC	20.00	07/01/13-12/31/13
Ellis, Reggie	Coaching Aide/SC	15.00	07/01/13-12/31/13
Eser, Shelby	TMD Aide/IVC	16.00	07/01/13-12/31/13
Faltis, Kelly	Project Specialist/SC	16.00	07/01/13-12/31/13
Farah, Jaclyn	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Farrell, Nicholas	Project Specialist/IVC	20.00	07/01/13-12/31/13
Fellner, John	Project Specialist/SC	16.00	07/01/13-12/31/13
Field, Van Anh	Project Specialist/SC	16.00	07/01/13-12/31/13
Fletcher, Jenny	Adapt. Kines. Aide/IVC	16.00	07/01/13-12/31/13
Flippin, Mark	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Formanek, Donald	TMD Aide/IVC	20.00	07/01/13-12/31/13
Fox, Jill	Clerk - Short Term/SC	15.00	07/01/13-12/31/13
Fraser, Kyle	Project Specialist/SC	16.00	07/01/13-12/31/13
Frazian, Rachell	Project Specialist/IVC	16.00	07/01/13-12/31/13
Fuentes, Toni	Project Specialist/ Dist.	20.00	07/01/13-12/31/13
Galledari, Atefeh	Project Specialist/SC	16.00	07/01/13-12/31/13
Galvan, Nicolas	Project Specialist/SC	16.00	07/01/13-12/31/13
Ganley, Cynthia	Project Specialist/SC	16.00	07/01/13-12/31/13
Garaud, Dimitri	TMD Aide/SC	16.00	07/01/13-12/31/13
Garcia Carmona, Javier	Project Specialist/SC	16.00	07/01/13-12/31/13
Garey, Jason	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Geier, Brian	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
Ghaffari, Azadeh	Project Specialist/SC	16.00	07/01/13-12/31/13
Ghavami, Fedra	Project Specialist (IT)/IVC	25.00	07/01/13-12/31/13
Gibbs, Shannon	Project Specialist/IVC	16.00	07/01/13-12/31/13
Gibson, Patrick	Project Specialist/SC	16.00	07/01/13-12/31/13
Gibson, John	Spec. Proj. Coord./IVC	40.00	07/01/13-12/31/13
Gorgen, Garrett	Project Specialist/SC	16.00	07/01/13-12/31/13
Goss, John	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Gramling, Maria Cristina	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Graves, Darryl	Project Specialist/SC	16.00	07/01/13-12/31/13

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Gregory, Matthew	TMD Aide/IVC	16.00	07/01/13-12/31/13
Gross, Rachel	TMD Aide/SC	16.00	07/01/13-12/31/13
Guadarrama, Edgar	Project Specialist/IVC	16.00	07/01/13-12/31/13
Guzman, Jean	Project Specialist/ Dist.	16.00	07/01/13-12/31/13

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Ali, Amir	03/21/13-06/30/13
Bolick, Melissa	03/13/13-06/30/13
DeVoy, Stephanie	03/29/13-06/30/13
Kim, Dean	03/15/13-06/30/13
Wojno, Leon	03/12/13-06/30/13

6. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Buck, Sharon	Comm. Ed./SC	\$2500.00/cs	03/13/13-06/30/13
Coddington, Kathleen	Clinical Skills Spec./SC	30.00/hr	03/12/13-06/30/13
Garcia, Tony	Comm. Ed./SC	\$2500.00/cs	03/21/13-06/30/13
Grihalva, Lawrence	Clinical Skills Spec./SC	30.00/hr	02/25/13-06/30/13
Guest, Noah	Certified Test Proctor/IVC	11.50/hr	03/15/13-06/30/13
Hanacek, Amy	Certified Test Proctor/IVC	11.50/hr	03/15/13-06/30/13
Hobbs, Scott	Clinical Skills Spec./SC	30.00/hr	02/25/13-06/30/13
Khan, Samer	Tutor/IVC	9.00/hr	02/20/13-06/30/13
Siah, Aurash	Tutor/IVC	9.00/hr	03/04/13-06/30/13
Taylor, Tracey	Model/IVC	22.00/hr	04/01/13-06/30/13
Tilley, Nancy	Certified Test Proctor/IVC	10.50/hr	03/11/13-06/30/13
Yeh, Tienyao	Cert. Test Proctor/IVC	10.50/hr	03/15/13-06/30/13

A. NEW PERSONNEL APPOINTMENTS - Continued

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Abate, Eliezer	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Abell, Roxanne	Model/SC	22.00/hr	07/01/13-12/31/13
Acocella, Laura	Model/SC	22.00/hr	07/01/13-12/31/13
Acosta, Anthony	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Adkins, Mauricette	Tutor/SC	12.00/hr	07/01/13-12/31/13
Adney, Curtis	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Aghazadah, Leeda	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Ahmadi Talesh, Tina	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Aisner, Tyler	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Akhondzadeh, Sasan	Tutor/SC	12.00/hr	07/01/13-12/31/13
Alderson, Keanon	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Alexander, Ted	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Allah, Nancy	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Appleman, Jack	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Arquette, Patty	Model/IVC	22.00/hr	07/01/13-12/31/13
Arth, Allison	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Arzate, Thomas	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Aziz, Abdul	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Bacopulos, Joshua	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Balbirnie, Lisa	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
Baldree, Kelsey	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Bascom, Chantal	Tutor/SC	12.00/hr	07/01/13-12/31/13
Bauer, Lucas	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Bedolfe, Tamara	Tutor/SC	12.00/hr	07/01/13-12/31/13
Bell, John	Cert. Test Proct./IVC	12.50/hr	07/01/13-12/31/13
Bendickson, Brett	Recreation Leader/SC	15.00/hr	07/01/13-12/31/13
Binder, Farla	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Binnell, Craig	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Blanco, Kirsten	Tutor/SC	12.00/hr	07/01/13-12/31/13
Blundell-Siska, Mary	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Boland, Mary	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Boyle, Miki	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Bregozzo, Dorothy	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
⁸ Brewington, Elizabeth	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
⁸ Brewington, H. James	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
⁸ Brewington, John	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13

⁸ Elizabeth Brewington, Clinical Specialist and Adjunct Nursing Instructor, Health Sciences & Human Services, Saddleback College and John Brewington, Clinical Specialist, Health Sciences & Human Services, Saddleback College are spouses and brother/brother-law respectively of H. James Brewington, Interpreter, DSP&S, Saddleback College & Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Briar, Jeffrey	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Broida, David	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Brown, David	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Bruno, John	Model/SC	22.00/hr	07/01/13-12/31/13
Budai, Rachel	Model/SC	22.00/hr	07/01/13-12/31/13
Buechler, Michael	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Buffington, Brett	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Bui, Calvin	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Burke, Shaun	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Burns, Kathryn	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Burns, Stephen	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Butler, Robert	Tutor/IVC	12.00/hr	07/01/13-12/31/13
⁹ Calabretta, Nina	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
⁹ Calabretta-Dawson, Mara	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Calen, Catherine	Interpreter V/SC	45.00/hr	07/01/13-12/31/13
Call, Linda	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Campbell, Katelyn	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Caramagno, Sebastian	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Caruso, Karen	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Casado, Sandra	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Castellaw, Tyler	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Caverly, Carolin	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Celestino, Brandi	Captionist/SC	42.00/hr	07/01/13-12/31/13
Chambers, Carol	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Chau, Joseph	Tutor/SC	12.00/hr	07/01/13-12/31/13
Chi, Chih-Wong	Tutor/SC	12.00/hr	07/01/13-12/31/13
Choi, Young	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Churchill, Caylie	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Clem, Cecilia	Tutor/SC	12.00/hr	07/01/13-12/31/13
Clements, Matthew	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Coddington, Kathleen	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Cohen, Jonathan	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Cole, John	Model/IVC	22.00/hr	07/01/13-12/31/13
Collas, Ivans	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Colonelli, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Concialdi, Steve	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Contos, Adrienne	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Conway, Carolina	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Cooper, Stacy	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13

⁹ Daughter and Mother, both work for the Office of Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Coplan, Adam	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Corbett, Gabriel	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Cosgrove, Victoria	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Coutras, Kelly	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Crammer, Cale	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Crispino, Aaron	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Damos, Patricia	Recreation Leader/SC	15.00/hr	07/01/13-12/31/13
Danko, Carolyn	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Danz, Christina	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
Davidson, Kelsey	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Davis-Soriano, Michelle	Captionist/SC	42.00/hr	07/01/13-12/31/13
De Koning, Shannan	Aquatics Aide/SC	9.00/hr	07/01/13-12/31/13
Deason, Ryan	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
DeJohn, Zackary	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Denaro, Aaron	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Dexter, Stephen	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Diamond, Jean	Tutor/SC	12.00/hr	07/01/13-12/31/13
Difilippo, Jennifer	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Dill, Laura	Recreation Leader/SC	30.00/hr	07/01/13-12/31/13
Dilley, Steven	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Dillon, Justin	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Dinh, Amber	Tutor/IVC	12.00/hr	07/01/13-12/31/13
¹⁰ Do, Tin	Tutor/SC	12.00/hr	07/01/13-12/31/13
¹⁰ Do, Tu	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Dodd, Timothy	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Domingos, Sarah	Interpreter II/SC	16.00/hr	07/01/13-12/31/13
Doran, Sean	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Dormaier, Ruth	Model/IVC	22.00/hr	07/01/13-12/31/13
Dumas, Summer	Tutor/SC	12.00/hr	07/01/13-12/31/13
Edsall, Craig	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Ehsani, Aida	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Elespuru, Kathryn	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Erbas White, Ilknur	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Ervine, Michelle	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Fain, Malik	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Fairbanks, Eric	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Felfeli, Mehran	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Fernald, Theresa	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Fetter, Lauren	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13

¹⁰ Tin Do, Tutor, Division of Online Education & Learning Resources, Saddleback College, and Tu Do, Tutor, School of Library Services, Irvine Valley College are brothers.

A. NEW PERSONNEL APPOINTMENTS - Continued

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Fiore-Burton, Rene	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Fiorenza, Matthew	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Fong, Fleur	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Forehan, Marjorie	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Fotoohi, Kamran	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Francisco, David	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Fuchs, David	Tutor/SC	12.00/hr	07/01/13-12/31/13
Fusco, Michael	Tutor/SC	12.00/hr	07/01/13-12/31/13
Gaerlan, Cherrilyn	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Gamer, Samuel	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Gamo, Elysia	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Garber, Logan	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Geary, Erika	Tutor/SC	12.00/hr	07/01/13-12/31/13
Geronimo, Alex	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Ghaffarkhan, Shirin	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Giguere, Virginia	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Gilbert, Tylor	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Gilmore, Richard	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Gleason, Linda	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Gluckson, Ruthe	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Goffin, Charles	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Goodley, Mark	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Goodman, Alex	Tutor/SC	12.00/hr	07/01/13-12/31/13
Gorman, Ron	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Grace, Klair	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Grane, Barbara	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Gray, Jason	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Green, Mariko	Tutor/SC	12.00/hr	07/01/13-12/31/13
Greenspan, Frances	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Grihalva, Lawrence	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Grijalva, Louie	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Gross, Cynthia	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Grossman, Marc	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Groudan, Marc	Model/SC	22.00/hr	07/01/13-12/31/13
Guest, Noah	Cert. Test Proct./IVC	12.50/hr	07/01/13-12/31/13
Guiral, Kylie	Recreation Leader/SC	15.00/hr	07/01/13-12/31/13

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. GROUNDS SPECIALIST, Classified Bargaining Unit Salary Range 122, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective April 30, 2013.

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -
Continued

2. LAB ASSISTANT, Classified Bargaining Unit Bargaining Unit Salary Range 116, Division of Mathematics, Sciences and Engineering, Saddleback College, seeks authorization to establish and announce a part-time, 20 hours per week, 12 months per year position to its staff complement, effective April 30, 2013.

C. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. DAVIS, WILLIAM, ID #18031, Police Officer, Pos. #4234, Classified Bargaining Unit Salary Range 2, Step 3, 16 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, has been given a lateral transfer to Police Officer, Pos. #2571, Classified Bargaining Unit Salary Range 2, Step 3, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, effective April 1, 2013. This is a replacement position for Nicholas Nikolenko, who retired.
 - b. MOSQUEDA, RICHARD, ID #18077, Custodian, Pos. #4365, Classified Bargaining Unit Salary Range 113, Step 2, plus 5% shift differential, 25 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, has been given a lateral transfer to Custodian, Pos. #1315, Classified Bargaining Unit Salary Range 113, Step 2, plus 5% shift differential, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective April 1, 2013. This is a replacement position for Joseph Curiel.
 - c. NAVARRO, ROCIO, ID #9704, Senior Administrative Assistant, Pos. #3662, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, was given a temporary transfer to Senior Administrative Assistant, Pos. #4751, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, School of Business Sciences, Irvine Valley College, effective March 1, 2013 through April 7, 2013. This was a temporary transfer to replace Alice K. Felli, who retired.
 - d. OJEDA, SERGIO, ID #14664, Groundskeeper, Pos. #2799, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Irvine Valley College, has been given a permanent change of status to Lead Groundskeeper, Pos. #3479, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Irvine Valley College, effective March 11, 2013. This is a replacement position for Cindy Glenn, who retired.
 - e. HEALTH CENTER NURSE, Pos. #4519, Classified Bargaining Unit Salary Range 136, 12 hours per week, 10 months per year, Health Center, Office of Student Services, Irvine Valley College, seeks authorization to permanently increase hours to 16 hours per week, 10 months per year, effective April 30, 2013. Position #4519 is appointed to Dani Raja, ID #18850.

C. CHANGE OF STATUS

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

- f. WEIBEL, STEVEN, ID #1874, Police Officer, Pos. #2575, Classified Bargaining Unit Salary Range 2, Step 6, 20 hours per week, 12 months per year, Office of Campus Safety and Security, Saddleback College, has been given a lateral transfer to Police Officer, Pos. #4401, Classified Bargaining Unit Salary Range 2, Step 3, 29 hours per week, 12 months per year, Office of Campus Safety and Security, Saddleback College, effective April 1, 2013. This is a replacement position for Daniel Lincoln, who retired.

D. OUT OF CLASS ASSIGNMENTS

1. ¹¹BROWN, JANICE, ID #4565, Senior Matriculation Specialist, a temporary assignment, Pos. #4670, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, has been given a temporary change in assignment to Senior Matriculation Specialist, Pos. #4761, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective March 4, 2013. This is a temporary reassignment for Jennifer Tarulli, who is on leave.
2. CHAKRABORTY, JHUMA, ID #15941, Library Assistant II, temporary assignment, Pos. #4313, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per week, School of Library Services, Irvine Valley College, temporary assignment ended effective April 12, 2013, and returned to permanent assignment as Library Assistant I, Pos. #4313, Classified Bargaining Unit Salary Range 115, Step 5, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, effective April 15, 2013.
3. ¹²LAKOW-ORAM, GINA, ID #10094, Administrative Assistant, temporary assignment, Pos. #4517, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, Facilities, Planning, and Purchasing, Office of Business Services, District, temporary assignment ended effective April 15, 2013, and returned to permanent assignment as Health Office Assistant, Pos. #3884, Classified Bargaining Unit Salary Range 115, Step 2, 20 hours per week, 12 months per year, Student Health Center, Office of Student Services, Saddleback College, effective April 16, 2013.
4. ¹³LOONEY, CAMERON, ID #16144, Groundskeeper, temporary assignment, Pos. #4705, Classified Bargaining Unit Salary Range 118, Step 3, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, temporary assignment ended effective March 18, 2013, and returned to permanent assignment as Custodian, Pos. #4314, Classified Bargaining Unit Salary Range 113, Step 4, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College, effective March 19, 2013.

¹¹ Ms. Brown is permanently appointed to Pos. 3337, Senior Admissions & Records Specialist, Range 126, Step 6, 40 hours per week, 12 months per year.

¹² Daughter of I. Antonia Lakow, Senior Human Resources Specialist, Office of Human Resources, District; Sister of Maria Lakow, Sr. Administrative Assistant, Information Technology Center, Saddleback College and William Lakow, Multimedia Technician, Office of College Technology, Saddleback College.

¹³ Son of Michael Looney, Police Officer, Office of Campus Safety and Security, Saddleback College.

D. OUT OF CLASS ASSIGNMENTS - Continued

5. MALAGON, SANDRA, ID #10314, College Information Operator, Pos. #3356, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Outreach and Community Relations, Office of Student Services, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3221, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Student Development, Office of Student Services, Irvine Valley College, effective April 1, 2013. This is a temporary reassignment for Suzanne Hammel, who retired.
6. MCGINLEY, ANDREA, ID #16138, Financial Aid Specialist, Pos. #4712, a temporary assignment, Classified Bargaining Unit Salary Range 125, Step 3, 40 hours per week, Financial Aid, Office of Student Services, Saddleback College, temporary assignment ended effective March 22, 2013, and returned to permanent assignment as Financial Aid Specialist, Pos. #4288, Classified Bargaining Unit Salary Range 125, Step 3, 25 hours per week, 12 months per year, Financial Aid, Office of Student Service, Saddleback College, effective March 25, 2013.
7. NAWABI, MINA, ID #10437, Senior Counseling Office Assistant, Pos. #3469, Classified Bargaining Unit Salary Range 119, Step 6, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, has been given a temporary change in assignment to Senior Admissions and Records Specialist, Pos. #3337, Classified Bargaining Unit Salary Range 126, Step 4, 40 hours per week, School of Admissions and Records, Irvine Valley College, effective March 18, 2013. This is a temporary reassignment for Janice Brown, who has been temporarily reassigned.
8. NUNEZ, MARIA, ID #12242, Extended Opportunity Program Specialist, Pos. #3381, Classified Bargaining Unit Salary Range 121, Step 5, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, has been given a temporary change in assignment to Executive Assistant, Pos. #3356, Classified Bargaining Unit Salary Range 133, Step 1, 40 hours per week, Office of Student Services, Irvine Valley College, effective April 9, 2013. This is a temporary reassignment for Angela Mahaney, who is on leave.

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. DIXON, SHERYN, ID #17926, Dispatcher, Pos. #4258, Classified Bargaining Unit Salary Range 117, Step 3, 40 hours per week, 12 months per year, Office of Safety and Security, Irvine Valley College, resignation effective March 29, 2013. Payment is authorized for any compensated time off. (Start date: January 3, 2011)
2. GRAY, CHELSEY, ID #16989, Health Science and Human Services Program Specialist, Pos. #3234, Classified Bargaining Unit Salary Range 123, Step 4, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College resignation effective May 31, 2013. Payment is authorized for any compensated time off. (Start date: May 27, 2010)
3. PYLE, JAMES, ID #2188, Deputy Chief of Police, Pos. #4544, Integrated Administrator Manager Salary Range 12, Step 8, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Saddleback College resignation effective December 30, 2013 and retirement effective December 31, 2013. Payment is authorized for any compensated time off. (Start date: August 15, 1979)

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

4. RADEVA, NIKOLINA, ID #18074, Library Assistant I, Pos. #3953, Classified Bargaining Unit Salary Range 115, Step 3, 20 hours per week, 12 months per year, School of Library Services, Irvine Valley College resignation effective March 1, 2013. Payment is authorized for any compensated time off. (Start date: April 25, 2011)
5. SCHIFFELBEIN, MARK, ID #1820, Director of Technology and Broadcast Systems, Pos. #4563, Integrated Administrator Manager Salary Range 20, Step 8, 40 hours per week, 12 months per year, Innovation Technology Center, Office of Administrative Services, Saddleback College resignation effective July 12, 2013 and retirement effective July 13, 2013. Payment is authorized for any compensated time off. (Start date: July 11, 1978)
6. SHEPHERD, DAVID, ID #9696, Accompanist, Pos. #4299, Classified Bargaining Unit Salary Range 126, Step 6, 20 hours per week, 10 months per year, School of Fine Arts, Irvine Valley College resignation effective June 11, 2013. Payment is authorized for any compensated time off. (Start date: October 1, 1998)
7. STOUT, LINDA, ID #6674, Office Assistant, Pos. #3406, Classified Bargaining Unit Salary Range 113, Step 6, 25 hours per week, 12 months per year, Division of Online Education and Learning Resources, Saddleback College resignation effective March 28, 2013 and retirement effective March 29, 2013. Payment is authorized for any compensated time off. (Start date: March 15, 2000)

F. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2012/2013 and 2013/2014** academic years.

Veterans Office, Administrative Services, Saddleback College
Goffinet, Grant

Outreach, Admissions, Records and Enrollment Services, Saddleback College
Berg, Anthony Lovett, Kyle` Perea, Christian

Advanced Technology and Applied Science/Environmental Studies, Saddleback College

Abdulwahed, Ali	Al-Kuwari, Ali	Anderson, Lindsay
Ashby, Brian	Ath, Viraktep	Barrett, Noah
Bednar, Ryan	Belardes, Matias	Berk, Nick
Bondietti, Alec	Burket, Gregory	Carlson, Daniel
Chiriboga, Alexandra	Cwieka, Morgan	Danna, Taylor
Darnall, Angela	Delfosse, Greg	Duran, Jordan
Ellner, Cameron	Entezari, Kathleen	Fallon, Tyler
Fenton, Cameron	Glass, Kayci	Golemo, Brandon
Gullen, Rebecca	Hand, Benjamin	Harper, Valerie
Hazlett, Todd	Hines, Andrew	Hyter, Stephanie
Kibbe, Daniel	Lacy, Caitlin	Lillard, Gabrielle
Merkle, Christopher	Moran, Ashley	Morton, Kellie
Muniz, Andrea	Murphy, Kiernan	Partridge, Jackson
Peterson, Braden	Reynolds, Diane	Rodriguez, Nicholas
Rosenberg, Cathy	Sorich, Caitlyn	Sympson, Heather
Webb, James	Whitelaw, Mackenzie	

F. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2012/2013 and 2013/2014** academic years.

School of Business Sciences, Irvine Valley College

Aguirre, Jessica	Al Karawi, Rana	Chung, Winnie
Cortazar, Francesca	Jama, Ayan	Jung, Jason
Kaufman, Chris	Kim, Sam	Lin, Karen
Littlefield, Wendy	Min, Suyoung	Nguyen, Vi
Rodriguez, Carlos	Ryan, Joseph	Schwarzkopf, Aude
Tabak, Mikhail	Yin, Zhihong	

Community Education, Saddleback College

Garrett, Yuka

Fine Arts, Saddleback College

Anzis, Mike	Berkson, Brianna	Berkson, Nancy
Burton, Kristen	Cara, Katie	Cara, Sarah
Cara, Sophie	Crawford, Brenda	Fields, Ann
Garza, Roman	Hosokawa, Patricia	Johnson, Scott
Karmazy, Oeorye	Kramer, Leonie	Lavayen, Caroline
Lavayen, Catherine	Mack, Jade	McGauley, Katherine
Morgan, Patricia	Nenad, Izzy	Priest, Amalia
Priest, Liz	Toole, Shelly	Toole, Sydney
Tucker, Maryann	Tsang, Joyce	Vitro, Blythe
Wheeler, Sebestin		

Guidance and Counseling, Irvine Valley College

Eychaner, Tiffani

Health, Kinesiology, and Athletics, Irvine Valley College

Bowen, Devin	Lasezkay, John	Pada, Alexander
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Humanities & Languages, Irvine Valley College

Eo, Takaaki	Fan, Hongze	Lin, Yingtong
Otsubo, Yayoi	Saito, Akiko	Sepina, Noelle

Kinesiology and Athletics, Saddleback College

Attinger, Kenneth	Quon, Michelle
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Liberal Arts, Saddleback College

Laughlin, Melissa

School of Library Services, Irvine Valley College

Abate, Eliezer	Wio, Dawen
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Life Sciences and Technology, Irvine Valley College

Huang, Simon

F. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2012/2013 and 2013/2014** academic years.

Marketing, Communications and Broadcast Systems, Irvine Valley College
Bangston, Alexander

Online Education and Learning Resources, Saddleback College
Grunow-Barrett, Liesa Melo Matos, Maira

Social and Behavioral Science, Saddleback College
Brower, Charles Chapman, Johnathan Conley, John
Gregory, Kristopher Lypka, Nick Mamich, Nick
Smith, E. Russell Van de Brooke, Zack

ATTACHMENT 1

South Orange County Community College District

LAB ASSISTANT, ID #, Classified Bargaining Unit Salary Schedule Range 116.

*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 administrative or academic staff, assists in the preparation of materials and demonstrations for an assigned instructional area; ensures adequate inventory of supplies and materials is maintained; ensures lab equipment is maintained; may provide limited and routine assistance to students within the assigned subject area; and maintains the general cleanliness of the assigned laboratory.

DISTINGUISHING CHARACTERISTICS

Positions in the Lab Assistant class are distinguished from the Lab Technician by the depth of subject knowledge required and the level of responsibility assumed. In comparison to the Lab Technician, positions at this level work under closer supervision and perform more routine functions requiring less knowledge of the subject area. Lab Assistant positions may have a basic understanding of the functional use of specialized equipment but are not required to demonstrate the use or troubleshoot major problems. Incumbents in this class will learn to use specialized lab equipment over time and are expected to be able to operate and perform routine demonstrations and troubleshooting by the end of the probationary period. Employees at this level should have some related experience and are expected to become fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist instructors in preparing instructional materials; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments as directed; may assist in maintaining related records.
2. Assist in preparing for laboratory demonstrations; set up laboratory apparatus; demonstrate proper care and cleaning procedures for laboratory equipment.
3. Maintain a clean and safe learning environment; clean floors, table tops, desks, and furniture; maintain, clean, and test assigned equipment.
4. Participate in the ordering and maintenance of supplies, materials, and equipment; store, discard and rotate materials according to standard procedures; receive, may assemble, and test new equipment.
5. Respond to inquiries and requests for information or forward to appropriate departments or individual; answer phones; relay messages for faculty and staff.
6. 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:

Basic principles and practices of laboratory operations.

Basic operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.

Proper methods of storing equipment, materials, and supplies used within the assigned laboratory.

Principles and procedures of record keeping and filing.

South Orange County Community College District
Page 2, Lab Assistant

QUALIFICATIONS

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Occupational hazards and standard safety practices.

Ability to:

Understand and follow directions.
Learn and apply department policies, procedures, rules, and regulations.
Learn to operate a variety of specialized equipment.
Learn the use of supplies and materials specific to the subject area.
Assist in the preparation of instructional materials and demonstrations for an assigned subject area.
Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.
Properly store materials.
Understand the basic mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.
Maintain the cleanliness of assigned laboratory.
Ensure adherence to safe work practices and procedures.
Effectively monitor and maintain an adequate inventory of materials for instructional programs.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Some college level course work or other technical training in a field related to area of assignment and that provides exposure to a lab environment is highly desirable.

Experience:

One year of experience working in a related field is highly desirable.

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 laboratory setting; may be exposed to noise, dust, grease, smoke, fumes, noxious odors, and gases; work with laboratory equipment and apparatus; may work with water. At least minimal environmental controls to assure health and comfort; limited exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory 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 laboratory equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles, lab coats, rubber or plastic gloves, respirators or face shields.

South Orange County Community College District
Page 3, Lab Assistant

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Finalized by Forsberg Consulting Services: February, 2013

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Professors of the Year

ACTION: Information

BACKGROUND

The James Hines Teacher of the Year Foundation annually provides substantial awards to Orange County's outstanding classroom teachers. The awards honor teachers who have inspired and enabled students to improve their lives in ways specifically attributed to the teachers. Each year among the honorees is an Orange County community college faculty member currently employed in one of the Orange County community college districts. Nominees for the community college award are selected by the community colleges in Orange County.

STATUS

For the selection process for the community college award, Saddleback College and Irvine Valley College follow the guidelines established by the Orange County Department of Education. A committee to screen nominees was formed at each college by the Saddleback College Associated Student Government and the Associated Students of Irvine Valley College. The committees included administrators, faculty, and students who made the final selection. The names were forwarded to the academic senates at Saddleback College and Irvine Valley College and were approved by the appropriate college senate.

Saddleback College is proud to announce Dr. Scott Fier, Division of Mathematics, Science & Engineering, as the 2013 Full-Time Professor of the Year; Ms. Farida Gabdrakhmanova, Division of Advanced Technology & Applied Science, as the Part-Time Professor of the Year; and Ms. Melinda Smith as the Emeritus Institute Professor of the Year.

Irvine Valley College is proud to announce Dr. Diana Hurlbut, School of Life Sciences & Technology, as the 2013 Full-Time Professor of the Year; Ms. Mercedes Julian, School of Humanities & Languages, as the Part-Time Professor of the Year; and Ms. Annette Hernandez as the Emeritus Institute Professor of the Year.

As directed by the Orange County Department of Education and agreed to by the colleges, one nomination will be forwarded to the Orange County Department of Education for the county-wide competition. This year, the nominee will be Dr. Scott Fier from Saddleback College.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Part-Time Faculty Appreciation Month: A Statement by the Part-Time Committee of the SOCCCD Faculty Association

ACTION: Information

BACKGROUND

The Community College Association (CCA) has designated April as Part-Time Faculty Appreciation Month in order to honor the contributions of the thousands of part-time faculty serving students within the California Community College system, and to highlight the significant challenges that they face. Presently, the SOCCCD employs 1,019 part-time instructors who teach 48.8% of all course sections offered within the district, work in labs and the libraries, and counsel students.

STATUS

The Part-Time Committee of the SOCCCD Faculty Association has prepared the attached statement (Exhibit A) in order for members of the Board of Trustees, as well as the community at large, to better understand the work of our part-time faculty. SOCCCD Faculty Association President, Paula Jacobs, requested that this item be placed on the agenda.

Part-Time Appreciation Month: A Statement to the Board of Trustees by the Part-Time Committee of the SOCCCD Faculty Association

Good evening. As an elected representative of our part-time faculty, I'd like to address the Board concerning conditions that negatively impact our ability to serve our students

In order to teach here, part-time faculty are required to have the same qualifications as their full-time colleagues, often have more experience in the classroom than full-timers, and teach sections of the same courses the full-timers teach. District wide, according to the latest figures provided by the State Chancellor's office, our part-timers are responsible for 48.8% of all courses offered. However, instead of earning an equitable pro-rata of comparable full-time salary--- part-time faculty are paid from a different schedule, receiving less than half of what a full-timer is paid to do the same work. In contrast, other districts in the state, initially led by San Francisco, have embraced the true meaning of parity and have abolished the glaring inequity of this two-tier system. In these districts, all faculty members are placed on the same pay schedule.

A few years ago, I attended a meeting in which the President of Saddleback College said that, in order to support student success, it was of the highest priority for our students to have full access to their professors. In reality today, students in almost half of our courses do not have reliable access to the faculty, because part-time faculty do not have paid office hours, nor can they rely on having adequate office space.

Naturally, when a student registers for a class, he doesn't know if the instructor is employed full or part time. If he ends up with a full-timer, he will be able to find that person during scheduled office hours. However, if his professor is part-time, he can only hope that the instructor can—and is willing to—find a time and place to meet with him. Like many of my part-time colleagues, I've met with my students in the library, at outdoor picnic tables, at Starbucks, none of them ideal

spots for in-depth student conferences. Some part-time faculty, understandably, refuse to meet with students outside of class, since they are not paid to do so. Others cannot meet with their students because they must teach at 2, 3, or 4 campuses in order to meet their most basic living expenses (or as one multi-degreed part-timer reported, now that he teaches a total of eight courses—way more than a full-time course load-- at four different campuses, he cobbles together as much income as a full-time janitor in one of the districts, but without that job's benefits). This leaves the professor with little or no time to meet with students, and little or no energy for this--or any other—aspect of the student's education.

This past fall, temporary academic employees made up 73.8 percent of all academic employees in our district. That translates into a significant majority of instructors—all with advanced degrees- standing in front of college students daily, urging them to persevere, saying that a college degree paves the way to success, when the professors themselves—poorly paid and without benefits, may qualify for food stamps and Medicaid, collect welfare, or need unemployment benefits between semesters because they do not earn a living wage.

And all adjuncts qualify for unemployment benefits between semesters, since they receive a semester-by-semester offer of employment that states that, even if they agree to once again join the ranks of the bottom caste of professors, that honor can be rescinded at the last minute if stated conditions are not met. In other words, part-timers have no job security. They may be hired again and again, for years, for decades, amassing way more than the amount of rehiring that would qualify a full-time faculty member for tenure, yet no matter how many times they prove their worth, they continue in this marginalized purgatory of uncertain employment.

Part-timers constitute more than two-thirds of the faculty, but this qualified majority is excluded from departmental decisions and from all academic committee work, unless they want to do it as volunteers. One might say that adjuncts should be used to that, since so many—if they are able and willing to meet with students outside of class—are already engaging in pro-bono work in a seemingly doomed effort to meet the standards of excellent teaching we all want. Still, the end result is an injustice to the district, these educators have a wealth of valuable experience that

they could be—but are prevented from--bringing to the day-to-day workings and future plans of the academic community.

These conditions are eroding the quality of education offered to our students. Without paid office hours for part-timers, students attending close to half of all of our classes have no reliable access to their professors outside of class. Inside the classroom, our students are frequently taught by overworked, underpaid and increasingly resentful professors—who strive for academic excellence and who believe in supporting their students—but who are forced by the glaring lack of parity to teach ridiculously long hours in multiple districts just to get by and, in doing so, are increasingly likely to cut corners just to get some sleep.

I know you will agree with me when I say, we owe more to our students and to the taxpayers who support them, and that if circumstances do not change, it is the students who will be the biggest losers. Thank you.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Board Report
An Overview of Veterans Services

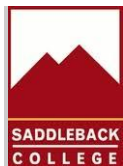
ACTION: Information

BACKGROUND

At the February 25, 2013 Board of Trustees meeting, Trustee Jim Wright requested a report outlining the veterans services provided at Saddleback College and Irvine Valley College.

STATUS

Saddleback College and Irvine Valley College have prepared a joint written report on the veterans services provided at the colleges. The report is presented in Exhibit A.



SOCCCD Board of Trustees Report:

Veterans Services Annual Update

April 29, 2013



**Terence Nelson, MEd MS
Dean, Division of Transfer, Career, and Special Programs
Veterans Education and Transition Services (VETS) Program Director
Saddleback College**

**Darryl Cox
Financial Aid Director
Irvine Valley College**

**Ezekiel Hall
Senior Veterans Specialist
Irvine Valley College**

Introduction

The successful reintegration of our nation's military Veterans into civilian life and their transition and ultimate success in post-secondary education is one of the most important social justice issues of our time and may be the key to our country's economic recovery. We realize that the education and career training of our best and brightest will have ripple effects in our communities and how we as a community college support our Veterans is a reflection of how we value those who place themselves in harm's way to keep us safe and free. The conflicts of the past decade and the passage of the Post-911 GI Bill has led to a changing of the landscape in how we serve those who have served us. The following report outlines a "State of Veterans Services Report" for the two colleges in the South Orange County Community College District including an assessment of current Veterans services offered, progress and updates in programmatic activities in the past year, data related to this student group, and areas of need that we hope to address in the future to best support our student Veterans. We would like this report to display the collaborative manner in which our two programs work together across the campuses with our student Veterans in the forefront of every effort.

Irvine Valley College:

Irvine Valley College (IVC) has been a welcome place for active military, returning veterans and their families since it opened its doors in 1979 as Saddleback North Campus. Since that time, we have strived as a campus to honor and serve those who serve or have served our country. This is why we take great pride in being recognized nationally as an official Military Friendly School in 2013 for the third consecutive year. Irvine Valley College recognizes that support for our veteran students cannot be limited to one student services or academic office. Campus-wide, the needs of our veteran students are a priority. Through a collaborated effort, Irvine Valley College has made our institution a place that fosters rehabilitation and success in our military and veteran population.

Recently, IVC's veteran service and support operation has seen the most significant changes since its inception. Five years ago, responsibility for the entire program was one of the many duties of a financial aid specialist who processed paperwork and helped to orient less than 100 student veterans each semester. Dedicated to our mission of service to our servicemen and women, IVC has risen to the challenge of meeting the growing needs of an ever-increasing veteran population. The Veterans Service Center now has a full-time senior veteran specialist to perform the official certifying duties, as well as two veteran work-study students. Irvine Valley College now serves over 500 enrolled veterans, active military and their dependents each semester --- a figure we expect will continue to increase.

As a country, we have barely scratched the surface with regards to effectively and successfully reintegrating our returning military into society. But if history has taught us anything, it is that as Americans we don't stop until we succeed. Through research, education, training and awareness, we at Irvine Valley College pledge to contribute to that success by continually reassessing and adjusting our support services to meet the needs of our veteran population.

Saddleback College:

Saddleback College has a long history of serving student Veterans and active duty military personnel. For decades, the Student Payment Office has offered dedicated staffing to ensure accurate and timely processing of Veterans Administration (VA) educational benefits. VA educational benefits, specifically in the Post-911 GI Bill, is a lifeline for many student Veterans and we as a district must applaud Vice President Carol Hilton, Senior VA Benefits Specialist Don Lindboe, and the VA Benefits Office Team in their efforts in this area over the years.

In Fall 2009, our college made substantial strides in support services for these students when we opened our Veterans Education and Transition Services (VETS) Center and Program. Our college is proud to have opened the first Veterans Resource Center in Orange County and the third in the state. The initiative has grown from a pilot to an institutionalized and well recognized student services program. Our program has been duplicated throughout the state and nation. We regularly host other college and universities seeking to reach the level of services and efficiency that we have established. As a college, we now process over 1,325 student Veterans and active duty military personnel using VA education benefits or tuition assistance each year, our Veterans counselor engages in over 600 counseling sessions each semester, and our VETS Center welcomes more than 700 Veterans each month through our doors. Due to substantial outreach efforts, our geographic proximity to Camp Pendleton Marine Corps Base, and the reputation we have built regarding the college's VETS Program, overall student services, and exceptional instructional programs, our population of student Veterans continues to grow. Though we welcome Veterans from all eras and branches, we have the opportunity to serve a high concentration of OIF/OEF Marine Corps Infantrymen seeking our institution to begin their journey in higher education. The probability that these students deal with "service connected disabilities" and combat related trauma increases due to the fact that they are more likely to have engaged in at least one deployment and experienced direct combat. Our student Veterans have earned the benefits to pursue upward social mobility through higher education and we owe them our best efforts to support them in this pursuit.

Veterans Services Overview

Irvine Valley College:

At Irvine Valley College we do not take the phrase, “it takes a village” lightly. If the recent focus on student success has taught us anything, it has reaffirmed what higher education experts discovered at the turn of the 20th century: Student success can be achieved by addressing the needs of the whole student; not just their academic strengths and weaknesses. When it comes to promoting the success of our veteran student population, we intensify this approach. Through peer-mentoring efforts, the needs of new veteran students are addressed quickly, leveling the playing field for this at-risk population.

Veteran students are one of only a few narrow populations that are the exception to the rule with regards to state residency. For example, our online application system was developed to serve the majority of students. At IVC, the staff in the Veterans Service Center (VSC) works closely with Admissions and Enrollment Services to clear residency issues quickly before they affect the student’s financial benefits. The Veterans Program has been placed under the Director of Financial Aid, allowing our students to have close access to financial aid professionals to assist as they navigate federal and state aid possibilities.

Veterans Service Center:

At the heart of these services is the Veterans Service Center. It is here where active military, veterans and their families can access resources that will help them build a foundation for success. It is not only a place to have their veterans’ educational benefits processed, but a safe zone that offers them an environment to connect with peers, have a sense of understanding, and ultimately be the starting block on the road to achieve their academic goals.

The veteran students at IVC have not had a dedicated home until recently. A plan developed by the President, the Vice President for Student Services and the Director of Facilities and Maintenance moved the Financial Aid Office to an adjacent space, making room for the first Veterans Service Center. This welcoming, renovated area will open in May of 2013. The college is planning a campus- and community-wide ribbon cutting on August 26, 2013 to reveal the new home of its veteran students.

Disabled Students Program and Services:

Correspondingly, the Irvine Valley College Disabled Students Program and Services (DSPS) program has embraced the challenge of effectively meeting the needs of a new population that has multiplied their program size seemingly overnight. Through collaborative efforts with IVC’s Information Technology Department, DSPS offers veterans accommodations including iPads loaded with adaptive software, and smart pens to offset memory and concentration deficits that are common with veterans returning from combat. Veterans who suffer from Post-Traumatic Stress Disorder (PTSD) and other emotionally crippling disorders are able to take tests in a safe, stress-free environment, which is free of distractions that can potentially mean failing their

coursework. Despite limited resources, the IVC DSPS staff makes a substantial difference in the lives of many of our veterans.

Extended Opportunity Program and Services:

IVC's Extended Opportunity Program and Services (EOPS) program recognizes veteran students as a priority at-risk population on campus. In order to maintain the integrity of the program and provide an above-and-beyond level of services, EOPS typically is only open for new applicants once a semester. Despite having to turn away eligible students daily, EOPS has pledged never to turn away veteran students. In 2009, due to budget cuts, it was necessary for EOPS to limit its services to only eligible single parents on welfare, foster youth and veterans. In an effort to support and promote the school's veteran peer tutoring effort, EOPS donates textbooks to the Veterans Program, supplementing the college's grassroots veteran textbook lending library.

Health and Wellness Center:

The IVC Health & Wellness Center (HWC) provides psychological counseling as a priority service to veterans. Like all other student services program employees, the medical staff in the HWC understand the need for and have focused efforts on training for this population. IVC recently committed to working with the Center for Applied Research Solutions to implement a campus-wide training called Kognito that will offer a training component geared to helping staff understand the unique needs of veterans. The HWC also provides nursing and medical service on a short-term nature to all IVC students, including veterans who have paid a minimal health fee.

Work-Study Opportunities:

For some students, the Post-9/11 GI Bill doesn't provide enough money to support their families while they go to school. These students often come into the VSC looking for job opportunities. Thanks to veteran and federal work-study opportunities, we have been able to place these students in jobs around our campus, enabling them to earn money while still attending classes. As an added bonus, many of these jobs are in areas where they get to service fellow veteran students.

Veterans Vocational Rehabilitation Partnership:

The Post-9/11 GI Bill was a great step toward providing our current generation of veterans with a modernized education benefit that will help them achieve their academic goals. However, the 36 months of Post-9/11 benefits that they receive often are not enough to complete a full bachelor's degree. Many of our disabled veterans find themselves running out of GI Bill funding and need to apply for the Vocational Rehabilitation program as a means of support to reach their educational goals. Through this program, they may be allowed to continue receiving similar benefits to the GI Bill until they can actually complete their degree programs. Unfortunately, the program is somewhat cumbersome to navigate. To alleviate some of the problems our veteran students face when trying to access this program, IVC has forged a partnership with one of the local Vocational Rehabilitation counselors. This counselor has begun to make regular visits to our center to meet one-on-one with current and potential Vocational Rehabilitation students.

Tutoring and Learning Center Services:

Like all students, many of our veterans struggle with the rigor of college-level courses. These students are referred to the campus Learning Center for assistance and one-on-one tutoring. As

veteran students, they are allotted double the tutoring hours granted to traditional students. This Learning Center experience has facilitated the creation of veteran study groups and veteran-on-veteran tutoring and mentoring sessions.

One-Stop Referrals:

According to the One-Stop's website, "The Orange County One-Stop Centers are part of the Orange County One-Stop System and are funded by the Workforce Investment Act (WIA). One Stop services are free. Through the collaborative efforts of federal, state, county, local agencies, and business, the Orange County One-Stop Centers are designed to meet the needs of the employer and job seeker". The IVC Veterans Service Center has invited the OC One-Stop Center to club meetings and refers student veterans seeking regional employment opportunities, resume preparation, and unemployment counseling to the OC One-Stop Center for assistance.

Regular AMVETS Visits:

John Castillo of AMVETS makes regular visits to our Veterans Service Center, where he connects our students with benefits that they often don't even know exist. He also expedites VA compensation claims and helps guide veterans through the maze that is the VA. Our relationship with John began when he presented at IVC's Veterans Symposium in 2011. Since then, we have forged a partnership with John and his College Transition Program, which has benefited so many of our veterans. We schedule one-on-one appointments with John in advance of his regular visits to our VRC. This gives him the opportunity to speak with veterans in a more intimate setting, allowing the veterans to open up and ask questions more freely.

Loaves and Fishes X10 Food Distribution:

The Loaves and Fishes X10 organization works to end hunger through their gleaning and harvesting projects. Their president and IVC employee Robert Flournoy saw a need in our veteran population and brought Loaves and Fishes X10 to our campus. During the holidays and selected weeks during the year, veterans are provided with fresh food, canned goods, and boxed dry goods. Since the first distribution in 2005, over 700 veterans and their families have received assistance. The beauty of this effort is how it has been embraced by campus leadership groups, as well as individual staff members. Dennis Gordon, the current Classified Senate president, promoted the effort through all-staff emails and by organizing food drives. Year after year, Dennis along with employees like Vince Cooper, Gee Dickson, Melody Harper, Steve Ramirez, Ramon Montiel, Rob McKee, Beep Colclough, Police Chief Will Glen, President Glenn Roquemore and many others, have come together to prepare and distribute food. This deserving student population has brought together a diverse range of employees for a common goal.

Saddleback College:

The services offered and coordinated by the VETS Program cover many of the essential areas that lead to student success. These services are not just localized in the VETS Center but are dispersed throughout the college and surrounding community. Guided by the philosophy that we all play an important role in educating and transitioning our veterans and their families, we constantly strive to make the connections that are necessary for our veterans to achieve their educational, vocational, and personal goals. Our program takes seriously the mission to set a tone

of accepting and understanding military culture which we believe plays a part in the fact that our college now employs over 25 student Veterans on campus each year. Many work in the VA Benefits Office or VETS Program yet they are also placed throughout the college.

The epicenter of the VETS Center services is professional community college counseling. Offering a full-time, veterans specific counselor, a part-time DSPS counselor who specializes in Traumatic Brain Injury (TBI is one of the signature wounds of the wars in Iraq and Afghanistan.) and combat-stress, and a grant funded Career Technical Education counselor with a focus on Allied Health. All of the counselors are trained in transitional challenges of student veterans, understand the educational benefits provided by Veterans Administration, and provide the personal counseling necessary for successful life management. In addition, VETS provides counseling services at the School of Infantry, Camp Pendleton each Thursday afternoon to accommodate the active duty Marines, Sailors and their families who attend Saddleback College. Although the counseling services are substantial when compared to other California Community College's in the state, the demand for these services exceeds availability.

In addition to the counseling services, VETS coordinates many different events and cultivates campus partnerships that provide vital services for our veterans. Each year VETS Peer-to-Peer Mentorship Scholarship pairs a seasoned student veteran with an incoming freshman so that an instant connection at the college is made and the camaraderie lost after exiting the military is rebuilt. The Veterans Art Project, created by Professor Steve Dilly, is a grant funded ceramics program that gives veterans and their families an outlet for creativity and provides opportunities for connections with fellow students and teaching faculty. The college Health Center is another partner that supplements the existing counseling available in VETS with medically trained professional and clinical psychologists as well as interns. Through a strong relationship with Associated Student Government (ASG), we have developed student mentors active in the Veterans Club and throughout campus. The Admissions and Records staff understand the relationship between residency status and a Veteran's well being and therefore work closely with our VETS Program in this arena as well as coordinating priority registration. Coordinated efforts with our Financial Aid office provide student veterans with specific financial aid workshops that address issues common to veteran and their families. We offer almost one dozen Veterans specific scholarships and the Financial Aid Office offers workshops and individualized assistance for these students. Finally, the Counseling Division allots one section of Applied Psychology 140, Educational and Vocational Planning (Boots-to-Books) specifically for veterans, active duty and their families. This class is taught each semester by the faculty veteran's counselor and typically enrolls 30 veterans each fall and spring semester. Our Classified Senate does a food drive each year culminating in feeding over 40 Veterans families. The baseball team, under the lead of skipper Sommer McCartney, has annually given trees to student Veterans in need during the Christmas Season. We also have donors throughout the campus and community yet we can truly grow this aspect of charity and support.

Finally, the scope and breadth of our services is greatly enhanced by our relationships with Veteran's services in the community. We were the first institution in the state to host a service officer on campus and our relationship with John Castillo and AMVETS has multiplied throughout the state. One of the most important relationships lies with the South OC VetCenter located in close proximity to the college. Providing free and confidential services to combat

veterans, the SOC VetCenter sends an outreach worker to VETS a few times each week and has supported VETS events such as the Vet Net Ally training for staff, faculty, and administration in March. Counselors from the SOC VetCenter frequently present at the Boots-to-Books class each semester as well. AMVETS veterans service organization provides disability claims assistance on site each week while biweekly food distributions from Helping Hands provide the basics that many veterans need to survive. Each year VETS hosts a Veterans Resource Fair that invites over 40 of the best veterans services from the area to campus allowing Saddleback Veterans to easily access and apply for assistance. We are in our fourth year of this event. Partnerships exist with the Workforce Investment Board, Employment Developments Department, Shea Center, Long Beach VA Hospital, Brandman University, Vanguard University, Foudy Chiropractic, Dana Point VFW Post, Long Beach VA Hospital, American Legion Mission Viejo, Working Wardrobes, Patriots and Paws, and many others. Our VETS Program is visited by and replicated throughout the nation and continues to set the pace in terms of direct impactful support services for student Veterans.

Progress in Veterans Services since April 2012

Both colleges were afforded the opportunity to present our Veterans services efforts and VA benefits processing operations at the April 2012 Board of Trustees meeting. We have had an exceptional year of progress enhancing our services and partnerships. This group of student Veterans has inspired us and, in many cases, led us to program improvement. We both believe we are the standard bearers as “Veterans Friendly Colleges” in the state and as many follow and mirror our successes and program modifications, we continue to innovate in the field. Below is a list of exciting features over the past year which added to our services to students and are a reflection of our work in the realm of Veterans services:

Irvine Valley College:

Full-time Veteran Counselor:

IVC has advertised and accepted applications for a new counseling position that is fully dedicated to veteran services. Having a dedicated counselor will make it much easier for students to get the guidance they need to successfully complete their academic goals. Furthermore, it will allow them to stay within the strict guidelines the VA has implemented in order for them to receive their education benefits. The recruitment process for this position is well on its way. We hope to have the full-time counselor in place by fall 2013.

Veterans Club:

The creation of IVC’s Veterans Club has resulted in an active community of veterans working together to engage our campus in positive ways. IVC now has a Veterans Club that operates a campus recycling project, organizes and executes the campus’ Veterans Day program, and participates in outreach efforts to bring more veterans to campus. They already have had a busy year. Below is a list of events the veteran students assisted in or planned, organized and executed entirely.

- IVC Earth Day Celebration – April 19, 2012
- Battle Shark Challenge – April 30, 2012
- Veterans Symposium – August 31, 2012
- Veterans Angels Gala – October 13, 2012
- Exchange Club Veterans Recognition Program – November 2012
- Veterans Day Ceremony – November 8, 2012
- IVC Stars and Stripes Car Show – November 10, 2012
- Wounded Warriors Golf Tournament – February 2013
- Senior Day (veterans volunteered to man the water table) – March 5, 2013
- Rose Hills Veterans Resource Fair – March 24, 2013
- Bank of New York Mellon veterans breakfast – March 2013
- Veterans Recycling Project (ongoing)
- College visits to Cal Poly Pomona, Chapman University, and UCI
- The Department Chair of the Counseling Department and Advisor to the Veterans’ Club, Robert Melendez, has taken the initiative to search for funding in order to support the educational advancement of the Veteran students. For the past

two years he was allocated Perkins Grant funds to implement two innovative programs:

- The Veterans Road Trip received \$10,500. This program was established to take students on visits to local colleges, universities and businesses to learn more about vocational areas such as environmental technology, and optics and photonics. In addition to the visits, a college counselor debriefs students who are on a path for these vocational programs to determine if they are viable options.
- The New Horizons Project received \$2,480. This program was established as an extension of this year's Veterans Road Trip program.

Military Spouse Career Advancement Accounts (MyCAA) Program:

In fall 2012, IVC completed an application and was accepted as a participant in the MyCAA program. The MyCAA program offers \$4,000 of financial assistance to military spouses to pursue associate degree programs, licenses or credentials leading to employment in portable career fields. This was an important step toward supporting not only our military students, but their families as well.

IVC Foundation Veterans Angels Gala:

Last year, the IVC Foundation committed its resources to helping our student veterans by creating and hosting the Veterans Angels Gala on October 13, 2012. This program reached out to local community members and business owners and asked them for a three-year financial commitment to support our veteran students. The success of this event was recognized throughout the District. The foundation director and his staff plan to expand the event by bringing in new sponsors and community-wide support.

Saddleback College:

“Veterans One Stop” (Co-Location of VA Benefits Office and VETS Program):

Initial plans and architectural rendering have been drafted for SSC 208 to become the new home of the VA Benefits Office/Student Payment Office. This would locate the processing of VA educational benefits next door to the VETS Center increasing collaboration and hopefully streamlining the processes student Veterans, active duty military personal, and dependents go through to use their benefits and be served.

Meetings have been set to remodel the current VETS Center in SSC 207 to better meet the needs of our students. The space is now cramped and the layout is less than ideal. Emphasis is being placed on establishing a more confidential and sound proof counseling office and increasing student Veteran study area while adding accommodated software and appropriate group work space. Student Veterans have asked multiple times to increase the space available to them and we intend to have our plans meet some of their needs.

VETS Program Classified Staff Position:

Through the 2011/12 resource allocation process, the college ranked our proposed part time (29hrs/wk) bargaining unit staff position requested by the VETS Program as #2 college-wide. This is important as the VETS Program does not have a permanent staff position within the

program and has relied on Brooke Sauter, the part time (29hrs/wk) senior administrative assistant for the Division of Transfer, Career, and Special Programs, for staffing support over the past few years. The high ranking by the College Resource Committee is an example of the commitment to and understanding of the needs of this student group by our college community. This proposal has been re-submitted through this year's process with the hopes to add this position to the compliment of staff on campus.

Regional/ State Leadership:

This year our VETS Director Terence Nelson has presented at several conferences and events. He also serves as the Region 8 representative to the CA Chancellors Office for Veterans Services. Kolin Williams, our Veterans Counselor, has been voted into the role of Region 8 Veterans Program Director Consortium Vice President. The organization is a collaboration of 20 colleges and universities in our area who are Veteran friendly.

Veterans Club:

This has been an amazingly impactful year for our Veterans Club with the leadership of Marine Veteran Jayson Vespia who was the 2012/13 club president. A listing of the club's major activities and points of interest is as follows:

- Doubled student veteran club participation from 2011/12
- Began year with "Stand Down" volunteerism aiding homeless Veterans
- Recruited 6 non-military civilian students to become active members
- Raised over \$4,000 for club activities
- Created the Saddleback College Veterans Club Hope Scholarship
 - \$1000 scholarship for student veterans
- Coordinated over 20 club outings to include:
 - MMA fight night gatherings
 - Snowboarding trips
 - Fishing trips
 - Dog Park days
 - Formula One race event
 - Sporting events –Angles, Dodgers, Clippers
 - Football tailgating
- More than 150 hours in community service outreach work with:
 - Veterans First
 - Wounded Warrior Project
 - Local VFW Charities
 - Patriots and Paws

"Veterans to Allied Health Fields" Perkins Grant:

Our program is reliant on donors and grant funds to maintain pace with student demands. We appreciate the foresight of the Perkins Committee in ranking this grant in a position to qualify to be funded. This project linked Veterans and military dependents with our college's Allied Health Programs and careers pathways. We not only established a resource book for this initiative and provided career, personal, and academic counseling to dozens of student Veterans but we also hosted two workshops per semester guiding students in their career goals. The effort was collaborative and meaningful.

Media Highlights and Outreach to Other Institutions:

Our team engaged the community in many conferences, workshops and campus visits. Our program is used as a model for those across the nation and we assisted colleges and universities from right in our backyard in Region 8 to Arizona to Minnesota to Iowa in developing services on their campuses for Veterans. We continue to present at conferences and workshops including five this year alone.

Two major highlights of media or online outreach were the recent NPR airing comparing our services to that offered at USC (<http://www.publicinsightnetwork.org/2013/04/01/a-tale-of-two-schools/>) and in the California Community College Chancellors Office using a short film created by our own Mark Kruhn in which our student Veterans gave their perspective on their experience at Saddleback College(<http://www.youtube.com/watch?v=-TuBBrDDw6A&list=PLF1E8800BB10C2CFA>).

Just this month we are also hosting the state Chancellors Office as they hold focus groups investigating how we as a system succeed and fail in meeting the transitional needs of student Veterans. Our place in the Veterans services movement has brought the college many honors and we are proud to announce that our work in this field is being recognized to such a level that our keynote speaker at the VETS End of Year Banquet is Army Veteran and CA Community College Board of Governor President Manual Baca. For an individual of this stature to come to our college and donate his time and energy to celebrate our students and programs successes speaks to the impact we are making beyond our district's borders.

Faculty and Staff Trainings on Military and Veterans Culture:

In 2012/13 we hosted two major trainings on campus to educate our staff, faculty, and administration on military culture and transitional challenges often faced by Veterans. During our own Flex Week presentation over 25 participants attended the training. We also hosted the nationally recognized "VetNet Ally" training this March in which we had over 60 participants. Educating our employees on how to respond to, work with, and best support student Veterans is a key aspect of our VETS Program. We also have well over 100 staff and faculty who have completed the Kognito training online.

Mission Continues Fellowship Host:

The Mission Continues (MC) non-profit organization provides paid fellowships to prior military personnel who hope to give back to the community by using their transferable skills gained in their service in support of a non-profit or government agency. This is the first year that we welcomed a MC Fellow to work with our student Veterans and enhance our mentorship program at the college. Brandon Houser, a Vanguard University student has assisted our program in the Spring 2013 semester.

Veterans Art Project (VAP):

Though not a new program, the VAP is a brainchild of faculty member Steve Dilley. He and counselor Dr. Rebecca Morgan work in the Ceramics Department with student Veterans and military dependents to heal through art. It is a partnership with Community Education which meets once a week and welcomes all to participate. This is an innovative way that our college

addresses mental health and the stigma associated with traditional therapy. The popularity has grown to the level that the program hosted its own art show in Laguna Beach this month.

New Community Partnerships:

Many exceptional agencies and organizations that focus primarily on serving Veterans and their families exist in the community. We have a history of partnering and continue to develop new relationships with community organizations. Here is a sample of new partnerships we have developed this past academic year:

- Working Wardrobes
- Shea Center
- Orange County Goodwill
- Dana Point Veterans of Foreign War

Potential Growth of Student Veterans Population

Less than 1% of Americans now volunteer and are selected to serve our country in the Armed Services. The standards are actually higher now to enlist than they are to enroll in colleges and universities as most do not meet the ASVAP score standard, background check, or moral code the branches require. Our nation's military Veterans are seeking higher education at a rate proportionally higher than ever before. According to General Eric Shinseki, the current head of the Veterans Administration, up to one million active duty personnel will discharge in the next five years. Substantial cuts target the United States Marine Corps who the SOCCCD shares a southern district border with in Camp Pendleton Marine Corps Base, one of the largest military installations in California. Marine Corps Colonel Bill Tosick stated last year that the Marines will face at least 10% force reduction in the next four years and many of these will not be voluntary. Our district is beginning to see an influx of these men and women who hoped to remain enlisted yet have been "forced out early". This creates an entirely new dynamic.

As of September 2012, the California Department of Veterans Services reported that Orange County is home to 127,000 Veterans, and the third highest county concentration of Veterans in the State, behind San Diego (2) and Los Angeles (1) counties respectively. According to the California Department of Veterans Affairs, over 25,000 Veterans discharge from the military in California each year (CDVA, July 2010) while over 2 million Veterans reside in California, and, in the 2010/11 academic school year, over 40,000 student Veterans enrolled in the California community college system with the help of the GI Bill benefits. Few of these Veterans are employed while attending school and the need for clear and direct pathways to employment are vital. Mentorship and internships are extremely important as this population is skilled and mature yet employment remains a challenge. Due to the current economic conditions and other factors, California Veterans are generally more vulnerable to experiencing unemployment as the general population. A recent Time Magazine report pointed to a bleak figure of 20.4% unemployment in 2012 for young veterans (Iraq and Afghanistan-era veterans age 18-24), far exceeding county, state, and national unemployment rates. This leads to a need for job retraining and access to higher education. Basically, for a multitude of reasons, we expect a large growth in the student Veterans population in the years to come and must prepare our programs for this influx of students. As leaders in the field our professional opinion is that the student Veterans population will increase by 20-50% in the next five years while the complexity of their needs and barriers to success grow exponentially.

Data Regarding Student Veterans in SOCCCD

Quick and efficient access to data is not a reality for our programs. Much is currently done manually including enrollment checks, grade point average reviews, and other items critical to ensuring student success and early interventions. This will be spoken to in our “Current and Projected Needs” section. In specifically answering the questions, Denice Inciong of District Services has been incredibly helpful. We commend her work in assisting us with this research.

The data provided is based on a matched file of Veterans that received VA educational benefits as maintained by the VA Benefits Office at each campus. The data provided is for 3 years of Veterans that received benefits from 2009-2012. Though we do have data on all Veterans, we used the smaller number of just those using benefits as this set is validated and, though understates the total number of Veterans, is more accurate for our research. In this analysis the unduplicated headcount of Veterans on benefits at Saddleback College is 1,096 and 503 at Irvine Valley College. In the field of Veterans services, the total duplicated head count of Veterans utilizing VA benefits within an annual timeframe is often used for “total Veterans”. It is the number used to assess capacity on each campus. In the 2011/12 fiscal year, IVC had 589 and Saddleback College had 1,327 Veterans with this framework. With that said, many have asked how many student Veterans are using VA benefits at a given snapshot in time. In spring 2012, IVC had 220 and Saddleback College had 492 student Veterans on benefits attending.

We reviewed academic metrics that monitor the progress of this group of students. Important elements to understand how prepared these students are is their placement levels in English and Math. We reviewed the English and Math placement at each college. At Saddleback, for English placement, 44% are testing into college level English, 33% are testing into one level below college level English, and 23% are testing into two levels below college level English.

Saddleback English Placement of Vets (duplicated)	% of placement
ENG 1A	43.72%
ENG 200	33.12%
ENG 300	20.13%
ENG 340	3.03%

At Saddleback, 2% of the students are testing into college level math, 68% are testing in math that is one level below college math and 28% are testing in math that is two levels below college math.

Math Placement of Vets (duplicated)	% of placement
Math 3A Analy Geometry & Calculus	0.69%
Math 7,8,9,10,124	0.92%
Math 11 B.C. Calculus	0.23%
Math 2 Pre-Calculus	1.15%
Math 205,253	11.78%
Math 251, 253, 205	56.35%
Math 351	28.87%

At Irvine Valley, for English placement, 29% are testing into college level English, 20% are testing into one level below college level English, and 51% are testing into two levels below college level English.

Irvine Valley English Placement of Vets (duplicated)	% of placement
WR 1	28.97%
WR 210	20.00%
WR 301	33.10%
ESS 310 or RD 370	17.93%

At Irvine Valley College, 11% of the students are testing into college level math, 26% are testing in math that is one level below college math and 63% are testing in math that is two levels below college math.

Math Placement of Vets (duplicated)	% of placement
Math 3A	1.31%
Math 2,11	3.27%
Math 105, 8, 9, 10, 124, 206	6.54%
Math 200, 250, 252,253	26.14%
Math 353	43.14%
Math 351	19.61%

Over the three years of Veteran data, at Saddleback College the average units earned by the Veterans is approximately 39 units and the average percentage of success in credit courses is 69%. At Irvine Valley College the average units earned by the Veterans is approximately 41 units and the average percentage of success in credit courses is 70%. We also measured the persistence, in other words, the student enrolled for 3 major terms consecutively, for example from Fall to Spring to Fall. At Saddleback College the persistence rate is 51% and at Irvine Valley College is 55%.

	Average Units Earned	Percentage of Success in Credit Courses	Percentage that Persisted 3 terms
Saddleback Veterans	38.77	68.96%	50.55%
Irvine Valley Veterans	41.24	70.26%	54.47%

The California Community College Chancellor's Office has recently released the Student Success Scorecard. As a point of clarification, the state's methodology used in the student success metrics follow cohorts of students over 6 years and has specific definitions that are based on the MIS data. The information provided here is not the same methodology as the Scorecard methodology. We have modeled our own calculation of success metrics on this group of students. As we are refining our data collection, the most accurate cohort of students we have access to is the 2009-2010 cohort of veterans who received benefits. We looked to see how successful this group of students is in completing a degree, certificate or transfer.

In 2009-2010 at Saddleback, there were 474 veterans and 214 veterans at Irvine Valley College in terms of unduplicated head count. We looked over three years of data to see if the veterans completed a degree, certificate or transferred to a four-year college or university. Of the 474 veterans at Saddleback, 214 or 45% of the group completed a degree, certificate or transferred. Of the 214 veterans at Irvine Valley College, 108 or 51% of the group completed a degree, certificate or transferred. The tables below illustrate each rate individually and an overall completion rate that includes all three levels of completion.

Saddleback 2009-2010 Veteran Cohort			
Percentage of Certificate Completion in the Cohort	Percentage of Degree Completion in the Cohort	Percentage of Transfers in the Cohort	Percentage of students receiving either an award or transfer in the Cohort
21.31%	15.40%	37.76%	45.15%

Irvine Valley 2009-2010 Veteran Cohort			
Percentage of Certificate Completion in the Cohort	Percentage of Degree Completion in the Cohort	Percentage of Transfers in the Cohort	Percentage of students receiving either an award or transfer in the Cohort
21.96%	12.77%	43.46%	50.47%

*It is vital to understand that the state uses a 6yr window for completion while we are using a 3yr window for this as the Post 911 GI Bill was only implemented in fall 2009

A number of students have gone on to transfer to four-year institutions such as:

- California State University - Fullerton
- Columbia University
- University of California - Irvine
- California State University - Long Beach
- California State Polytechnic San Louis Obispo
- University of California - Berkeley
- University of Southern California
- University Of Michigan
- George Washington University
- Kansas State University
- Chapman University

Current and Projected Needs in Veterans Services

District-wide:

Technology Advancements for Veterans Support:

The SOCCCD has earned a tremendous reputation in technological support for our colleges and student learning. Two examples of this are My Academic Plan (MAP) and the InForm Database. For MAP to function, ongoing resources must be dedicated as it is not functional as a stagnant tool. We would love to use MAP online educational planning tool for Veterans yet it is not quite compatible. This would be a significant improvement in our services.

Also, and possibly more importantly, many strides have been made in research and efficiencies within the Athletics Department with the use of InForm. We request that the same efforts be made for our student Veterans. A district-wide student Veteran “Dashboard” or “Scorecard” similar to that created for student athletes would aid in program assessment and improvement as well as automate the ability to flag student Veterans in danger of academic probation and/or losing benefits. In the past, we have realized that when a student Veteran drops his or her courses this is a red flag that something dramatic may be going on in their life. If a “Dashboard” or “Scorecard” system would flag this and immediately alert the VETS Center and/or the VA Benefits Office, we can respond immediately. This is not only a sound student success practice but it also may save lives of student Veterans facing depression, combat-PTSD, and/or other psychological challenges. We request that resources are allocated at the district level to automate some of our Veterans services work at the college level.

Irvine Valley College:

Training:

Faculty and staff are in need of training to help our veteran students. The future implementation of the Kognito program will help faculty and staff learn how to recognize the symptoms of a student who is in distress or who suffers from PTSD.

Funding:

To develop an in-depth orientation manual for veteran students, \$10,000 is needed. This manual should offer detailed information on campus and community resources, admission and registration requirements, financial aid information, scholarships, degree offerings, and other veteran benefits.

To establish a Veterans Book Loan Program similar to the EOPS program, \$50,000 is needed. This program would benefit veterans and their families who do not qualify for the EOPS Book Loan Program.

Equipment:

The new facility is in need of furniture to help create a welcoming environment, such as a sofa, bookcases, white boards, computers and computer stations, tables, chairs, and various accessories.

Staffing:

An administrative assistant is needed for the program. Currently the director of financial aid and program specialist struggle to keep up with the enormous amount of clerical duties necessary to support the program. Having this position would allow more time for one-on-one interactions with the students, planning program activities and events, and outreach to the community for assistance.

Symbol of Support and Recognition:

Over the past several years, the college has struggled to obtain enough funding to build a planned Veterans Tribute Tower. This tower, estimated at \$300,000, would be a visual symbol of IVC's support and dedication to its past, current and future veterans students, as well as a powerful welcoming message to all.

Saddleback College:**Staffing:**

The VETS Program is in need of a bargaining unit classified staff member who can perform the much needed bargaining unit work in the VETS Center. The area relies on an adjacent office to oversee the student workers and volunteers in the program. Student need and program complexity have grown too large to rely on student workers and volunteers to provide basic guidance, set appointments, connect Veterans with outside services, offer outreach, and perform other staff duties.

Counseling Hours:

As the population of student Veterans and active duty military personnel continues to grow and is projected to increase even further, so will the demand on professional counseling services. Their needs expand and with that, we will need to increase the amount of counseling hours dedicated to this group. The cost in "OSH" will need to increase and the institution must keep a keen eye on the growing demand on dedicated and trained personal, career, and academic counseling. This is a highly regulated and often highly disadvantaged group of students. With the implementation of the Student Success Act, more demand will be placed on counselors including Veterans counselors.

Focus on Fundraising:

We are blessed to be in an area in which the local community has significant pockets of affluence and a dedication to our Veterans population. We understand that we need to connect those in the community with the means to donate and time to volunteer with programs in which they emotionally connect. With enhanced and trained staffing in the Saddleback College Foundation Office who are versed in our VETS Program's initiatives and efforts, our VETS Foundation account can grow by leaps and bounds. We currently hover around \$10,000 yet we

know this can grow tenfold with enough attention. Other local institutions have increased their advancement efforts for student Veterans initiatives significantly yet have done so by investing in staffing first.

Items and areas we hope to generate funds to support are as follows:

- Enhancing book loan program
- Establishing an official child care fund
- Creation of a fund for emergency loans and food/gas cards
- Building resources to enhance counseling and staffing

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>
4/1/13 and 4/3/13, 12:00pm – 6:00 pm	FA 210	Larry Jones	Art 133 & 134	Michael Hendrix	Lapidary, Cutting and Polishing Stones
4/8/13, 1:30pm	SM 313	Teresa Bear	Chemistry 4 life club	Dr. Shafer	Topics including chemistry and biology majors leading to medical careers
4/8/13, 6:00pm	TAS 225	Ferro	ENV 40	Kim Matsoukas	Corporate Environmental Responsibility
4/17/13, 7:00pm	TAS 225	Elisabeth Brown	ENV 200	Dr. Schoenherr	Introduction to local shrub communities
4/17/13, 11:30am	SSC 212	Linda Call	Nursing Student Club, meeting - CNSA	Jason Balogh	PICU Nursing
4/19/13, 12:00pm – 4:30pm	BGS 131	Farida Gabdrakhmanova		Rhonda Frey	Fashion 'a la Mode Interior Design Workshop
4/19/13, 12:00pm – 4:30pm	BGS 144	Malia Vago	Apparel Business	Nikolas Ambrose	Apparel Business – Fashion Designer
4/19/13, 12:00pm – 4:30pm	BGA 144	Malia Vago	Apparel Business	Chantel Bryant	Apparel Business – Fashion Designer
4/19/13, 12:00pm – 4:30pm	BGS 144	Malia Vago	Apparel Business	Jillian Wikes	Apparel Business – Fashion Designer
4/19/13, 12:00pm – 4:30pm	BGS 144	Malia Vago	Apparel Business	Kelley Schweers	Apparel Business – Fashion Designer
4/22/13, 6:00pm	TAS 225	Ferro	ENV 40	Angela Howe	Legal strategies for coastal and ocean protection
4/23/13, 12:00 – 1:30pm	SSC 212	Allison Camelot	Sociology	PFLAG Speak Panel	PFLAG promotes the health and well-being of gay, lesbian, bisexual and transgender persons, their families and friends through support, to cope with an adverse society, education, to enlighten an ill-informed public, and advocacy to end discrimination and to

					secure equal civil rights.
4/23/13, 1:30 – 3:00pm	SSC 212	Allison Camelot	Sociology	AIDS Services Foundation Speaker Panel	AIDS Services Foundation Orange County's mission is to prevent the spread of HIV and improve the lives of men, women, and children affected by HIV/AIDS in OC.
4/24/13, 1:30pm	BGS 356	Michael Merrifield		Thomas Ward	Gangsters without Borders
4/24/13, 7:00pm	TAS 225	Elisabeth Brown	ENV 200	Trude Hurd	Introduction to local wildfire (lecture)
4/24/13, 4:00pm	BGS 119	Lisa Elston	Fashion/Bus 31	Deborah Call and Robert Kaufmanfabrics	Textile Design
4/25/13, 5:00pm	HS 145			Gwen Lattin	The Great Pacific Garbage Patch
4/29/13, 1:30pm	TAS 220	Ferro	ENV 40	Andy Miller	Energy policy and the EPA
4/29/13, 6:00pm		Ferro	ENV 40	Andy Miller	Energy policy and the EPA
4/30/13, 5:00pm	Village 32-2	Ryan Even	Photo 156	Jeff Clark	Working Photographer/new work
5/1/13, 7:00pm	TAS 225	Elisabeth Brown	ENV 200	Margot Griswold	Restoration ecology
5/8/13, 7:00pm	TAS	Elisabeth Brown	ENV 200	Dr. Behl	Basic geology; geology of OC

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>
3/28/13, 8:00am	B 110	Carrie Goulding	WR I	Richard Lee	Criminal Procedure, writing
4/9/13, 7:00pm	BSTIC 103	Caroline Kussoy	MGT 217	Pamela Xiong	Social Media Marketing
4/19/13, 12:00pm	Oak Creek Golf Course	n/a; College Foundation	Foundation Board of Governors Retreat	Joseph Lumarda	Transformational Donors: Ultimate Giving
4/23/13, 7:00pm	BSTIC 103	Carolyn Kussoy	MGT 217	Typhanie Peterson	Social Media Marketing
4/29/13, 7:00pm	A 208	Jessica	HIST 25	Jason Schultz, MA,	Disneyland and Post-

		Christian		MLIS	World War II California
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Becoming Fiscally Accountable

ACTION: Information

BACKGROUND

SOCCCD utilizes the Orange County Office of Education (OCDE) to process its' vendor (non-payroll) checks. This extra step in which we have our checks sent to the county for signature, review and processing, and then returned to the district to distribute, adds a considerable amount of time (minimum of 8 or more working days) to the business process for making vendor payments. This was an area that was brought up and needed some improvement during our business process analysis sessions that have been held over the last year to improve our district-wide business processes. Often, this extra processing OCDE time frame poses an undue hardship on vendors, particularly local small business owners who rely on timely payments for their business cash flow and viability. If OCDE has a question it could potentially add more working days to the already time-intensive process and holds up all of the other payments in the batch for a request for information concerning one item.

Most of the multi college districts in the state have become "fiscally accountable" which means that they process their own non-payroll checks, ensure proper oversight for those payments, and audit the payments. The paper checks are not physically delivered to the county, reviewed, and then returned back to the district for disbursement. Fiscal Accountability is different from "fiscal independence" which means that a district is completely independent from the county and processes all checks, both payroll and non-payroll checks. For a multi-college district of our size and complexities, it seems practical for us to become fiscally accountable.

If the District becomes fiscally accountable, we would take on additional responsibilities and be held fully accountable and responsible for our disbursement activities for non-payroll payments. We would still notify OCDE of the payments to update their records and the County Treasury, however; the processing time would be significantly reduced as it would only take an estimated 24 hours to release the paper checks and reduce the burden on our vendors and employees who are receiving reimbursements.

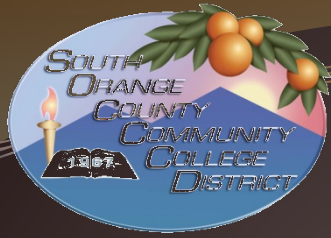
STATUS

In order to become Fiscally Accountable, the District needs to develop additional business procedures that comply with Ed Code Section 85266. There are required steps to become fiscally accountable that are part of the Ed Code requirement. This includes designating a Disbursing Officer who is responsible for all disbursements as

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

well as having the proper internal controls to take over the audit function. The District will need to file a written application to become fiscally accountable with OCDE and the County Auditor on or before September 1, 2013. This application would come to the board of trustees for approval on or before the August 2013 board meeting. OCDE will request an independent audit be performed, at the District's expense, to validate the District's management and accounting controls. This must be completed by January 1 2014. If, after review, OCDE and the County Auditor approve the application before March 1, 2014, the Fiscally Accountable status will be effective July 1, 2014. The district will be hiring an audit firm to assist with the process and the development of proper internal controls and audit function so that the transition to fiscal accountability occurs smoothly and continues our District's high standards of internal controls and accounting standards.

This process of becoming fiscally accountable will not entail having to add staffing to the Fiscal Services department.



SOCCCCD: Becoming Fiscally Accountable

Board of Trustees Meeting
April 29, 2013



What is “Fiscal Accountability”?

- Authorized in Ed Code Section 85266
- District would take full responsibility and accountability for issuing non-payroll (vendor) checks
- Differs from “Fiscal Independence” which means that a district takes full responsibility for both payroll and non –payroll (vendor) checks
- District is interested in becoming fiscally accountable not fiscally independent
- Majority of multi-college districts are fiscally accountable





Why Be Fiscally Accountable?

- Take full responsibility for issuing non-payroll (vendor) checks
- Faster turn around time for checks:
 - Better customer service to both internal and external customers
 - Assists our smaller local vendors with more timely payments
 - Take advantage of vendor discounts
 - Recommended through Business Process Analysis sessions
- Minimal initial costs with no additional on-going costs





Typical Check Process Timeline Comparison

# of Workdays	Current Process Timeline	New Process Timeline
Workday 1	Process Invoices	Process Invoices
Workday 2	Print/Sign Checks	Print/Sign Checks
	Send Check Registers/ POS Pay File to OCDE	Send Check Registers/ POS Pay File to OCDE
	Hand Deliver Checks to OCDE	SOCCCD Audits Checks
Workday 3	OCDE Audits Checks/ Requests Backup if needed	Release Checks
Workdays 4, 5 & 6	OCDE Audits Checks/ Requests Backup if needed	<<<< current timeline can vary further because of holiday schedules, OCDE personnel availability, etc.
Workday 7	OCDE Signs Checks	
Workdays 8, 9	OCDE Hand Delivers>Returns Checks & Backup	
	Release Checks	



District Requirements

- District to create Implementation Plan
- Will have audit firm assist with this process
- Designate a position to be the District Disbursing Officer responsible for all disbursements (bonded)
- This position will be the Executive Director of Fiscal Services
- Designate accounting staff for check audit and review
- Update job descriptions, policies and procedures, as appropriate



Timeline per Ed Code 85266

Now

District work with audit firm to prepare

District to develop Implementation Plan, Policies, Procedures, and Controls

August 2013 Board Mtg

Board authorize district to submit application

On or before Sept 1, 2013

File Written Application with OCDE and County Auditor

On or before Jan 1, 2014

Complete Independent Audit of Management and Accounting Controls

On or before March 1, 2014

OCDE and County Auditor Approve Application

July 1, 2014

Fiscally Accountable Status Effective



Questions

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: List of Board Requested Reports

ACTION: Information

BACKGROUND

At a prior board meeting, members of the Board of Trustees asked for a listing of reports requested by the board every six months. To ensure that follow up and tracking takes place regarding the board requested reports, this item includes a table providing status and includes 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. This report is intended to be a standing item on every board agenda, when appropriate, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) is coordinated and prepared by the Office of the Chancellor and Trustee Services.

This report is intended to provide status of board requested reports 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 Submitted By:	Date Submitted to the Board of Trustees
1/22/13	Mental Health Services	Tim Jemal	February 2013	Gary Poertner	February 25, 2013
1/22/13	Business Partnerships	Tim Jemal	March 2013	Gary Poertner	March 18, 2013
2/25/13	Veterans Services	James Wright	April 2013	Gary Poertner	April 29, 2013

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

The actual Basic Aid receipts since the District returned to Basic Aid status in FY 1999-2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds are shown in EXHIBIT A.

As of March 31, 2013, Total Basic Aid Estimated Receipts of \$472.7M less Total Approved Projects in the amount of \$435.2M leaves a \$37.5M balance for uncommitted Basic Aid Funds which includes approximately \$16M to be committed to OPEB retiree medical liability.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation from the March, 2013 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
April 29, 2013**

Project Description	Approved Amount	1999/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Actual	Balance Remaining for 2012/13
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	166,258,363	139,428,614	11,697,779	7,520,626	3,582,102	3,818,816	210,426
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000		378,837	215,312	144,365	738	260,748
ATEP Building Demolition (2007)	7,000,000		61,693	12,192	1,439,404	781,124	4,705,587
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	11,601,028	3,935,289	2,273,645	2,390,930	1,798,762	507,119	695,283
ATEP Site Development (2012)	340,436					31,948	308,488
ATEP Site Development (2013)	2,100,000						2,100,000
ATEP Site Development Negotiations (2008)	4,265,883	899,132	1,080,568	592,509	618,846	322,921	751,907
ATEP Staffing, Equipment, Program Development (2007)	891,611		20,689	171,285	346,066	291,119	62,452
IVC A-400 Bldg Remodel (2011)	11,463,000					28,153	11,434,847
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	41,576	45,644	143,803	2,609,026
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,163	115	-		-	-
IVC Life Sciences Project (2004)	11,710,000		81,776	793,360	448,231	(1,169,892)	11,556,525
IVC New Parking Lot (2013)	2,920,000						2,920,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000			-	215,836	34,022	150,142
IVC Replace Main Water Valves (2010)	275,000			6,035	76,957	97,311	94,697
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000			3,088	41,368		185,544
IVC Science Lab Addition & Remodel (2006)	5,180,000	362,837	2,373,462	2,024,161	412,531	-	7,009
IVC SSC HVAC System (2010)	800,000			1,346	19,668	732	778,254
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	511,511	745,863	1,817,215	3,988,518
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000					-	2,622,000
SC Building Repairs - ATAS Building (2003)	14,733,313	152,376	1,048	-	13,800	94,380	14,471,709
SC Building Repairs - ATAS Swing Space Renov (2013)	5,806,687						5,806,687
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-			1,000,000
SC Fine Arts HVAC Renovation (2013)	1,000,000						1,000,000
SC Golf Driving Range Net Replacement (2005)	300,000	91,800	5,000	5,000	4,950	19,300	173,950
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC Loop Road (2008)	3,442,000		-	5,740	212,701	-	3,223,559
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000			23	1,276,844	189,784	33,349
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000			166,833	851,935	337,751	143,481
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	-	258,563	1,840,003	56,707,184
SC Storm Drain Repairs (2013)	1,500,000						1,500,000
SC Water Damages/Storm Drainage Issues (2013)	750,000						750,000
CAPITAL PROJECTS TOTAL	179,413,697	5,620,034	6,276,832	6,940,902	8,972,334	5,367,531	146,236,064
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	475,000						475,000
IVC Sports Facilities (2012)	342,600						342,600
SC Central Plant (2013)	750,000						750,000
SC Energy Management System (2012)	657,400					323,678	333,722
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	3,000,000	-	-	-	-	323,678	2,676,322

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
April 29, 2013**

Project Description	Approved Amount	1999/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Actual	Balance Remaining for 2012/13
IT PROJECTS							
Campus Desktop Refresh (2013)	750,000						750,000
SOCCCD Awards Management System (2013)	500,000						500,000
SOCCCD Blackboard Plug-ins (2013)	150,000						150,000
SOCCCD Degree Audit/MAP Upgrade (2013)	750,000						750,000
SOCCCD Document Management Solution (2011)	659,202					622,823	36,379
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	2,500,000						2,500,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000						150,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	3,000,000					16,131	2,983,869
HRIS Data Migration	20,000						20,000
IT Governance - TeamDymanixHE Software	50,000						50,000
TracDat Integration with SharePoint	35,000						35,000
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000						20,000
Unified Communications System	50,000						50,000
IT Contingency	277,855						277,855
SOCCCD IT Basic Aid Projects (2013)	527,855					-	527,855
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770			2,906,089	2,665,868	1,745,944	1,426,869
SOCCCD Matriculation SEP System (2013)	100,000						100,000
SOCCCD Predictive Analytics (2013)	250,000						250,000
SOCCCD Student Information System Enhancement (2013)	1,500,000						1,500,000
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	8,819,991	4,111,633	1,099,661	4,250	22,466	44,259
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	1,668,384	3,815,348	1,197,263	923,579	392,177	39,726
IT PROJECTS TOTAL	41,720,564	10,488,375	7,926,981	5,203,013	3,593,697	2,799,541	11,708,957
OTHER ALLOCATIONS							
SOCCCD Design/Build Specialty Consultant (2013)	175,000					13,300	161,700
SOCCCD DSA Project Close Out (2013)	160,000						160,000
SOCCCD Facilities System (2013)	704,000						704,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	175,000						175,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	435,000	102,000	34,354	13,140		117,900	167,606
SOCCCD Legal Counsel Facility Related Issues (2013)	300,000						300,000
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	453,867	527,830	-	417,291	-	800,000
SOCCCD Retiree Benefits (2001 - present)	40,617,938	24,417,938	500,000	2,500,000	8,000,000	2,600,000	2,600,000
OTHER ALLOCATIONS TOTAL	44,865,926	24,973,805	1,062,184	2,513,140	8,417,291	2,731,200	5,168,306
BASIC AID PROJECT TOTALS	435,258,550	180,510,829	26,963,776	22,177,681	24,565,424	15,040,766	166,000,074

Commitments	257,813,653	54,256,170	37,446,916	41,176,493	(9,951,045)	51,522,611
Cumulative Commitments	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187	432,264,798
Receipts	265,016,219	51,179,365	39,022,021	38,737,963	39,301,044	39,462,256
Cumulative Receipts	265,016,219	316,195,584	355,217,605	393,955,568	433,256,612	472,718,868
Cumulative Expenses	180,510,829	207,474,605	229,652,286	254,217,709	269,258,476	435,258,550
Uncommitted Basic Aid Funds	84,505,390	108,720,979	125,565,319	139,737,859	163,998,136	37,460,318

Change from March 2013 Report:

Approved Amount

2012/13 and Forward

Total Change from March 2013 Report	-	-	-	-	-	-	-
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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
April 29, 2013

SADDLEBACK COLLEGE

1. LIBRARY AND LEARNING RESOURCE REMODEL

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

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$13,673,000 and this amount was returned to basic aid account. Equipment reimbursement of \$2,000,000 is pending from the state.

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor.

Status: The contractor completed seventeen months behind schedule. Contractor payment withholdings include stop notices filed by subcontractors and material suppliers. Claim issues have been combined and a Judge has been assigned.

In Progress: Project punch list, building systems commissioning with M&O, close out documents and warranties submittals, DSA close out. A DLSE hearing was held with all parties on December 19, 2012, and an agreement is nearly finalized. Landscape maintenance period is underway at quad area.

Recently Completed: The demolition and removal of the CC Building is complete. The Division of Labor Standards Enforcement (DLSE) negotiation is complete. Warranty repair for flooring delamination at the third floor is complete. The flooring warranty repair at the third floor has failed and has been rejected by the architect of record. There is a plan in place for the contractor to remove all flooring materials at the third floor and replace with new. This replacement is scheduled for May of this year.

Focus: Complete final punch list. Legal issues and close out of outstanding change orders. Warranty repair for flooring delamination at the third floor is scheduled for secondary repair May, 2013. *Meetings are planned with the contractor and the college to coordinate the replacement of the failed flooring.*

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

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$215,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000.

Status: Cost reduction efforts have brought the project estimate back into alignment with the project construction budget. Board approved Resolution to move forward with Validation Action and the Lease, Sublease and Construction Services Agreement contract documents as to form approved.

In Progress: Proceeding into Validation Action and continuing constructability reviews. Sub-trades prequalification documents were received by the contractor on March 4th and are under review.

Recently Completed: The architect met with the Division of the State Architect (DSA) for a preliminary structural review of the plan set on February 12, 2013 and a preliminary access compliance meeting took place the week of February 18th.

Focus: Staff, consultants and contractors are continuing efforts on constructability reviews and finalization of the DSA plan set for resubmittal. *The architect and District representative met with DSA on April 23, 2013 to review Fire and Life Safety back check comments.* Parallel with Validation, the contractor will bid sub-trades with the objective of finalizing the GMP and providing executed agreements back to the Board for final approval.

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

3. SECONDARY EFFECTS - LOOP ROAD

	Original	Revision	Total
Project Budget:	\$11,697,00	(\$2,699,417)	\$8,997,583
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	-	\$3,442,000
Unassigned:	\$8,255,000	(\$2,699,417)	\$5,555,583

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: The College has requested the Loop Road relocation project be modified with the project's secondary effects taking priority: Site-work (relocation of the practice fields) and infrastructure (storm drain improvements) increased to include relocation of parking which will be lost as a result of locating the New Sciences Building in parking lot 5 and locating the TAS Swing Space (Auto-tech program) in parking lot 1. This request has been fully vetted at the College level and will be reflected in the upcoming submittal of the Five Year plan. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Priority order and funding for secondary effects are under consideration by the Capital Improvement Committee.

Recently Completed: The focus on the Loop Road project is directed toward secondary effects.

Focus: District and College staff and administration identified the secondary effects for the Loop Road project, relocation of practice fields, storm drainage improvements, and parking lot replacement as a high priority.

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

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to

include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: The Design Development phase is underway. (Note: Design phases: Programming, Schematic, Design Development, Construction Documents, DSA Submittal)

In Progress: The architect and District are working with the user groups to further define user needs in support of educational delivery.

Recently Completed: A supplemental geotechnical investigation at North Wing is completed. Surveying and utilities location mapping is completed.

Focus: Design Development with end user participation.

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

5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000		\$5,807,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000		\$5,807,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.

Status: Schematic Design review is complete.

In Progress: Two design meetings were held in January with end users. The Capital Improvement Committee is considering additional Funding recommendation. *Two meetings were held this month with District Warehouse staff and administration to discuss site impacts and solutions regarding warehouse operations.*

Recently Completed: The Dean, V.P.I., M&O, District representative and consultant team reviewed programming space and equipment requirements in an effort to reduce project costs. The results demonstrate that instructional program needs require all elements of the current design. *A survey of the site was completed on April 16th and 17th.*

Focus: Team is moving into design development using full project scope of Schematic Design.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: December 2014	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Approximately 17 remain in "Pending" status and must be closed to arrive at DSA close out.

Recently Completed:

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

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

	Original	Revision	Total
Project Budget:	\$4,120,000	\$2,860,000	\$6,980,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA close out underway.

In Progress: Staff has forwarded final close out documents and fees to DSA.

Recently Completed: The Notice of Completion was filed on July 8, 2010. Three remaining change orders have been approved.

Focus: DSA Close Out

Project Start: July 2006	Scheduled Finish: December 2009
Finish: May 2010	DSA Close Out: Underway

3. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$16,297,000	\$17,410,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original budget totaled \$24,861,000. The budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$8,733,153 resulting in no need for additional basic aid funding. A portion of the state's contribution for construction funding and all equipment funding reimbursement is pending.

Status: After Surety takeover, the new completion date is anticipated as July 31, 2013. Construction is 70% complete.

In Progress: Staff and end users are developing furniture, fixture and equipment lists. Finalizing coordination and contract with Irvine Ranch Water District for Non-Potable water to toilets. Exterior finishes include finishes to weather proofing and IPE Wood detail. Interior installation focuses on first and second floor HVAC, and *second floor casework installation*.

Recently Completed: *Insulation, ceramic tile and lathe & plaster. The State Chancellor's Office has released expenditure of equipment funding.*

Focus: Correction work continues. Negotiations between Surety and District to resolve added costs of schedule delay and minimize project impacts. *Exterior finishes and repair work at slab to correct previous contractor errors.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: July 31, 2013	DSA Close Out: Pending

4. FINE ARTS BUILDING

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

Budget Narrative: Budget reflects reporting as shown on State Chancellor's Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008 and 4/27/2009. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget.

Status: The District submitted a Final Project Proposal (FPP) to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. The State Chancellor's office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project currently does not qualify for FPP approved status. If it is not funded in this fiscal year, it will not be eligible in the following FPP submittal for funding consideration.

In Progress: State Chancellor's office will take steps toward submittal to the Legislative Analyst Office, though no funding source has been available since 2007.

Recently Completed: The College has determined their priority order for this and other projects as demonstrated in this month's agenda for the five year plan.

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

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

5. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete. A phone conference between the District and the City of Irvine was held.

In Progress: Like all other similar uses for City property, the City has indicated there will be a use fee for the City property. The amount of that fee is dependent upon the value and size of the property. The size has been determined and a District appraisal will be forthcoming in the near future. The College will maintain the landscape improvements. The City will forward a maintenance agreement for District review which will identify responsibilities for landscape improvements.

Recently Completed: Division of the State Architect complete with accessibility review.

Focus: Finalize usage fee and maintenance agreement with City of Irvine.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2013
Projected Finish: Summer/Fall 2013	DSA Close Out: Pending

6. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$8,458,949	\$11,463,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$10,463,000	\$11,463,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011 and 8/27/2012. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. Staff will recommend an increase in the project budget to address the furniture, fixture and equipment expenditure during the 2012-2013 Basic Aid Allocation review process.

Status: The Design Build contract was approved at the January Board meeting and design is underway. The *Design Committee* chose to demolish the existing structure and re-build all 24,000 gross square feet using a two story configuration.

In Progress: Design meetings are scheduled from January to mid-May.

Recently Completed: The two story configuration is under design with *exterior elevations* reviewed on *March 22nd* and *April 12th*.

Focus: Proceed through Design. Each design meeting will build on decisions that are resolved during the previous session.

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

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

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

In Progress: ATEP Building Foundations and Infrastructure Demolition *in bid process*.

Recently Completed: *PERF Letter with the Navy has been updated* and ATEP Building Foundations and Infrastructure Demolition *received* approval to move forward.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

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

2. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect *has developed* the Criteria documents. Programming completed January 2012. IVC Technical Specifications approved during A400 project development.

In Progress: Criteria Document *under review between colleges and Criteria Architect*.

Recently Completed: Saddleback College completed review of the technical specifications.

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE

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

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

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

Status: Consultants are continuing to move forward with the project. Submittal of reports is two weeks behind schedule to ensure quality submittal.

In Progress: Saddleback College report is received and under review. Review process is likely to result in back and forth comments until report reflects desired content. IVC awaiting report.

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

Focus: District and College staff will review and edit format and content for consistency with needed information.

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

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

Definitions:

Project Start: Month Architect/Consultant(s) are brought on board for design/project

Scheduled Finish: Assumed duration of project depending on variables, such as agency review, etc. that are outside of the control of District and consultants

Projected Finish: Identified finish at the time of the report
DSA Close Out: The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through March 31, 2013 (Exhibit A). A review of current revenues and expenditures for FY 2012-2013 show they are in line with the budget and consistent with prior year trends.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of March 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS						
BEGINNING FUND BALANCE:			\$ 28,459,232	28,459,232	28,459,232	100.00%
REVENUES:						
Federal Sources	8100-8199	\$	2,703,442	2,873,900	688,508	23.96%
State Sources	8600-8699		12,696,260	17,802,768	9,662,856	54.28%
Local Sources	8800-8899		180,176,013	180,637,607	126,426,696	69.99%
Other Financing Sources	8900-8912				1,192	
Total Revenue			195,575,715	201,314,275	136,779,252	67.94%
INCOMING TRANSFERS	8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		\$	224,034,947	229,773,507	165,238,484	71.91%
USES OF FUNDS						
EXPENDITURES:						
Academic Salaries	1000-1999	\$	65,200,365	66,399,970	47,626,740	71.73%
Other Staff Salaries	2000-2999		40,587,109	41,076,478	26,388,944	64.24%
Employee Benefits	3000-3999		35,985,299	38,269,000	25,987,929	67.91%
Supplies & Materials	4000-4999		5,228,645	5,361,370	1,858,906	34.67%
Services & Other Operating	5000-5999		20,879,241	21,075,719	11,032,158	52.35%
Capital Outlay	6000-6999		5,261,092	6,058,669	1,751,087	28.90%
Payments to Students	7500-7699		258,585	407,527	181,570	44.55%
Total Expenditures		\$	173,400,346	178,648,733	114,827,334	64.28%
OTHER FINANCING USES:						
Debt Service	7100-7199		435,000	435,000	272,518	62.65%
Inter Fund Transfers Out	7300-7399	\$	1,379,296	1,379,296	763,996	55.39%
Basic Aid Transfers Out	7300-7399		20,235,661	20,235,661	2,600,000	12.85%
Intra Fund Transfers Out	7400-7499		0	0	0	0.00%
Total Other Sources (Uses)			22,049,957	22,049,957	3,636,514	16.49%
TOTAL USES OF FUNDS			195,450,303	200,698,690	118,463,848	59.03%
ENDING FUND BALANCE		\$	28,584,644	29,074,817	46,774,636	
RESERVES						
Reserve for Unrealized Tax Collections (Basic Aid)		\$	17,639,088	17,639,088		
Reserve for Economic Uncertainties			10,345,556	10,612,582		
College Reserves for Economic Uncertainties			600,000	823,147		
TOTAL RESERVES		\$	28,584,644	29,074,817		

NOTE: As of March 31, 2012, actual revenues to date were 71.10% and actual expenditures to date were 55.61% of the revised budget to date.

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of March 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 12,646,802	12,646,802	12,646,802	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 80,013,075	81,967,792	55,200,549	67.34%
Restricted Budget Allocation		9,595,863	10,910,258	6,762,900	61.99%
Total Revenue		89,608,938	92,878,050	61,963,449	66.71%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>\$ 102,255,740</u>	<u>105,524,852</u>	<u>74,610,251</u>	70.70%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 42,644,862	43,038,061	30,908,715	71.82%
Other Staff Salaries	2000-2999	20,520,147	20,828,200	13,443,874	64.55%
Employee Benefits	3000-3999	20,971,457	23,093,836	14,925,856	64.63%
Supplies & Materials	4000-4999	4,105,529	4,190,041	1,241,315	29.63%
Services & Other Operating	5000-5999	9,325,821	8,981,608	4,441,976	49.46%
Capital Outlay	6000-6999	3,703,458	4,271,598	1,264,629	29.61%
Payments to Students	7500-7699	84,466	221,508	69,482	31.37%
Total Expenditures		<u>\$ 101,355,740</u>	<u>104,624,852</u>	<u>66,295,847</u>	63.37%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 400,000	400,000	255,100	63.78%
Other Transfers	7400-7499	0	0	0	
Total Other Sources (Uses)		<u>400,000</u>	<u>400,000</u>	<u>255,100</u>	63.78%
TOTAL USES OF FUNDS		<u>101,755,740</u>	<u>105,024,852</u>	<u>66,550,947</u>	63.37%
LOCATION OPERATING BALANCE		<u>\$ 500,000</u>	<u>500,000</u>	<u>8,059,304</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>\$ 500,000</u>	<u>500,000</u>		

NOTE: As of March 31, 2012, actual revenues to date were **70.67%** and actual expenditures to date were **64.53%** of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of March 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		2,870,165	2,870,165	2,870,165	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 44,737,646	45,756,794	31,678,574	69.23%
Restricted Budget Allocation		5,930,680	6,794,502	4,816,249	70.88%
Total Revenue		50,668,326	52,551,296	36,494,823	69.45%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		53,538,491	55,421,461	39,364,988	71.03%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	20,833,232	21,622,738	15,781,108	72.98%
Other Staff Salaries	2000-2999	12,705,378	12,903,594	8,290,962	64.25%
Employee Benefits	3000-3999	11,155,591	11,316,913	8,690,829	76.80%
Supplies & Materials	4000-4999	976,455	1,020,650	561,180	54.98%
Services & Other Operating	5000-5999	5,243,953	5,516,428	2,714,608	49.21%
Capital Outlay	6000-6999	1,185,457	1,367,676	397,524	29.07%
Payments to Students	7500-7699	174,129	186,019	112,088	60.26%
Total Expenditures		52,274,195	53,934,018	36,548,299	67.76%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	435,000	435,000	272,518	62.65%
Transfers Out	7300-7399	729,296	729,296	258,896	35.50%
Other Transfers	7400-7499	0	0	0	
Total Other Sources (Uses)		1,164,296	1,164,296	531,414	45.64%
TOTAL USES OF FUNDS		53,438,491	55,098,314	37,079,713	67.30%
LOCATION OPERATING BALANCE		100,000	323,147	2,285,275	
RESERVES					
Reserve for Economic Uncertainties		100,000	323,147		

NOTE: As of March 31, 2012, actual revenues to date were 69.09% and actual expenditures to date were 69.27% of the revised budget to date.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011 for a total of \$55,409,811.

STATUS

This report is for the period ending March 31, 2013 (Exhibit A). The portfolio is comprised of 50.7% Fixed Funds (Bonds) and 49.3% Common Stocks (Domestic and International). The fair market value at March 31, 2013 is \$71,945,351. Since inception, the trust has earned a 5.95% annualized return, which is up .22% from the prior month. The annualized return is consistent with the market.

April 5, 2013

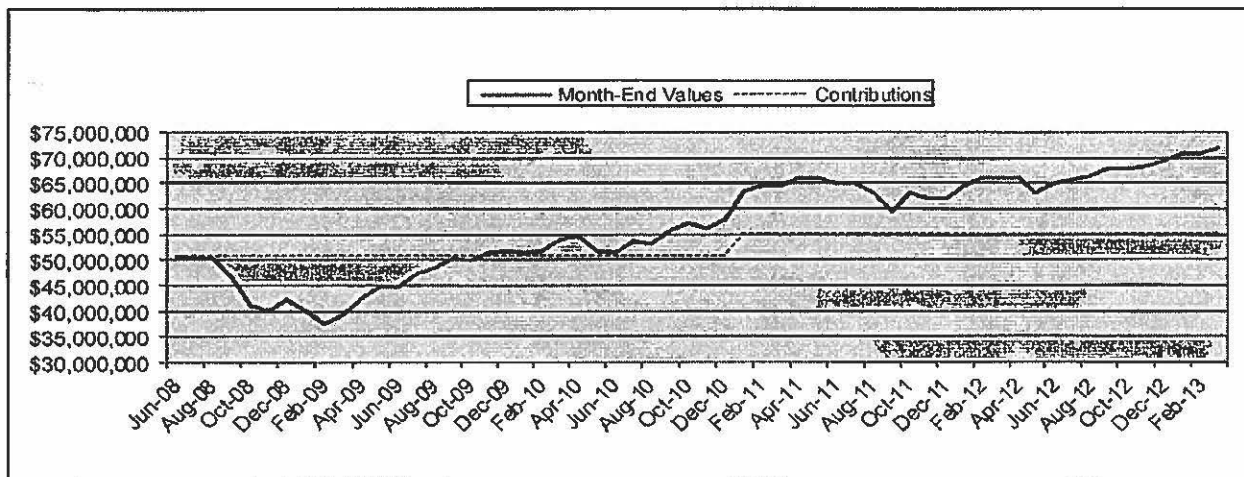
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

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

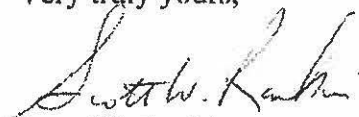
With a fair market value on March 31st of \$71,945,350.63 your portfolio was up 1.40% for the month and up 5.95% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (50.7%), and common stock funds (49.3%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and an additional contribution of \$4,618,708.00 on January 10th, 2011 for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>March 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.40%	3.70%	5.95% annualized return
S&P 500	3.75%	10.61%	6.74% (Domestic Stocks)
MSCIEAFE	0.82%	5.13%	-0.46% (International stocks)
Barclays Aggregate	0.08%	-0.12%	6.00% (Domestic Bonds)
Barclays Global	-0.25%	-2.10%	4.48% (Global Bonds)



Very truly yours,



Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 2 of 2

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811
January-13	\$ 70,991,112	\$ 55,409,811
February-13	\$ 70,937,479	\$ 55,409,811
March-13	\$ 71,945,351	\$ 55,409,811

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 March 31, 2013 for FY 2012-2013, is attached (EXHIBIT A) for the Board of Trustees' information and review.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2012-2013

Quarter Ended: (Q3) Mar 31, 2013

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8800, 8800)	181,588,225	179,153,234	178,949,792	183,593,759
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	181,588,225	179,153,234	178,949,792	183,593,759
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	136,661,585	143,192,286	138,718,862	153,766,740
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,656,082	41,067,999	40,871,237	21,845,661
B.3	Total Unrestricted Expenditures (B.1 + B.2)	181,317,667	184,260,285	179,590,099	175,614,401
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	270,558	-5,107,051	-640,307	7,979,358
D.	Fund Balance, Beginning	26,572,259	26,842,817	21,735,766	21,095,459
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	26,572,259	26,842,817	21,735,766	21,095,459
E.	Fund Balance, Ending (C. + D.2)	26,842,817	21,735,766	21,095,459	29,074,817
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.8%	11.8%	11.7%	16.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	26,233	26,199	27,828	27,803
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		25,884,623	28,916,889	33,966,689
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	28,092,706	25,884,623	28,916,889	33,966,689

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8800, 8800)	180,033,416	183,593,759	125,188,078	68.2%
I.2	Other Financing Sources (Object 8900)	0	0	1,192	
I.3	Total Unrestricted Revenue (I.1 + I.2)	180,033,416	183,593,759	125,189,270	68.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-8000)	150,698,570	153,768,740	104,993,563	68.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	21,845,661	21,845,661	3,572,518	16.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	172,544,231	175,614,401	108,566,081	61.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	7,489,185	7,979,358	16,623,189	
L.	Adjusted Fund Balance, Beginning	21,095,459	21,095,459	21,095,459	
L.1	Fund Balance, Ending (C. + L.2)	28,584,644	29,074,817	37,718,648	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.6%	16.6%		

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 (Specify)	Management	Academic	Classified
	Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	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: 2012-2013
Quarter Ended: (Q3) Mar 31, 2013

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: Dr. Debra L. Fitzsimons, Vice Char

CBO Phone: Use format 999-555-1212
949-582-4665

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Gary L. Poertner, Chancellor

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: _____

District Contact Person

Name: Kim McCord

Title: Exec. Dir., Fiscal Services/Comptroller

Telephone: Use format 999-555-1212
949-582-4661

Fax: Use format 999-555-1212
949-347-0390

E-Mail: krmccord@soccod.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atallio (916)327-5772 catallio@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu
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TO: Board of Trustees

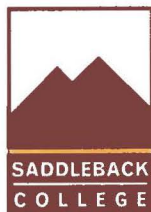
FROM: Gary L. Poertner, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC



SADDLEBACK COLLEGE

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

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

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for April 29, 2013 Board of Trustees Meeting

The Saddleback College Foundation's annual gala was held on Saturday, April 20th in the college's gymnasium, which was transformed by students in the entertainment and theater technology program to coincide with the gala's theme, "Vegas Meets Hollywood." The gala featured performances of Hollywood musicals by the Tony award nominated Jonelle Allen and artist John Huntington, both instructors at Saddleback College. The event also included a presentation to the Alumnus of the Year, Richard Crawford of the Washington Redskins, a silent auction, casino games, dancing, and dinner.

All 14 honors program students who qualified for the honors-to-honors transfer agreement to UC Irvine were admitted! These students have earned honors program admission and UC Regents scholarships. Congratulations to these deserving students.

Saddleback College congratulates our deserving professors of the year: Scott Fier (chemistry), Farida Gabdrakhmanova (part-time interior design instructor) and Melinda Smith (Emeritus Institute fashion design instructor).

Office of Instruction

Advanced Technology and Applied Science

Saddleback Landscape Designers Club has been officially launched with an enthusiastic response from students. They have been invited by the City of Mission Viejo for the ARTS Alive Native Garden demonstration, Earth Week Sustainable Greenhouse installation (with Architectural Club) and native plants sales (with Environmental Study Club), and an Orange County Fair Native Garden demonstration.

The graphic arts department's contribution to the Saddleback College Arboretum Trail has begun with several classes developing graphic design concepts. Recently the *GD148 – Digital Graphic Design* class walked the trail to get a clear understanding of the project. After walking the path, the students were very enthused about the class design project, as well as the trail itself.

Horticulture faculty member Ken Lee recently competed in Los Angeles Marathon and had an idea to use his participation in the high-profile race to raise awareness for the Saddleback College Arboretum Trail project. The Graphic Design and Graphic Communications programs contributed to making Ken's vision become a reality by creating a smart-looking graphic for the shirt and printing the shirt with the latest technology for applying artwork to running gear. This was truly a team effort: the design was created by Graphic Design student Evonna Ramirez (also a member of the Saddleback Track Team), the artwork was printed by department lab technician Will Baldwin, and Ken ran an exceptional race!

Emeritus Institute

Saddleback Emeritus Institute faculty member Karen Willner has had a feature article published in the Spring 2013 issue of *Nostalgia Digest*. Karen teaches film as literature and her article features a historical account of Famous Meglin Kiddies from the "Golden Age" of film.

Fine Arts and Media Technology

April was a busy month for student performances. On April 2nd through the 7th the Department of Theatre Arts presented *The Women of Lockerbie* in the Studio Theatre. On April 4th music faculty member Ariel Alexander gave a free noon concert titled *The Ariel Alexander and Jon Bremen Electro-Jazz Project*. On April 12th through the 21st the Department of Theatre Arts presented their spring musical of *Legally Blonde* in the McKinney Theatre to full houses. On April 19th, the Saddleback printmaking students presented the Second Annual Steamroller Block Party in the Theatre Arts circle. Art students created their large format woodblocks using a three-tom steamroller. Other activities included custom t-shirt printing, woodblock carving and sale of student prints. On April 25th through the 27th the Dance Department presented *Dance Collective 2013* in the McKinney Theatre. On April 26th, *Happening/Unhappening 3* happened in the Studio Theatre which involved a collaborative performance of Art, Music, Speech and Movement students and faculty along with New Orleans poet Chuck Perkins. Saddleback piano students presented a recital on April 28th in the McKinney Theatre performing works from Bach to Gershwin and beyond. On April 21st, jazz saxophonist Kirsten Edkins joined the Jazz Lab Ensemble for a rousing performance in the McKinney Theatre. On April 30th jazz guest artist the Tony Inzalaco Quintet will entertain students and the community in the McKinney Theatre.

Online Education and Learning Resources

Congratulations to Elizabeth Horan, librarian, who was just selected to be part of the California Open Educational Resources (OER) Council, which is comprised of three members from the University of California, the California State University, and California Community Colleges .

Congratulations to April Cunningham, librarian, who has been selected to serve as a curriculum designer/facilitator for "Assessment in Action: Academic Libraries and Student Success" (AiA), a three-year project conceived by the Association of College & Research Libraries (ACRL) and funded by the Institute of Museum and Library Services (IMLS) to support the design, implementation, and evaluation of a program to strengthen the competencies of librarians in campus leadership and data-informed advocacy. April's role will be to create dynamic and authentic learning experiences for participating librarians using blended learning and peer-to-peer collegial relationships resulting in action learning projects.

Social and Behavioral Sciences

On April 8th and 9th, the SBS Division, in conjunction with ACLAMO, the Global Activists Club, and ASG, sponsored a series of workshops organized around the theme of social activism and the arts in El Salvador. The presenters were Fredy Granillo, a Salvadoran artist, singer/ songwriter and social activist, and Rosemary Ramsey, an American community organizer who has been living and working in El Salvador since 2007. Attendees learned about the history and current issues facing El Salvador and its people as they work on the grassroots level for equitable economic development and participatory democracy. The response from the audience was enthusiastic.

The American Psychological Association Board of Educational Affairs awarded the psychology department \$1,000 toward hosting a regional conference aimed at improving student learning outcomes for psychology students in high schools, community colleges, and 4-year colleges and

universities. This is the second award that the department has won that will fund the upcoming conference in October.

The Saddleback College Chapter of the Psi Beta National Honor Society in Psychology hosted "Psychology Week", a week-long series of events that included activities meant to increase awareness of mental health issues in our community.

The Sociology Department hosted two speaker panels: AIDS Services Foundation Speaker Panel on April 23rd and the PFLAG Speaker Panel will be held on April 30th. AIDS Services Foundation Orange County's mission is to prevent the spread of HIV and improve the lives of men, women, and children affected by HIV/AIDS in Orange County. PFLAG promotes the health and well-being of gay, lesbian, bisexual and transgender persons, their families and friends through: support, to cope with an adverse society; education, to enlighten an ill-informed public; and advocacy, to end discrimination and to secure equal civil rights.

Office of Student Services

The second half of financial assistance grant and loan disbursements to students totaled \$3,663,689.00. Students appreciated that allocations are processed efficiently and disbursements were available as scheduled for April.

The OC Health Care Agency funded *Parent to Parent Program* began in April at the Child Development Center. The free parenting classes will be conducted in the Child Development Center over a 10-week period.

The Student Health Center in conjunction with the Division of Health and Human Services held a Health and Wellness Fair on April 10th. More than 50 community businesses attended. Speakers and educational break-out sessions were provided to the students and community.

Office of Administrative Services

Administrative Services

A Budget Development & Year-End Closeout Workshop was held on April 12th. This session covered the importance of the budget developing process and year-end closing procedures focusing on the divisions' responsibilities and important deadline dates throughout the year.

Foundation

The 13th Annual Gala, "Vegas Meets Hollywood" was held on April 20th at the Saddleback College Gymnasium. This event was well attended.

Grants & Contracts

We welcomed our new College Grants and Contracts Manager, Roxanne Metz. For the last six years Roxanne has worked at College of the Redwoods where she served as the Director of Planning, Grants, and Institutional Effectiveness. Roxanne has extensive experience with grant scoping, grant writing, and grant management and is knowledgeable about community college planning and accreditation.

Safety and Security

In an effort to publicly recognize Andrew Craven for his years of outstanding service and dedication to the District and SC Police Department, Chief Wilkinson has nominated Andrew Craven for the California College & Police Chiefs Association (CCUPCA) Award of Merit. The award will be publicly presented to Andrew at 7:00 p.m. on Thursday, May 2nd during the awards and recognition dinner at the CCUCPA annual training conference.



IRVINE VALLEY COLLEGE

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

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

FROM: Glenn R. Roquemore, President *GRR*

DATE: April 18, 2013

SUBJECT: **President's Report for the April 29, 2013 Board of Trustees Meeting**

IVC Transfer Fair

On Monday, April 8, IVC held a Transfer Fair. The event kicked off with a college fair in the lobby of the Performing Arts Center from 5:30 p.m. to 6:30 p.m., followed by presentations from 6:30 p.m.-8:00 p.m. The event was geared toward high school seniors and their parents. The focus of the event provided everyone with information on how to successfully transfer. Topics covered included: Transfer Admission Guarantees (TAG and AA-T), Honors Program, Transfer Alliance Program to UCLA, IVC student and professor perspectives, UC/CSU representatives with the latest news in transfer, athletics and eligibility, and Q & A with IVC academic counselors, students and UC/CSU representatives.

Phi Theta Kappa

On March 6, at a luncheon hosted by the Community College League of California, Sharon Syau was selected for the 2013 Phi Theta Kappa (PTK) All-California Academic Team for her outstanding academic achievement.

Model UN Takes Top Honors

For the second year in a row, the IVC Model United Nations team took away top honors at the National Model United Nations Conference, held March 17-21 in New York City. Among the 215 colleges that competed, the overwhelming majority were four-year universities. In addition to winning an Outstanding Delegation award for their efforts, Aurora Solna, Eric Hanson, Jibran Samla, Kaitlin O'Neill, Max Hyman, and Summer Gary all won Outstanding Position Paper Awards for research papers written for their respective committees. Eric Hanson and Summer Gary received the Outstanding Position Paper award for General Assembly First Committee. Jibran Samla and Kaitlin O'Neill received the Outstanding Position Paper award for General Assembly Fourth Committee. Aurora Solna and Max Hyman received the Outstanding Position Paper award for United Nations Committee on Trade and Development.

IVC's Farheen Jamil and Kaitlin O'Neill competed against approximately one hundred students and were offered highly selective positions by the Nation Model UN staff as chairs for the Economic Commission for Africa and the General Assembly First Committee. The team's performance at NMUN – NY coupled with its showing at NMUN – DC in the fall, makes IVC the most decorated school at NMUN conferences this year.

Those representing IVC at NMUN – NY are listed as follows: Cale Crammer (Advisor), Farheen Jamil (Chair for Economic Commission for Africa), Kaitlin O'Neill (Chair for General

Assembly First Committee), Eric Hanson and Summer Gary (General Assembly First Committee), Audrey Meaney and Theodore Hunt (General Assembly Second Committee), Gabriel Masri and Jibran Samla (General Assembly Fourth Committee), Aurora Solna and Max Hyman (United Nations Committee on Trade and Development). The experience and expertise of Cale Crammer has played an integral role in propelling IVC MUN to the three national championships the program has received in the past year.

IVC Debate Team Wins Double 2013 National Championships

The debate team for IVC repeated their national championships at a tournament held at University of Pacific, March 23-25. The team won the community college division at the tournament held by the National Parliamentary Debate Association. The IVC team also won the year-long sweepstakes as the most successful community college team for the 2012-2013 season. Second and third were taken by El Camino and Orange Coast Colleges. The team's total was also sufficient for a 6th place ranking among all two and four year schools. No other community college has won double national championships for the nation-wide association. IVC also won the titles last year.

IVC Offers Programming on AT&T U-VERSE TV

Irvine Valley College and AT&T have announced that the college's local government access programming is now available on AT&T U-verse® TV Channel 99. Irvine Valley College Television (IVCTV) has been accessible through Cox Communications since 1999 and can currently be viewed on Cox channel 33. The combined television access through Cox and now AT&T expands opportunities for more residents in Irvine, as well as residents throughout Orange County, Los Angeles, Riverside and San Bernardino Counties to tune into college programming to learn about IVC's services, programs, resources and events. IVCTV showcases college programming that features students, faculty, administration, staff and events that happen at Irvine Valley College. Diane Oaks, Director of Marketing, Communications and Broadcast Services and Vincent Cooper, Video Product Specialist, worked along with several key representatives from AT&T and the IVC Technology Services Department to complete the installation when the City of Irvine and Irvine Unified School District also opted to complete this expansion of coverage.

Celebrate Jazz at IVC

The IVC Music Department and Foundation will once again celebrate jazz on Saturday, May 4 beginning at 2 p.m. at the Live Oak Terraces on the IVC campus. Admission and parking in Lot 5 will be free. The afternoon will feature the IVC Jazz Ensemble, conducted by Director Ed Peffer, as well as the Woodbridge High School Jazz Ensembles, #1 and #2 (Directors Joslynne Blasdel and Brad Harris, respectively), and featured Latin jazz guest artist Bobby Rodriguez with his seven-piece jazz ensemble. Over the years, the college has had a number of stage locations on campus for the Jazz Picnic. This year, the event will be staged on IVC's new Live Oak Terraces. Concessions will be available for purchase, sponsored by the IVC Red Cross Club. A bring your own wine and beer option will be available for a \$5.00 corkage fee. Donations will be accepted to benefit the Tonya Reed Gardner Memorial Endowed Music Scholarship, Jenny Richards Memorial Endowed Vocal Music Scholarship and the Ikemi-Murakami Music Scholarship.

IVC Circle K Club Wins Awards for Community Service

The Irvine Valley College Circle K Club came home with awards from their annual California-Nevada-Hawaii District Convention, held in San Diego on March 15-17. The club earned the Distinguished Club Improvement Award, and two club officers were recognized with the following awards: Marlene Smith: Distinguished Secretary and Gold Membership Recognition Program Award (120+ hours of community service) Samer Khan: Distinguished Vice President and Silver Membership Recognition Program Award (80+ hours of community service). The IVC Circle K Club is part of Circle K International, the world's largest collegiate community service organization. Since August, the club has provided more than 530 hours of community service and has helped the PAC with concessions sales. The Circle K Club is sponsored by the Irvine Kiwanis and advisors Nancy Ikeda, Nathan Quach and Jeff Wilson.

IVC BEES Garden Honored

National Wildlife Federation (NWF) has announced that the Irvine Valley College BEES Garden is now recognized as an official Certified Wildlife Habitat site. The property attracts a variety of birds, butterflies and other local animals by providing a wildlife-friendly landscape. IVC's site is among nearly 150,000 certified habitats nationwide. The majority of these sites represent the hard work and commitment of individuals and families providing habitat near their homes, but NWF has also certified more than 3000 schools and hundreds of business and community sites. The average habitat is between 1/3 and 1/2 acre, but certified sites range in size from urban balconies to many acres.